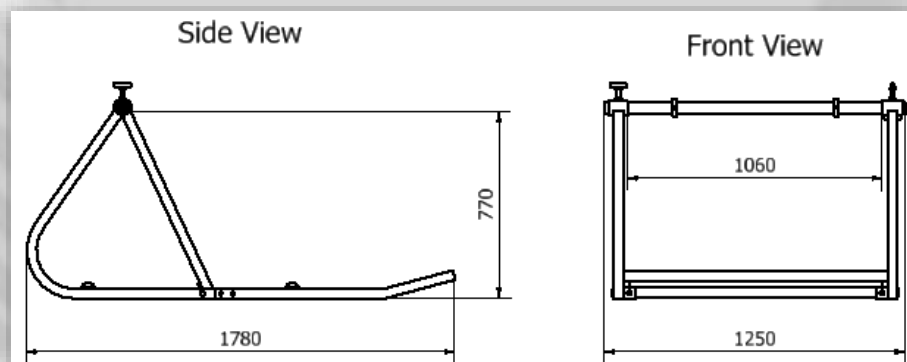
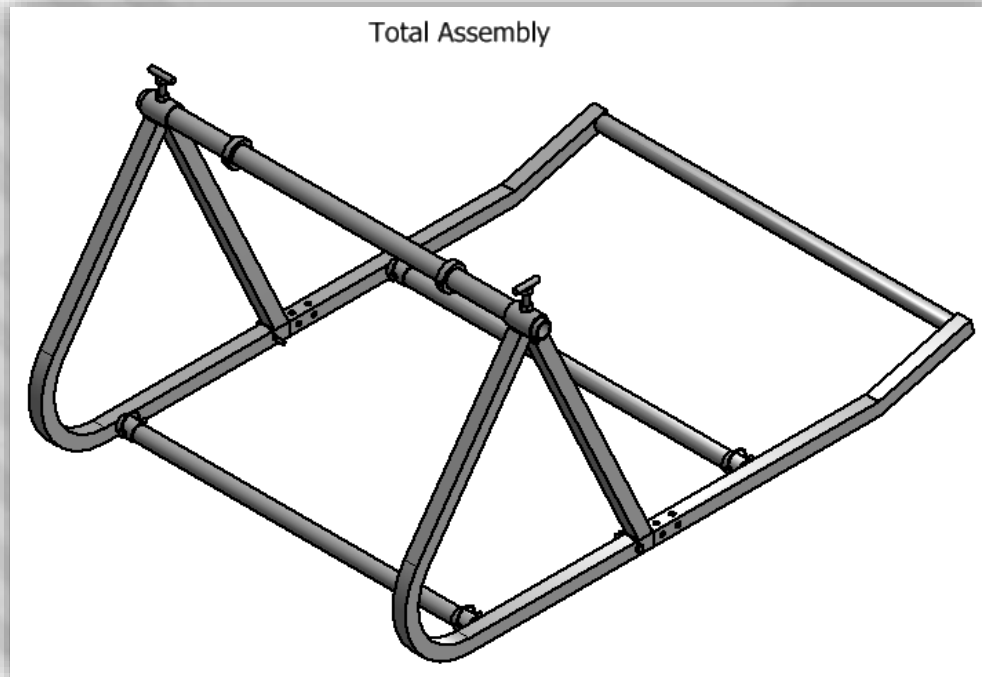


# User Guide for Drum Lever



## 150kg Cable Drum Lever, DL-150

Cable drum stand utilizing a leverage ratio of 6:1 to lift a drum off the ground for operation. Supporting Cable Drums up to  $\phi$ 1400mm x 970mm wide in size and weighing up to 150kg, the required force to lift the Cable Drum off the ground for unspooling is only 25kg.

This steel welded frame can easily be disassembled into sections for storage and transport.

Complete with 50mm drum spindle and two drum collars.

Frame has a powder coated finish

Total Weight - 25kg

Optional cones available.

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## General Index

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## Purpose and Task

### Scope

This documents is intended to provide an assessment of possible hazards and risks associated with the setup and operation of Hearthill Pty Ltd.'s Drum Lever, Model Number DL-150.

### People at Risk

Persons operating the equipment, co-workers and people entering the area of work

## Prerequisites and Recommendations

### Manufacturer Documentation

All operators must read and understand these documents before use;

- **User Guide for Drum Lever** UG-DL-150-001A02
- **Risk Rating Matrix** HH:RISKRM:001-1

### Standards, Guides and Reference material

Occupational Health and Safety Act 2004 – Dangerous Goods Act 1985  
 Equipment (Public Safety) Act 1994 – Occupation Health and Safety Regulations 2007  
 National Code of Practice for Manual Handling [NOSC:2005(1990)]

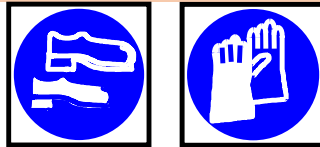
### Training

All operators must be familiar with Occupational Health and Safety guidelines and regulations before using this equipment. The DL-150 is manually operated so know your limits, ask for assistance if required.

Ensure adequate training from an experienced and competent operator before use.

Take note – varying operator height and fitness will alter ease of operation

### PPE (Personal Protective Equipment) and Safety



### Disclaimer

**Whilst this User Guide aims to provide detailed advice, it is not possible to deal with every situation which may be found in the workplace.**

**This operating and safety brochure is intended as a guide only. Always refer to current applicable Workplace Health & Safety laws, regulations or codes of practice relative to your state or territory.**

## Documents Control

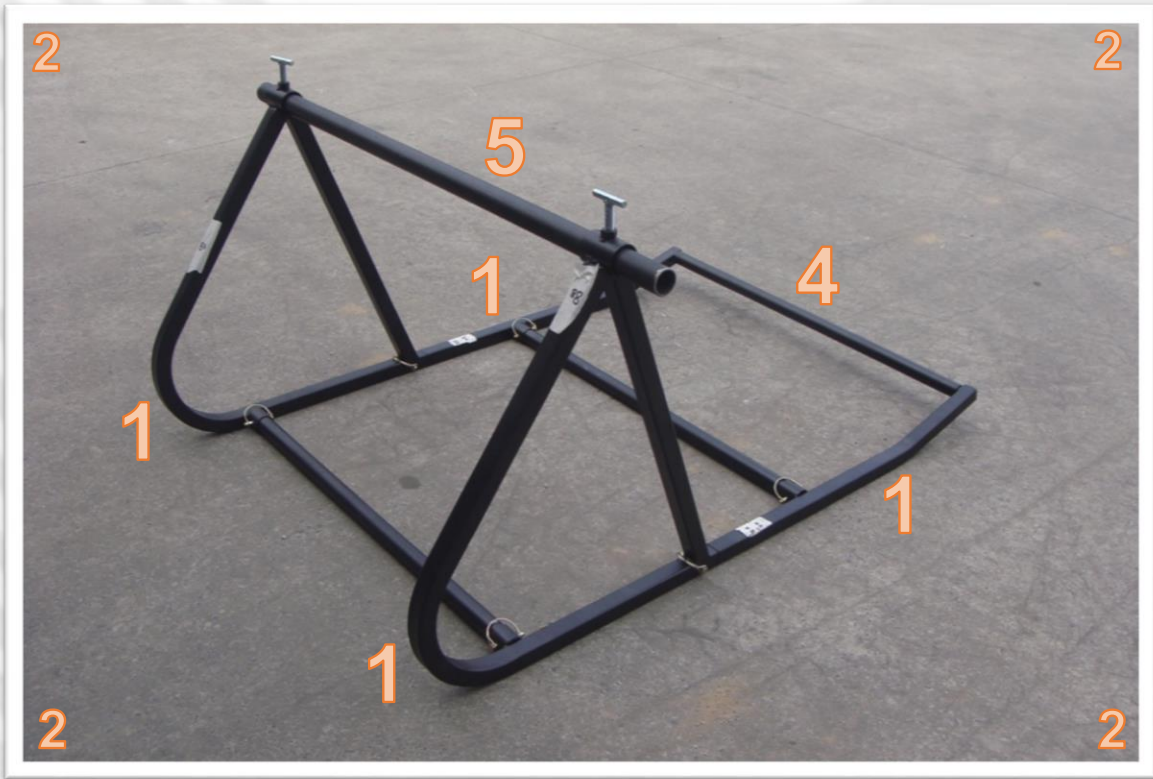
Documents Name	Document Code	Date
DL-150 User Guide Booklet	UG-DL-150-001A04	23 <sup>rd</sup> July 2015
Risk Rating Matrix	HH:RISKRM:001-1	12/09/2014
Compliance Certificate	MT-10/676	25/11/2010
Ratio Testing Certificate	MT-15/318	11/5/2015
Equipment Warranty	HH:WARR:001-1	23/9/2014

Document creator – Tai Nguyen	Company - Hearthill Pty Ltd	Date – 3/6/2015
Distributor Approval – Kevin Harrold	Company - Specialised Force Pty Ltd	Date – 24 <sup>th</sup> July 2015

## Identified Risk Points

Below shows an image of Drum Lever, DL-150 assembled and numbered identifying the risks.

Please refer to the Risk Assessment Table



## Risk Assessment Table

Picture Ref	Location	Hazard Type	Risk	Current Score			Risk Controls Required	Revised Score		
				Impact	Chance	Total		Impact	Chance	Total
1	Entire Unit	Strain or Back Injury	Lifting the assembled unit without assistance	4	4	16	1. Do not lift or move stand without assistance 2. Do not move stand with cable drum loaded	3	2	6
	Entire Unit	Crushing	Crushing of body parts	4	4	16	1. Isolate working area 2. PPE - Wear Steel Cap Boots	3	2	6
2	Work Site	Laceration or sprain	Tripping over unit	3	3	9	1. Isolate working area 2. Never step over the machine 3. PPE - Wear Steel Cap Boots	2	1	2
3	Locking Pins	Pinch Point	Cut or bruising to fingers or hands	1	2	2	1. PPE - Wear gloves	1	1	2
4	Handle Bar	Impact	If load is too heavy, lifting may cause impact to head. If load is too heavy, dropping may cause impact to legs.	4	4	16	1. Ensure operator does not pass 150kg load limit 2. If unsure, operate DL-150 with an assistant	3	2	6
5	Drum Spindle	Impact	If load is too heavy lifting may cause impact to head. If load is too heavy dropping may cause impact to legs.	4	4	16	1. Ensure operator does not pass 150kg load limit 2. If unsure, operate DL-150 with an assistant	3	2	6
6										
7										

To add your own risk assessment notes. Fill in the empty spaces. Work out your score by following the Risk Rating Matrix and multiply the Impact x Chance/likelihood = total, ( I ) x ( L ) = Total. Work out a measure of risk control and re-evaluate the hazard.

## Risk Rating Matrix

The **Risk Rating Matrix** is used to assess the likelihood and the severity or consequences of each hazard and to give it a "risk rating".

	Chance or Likelihood				
Impact	Rare Score 1	Unlikely Score 2	Possible Score 3	Likely Score 4	Almost Certain Score 5
Catastrophic Score 5	Moderate	Moderate	High	Critical	Critical
Major Score 4	Low	Moderate	Moderate	High	Critical
Moderate Score 3	Low	Moderate	Moderate	Moderate	High
Minor Score 2	Very Low	Low	Moderate	Moderate	Moderate
Insignificant Score 1	Very Low	Very Low	Low	Low	Moderate

## Consequence Table

Likelihood (L)	Impact (I)	Rating (L) x (I)	Definition
<b>Almost Certain</b> Score 5	<b>Catastrophic</b> Score 5 – e.g. Life threatening, Death <ul style="list-style-type: none"> <li>Potential financial impact of \$500,000 or more</li> <li>Detrimental impact on operations or major projects</li> <li>Sustained loss in reputation</li> <li>Sustained impact on services or quality</li> <li>Loss of public confidence</li> <li>Contractual, legislative or regulatory non-compliance with certain litigation, prosecution or penalties</li> </ul>	<b>Critical &gt; 20</b>	Issue represents a control weakness which could cause a severe disruption to or have a severe adverse effect on operations and objectives

<p><b>Likely</b> Score 4</p>	<p><b>Major</b> Score 4 – e.g. Permanent or extensive injury</p> <ul style="list-style-type: none"> <li>• Potential financial impact of \$200,000 or more</li> <li>• Major impact on operations or major projects</li> <li>• Serious loss in reputation</li> <li>• Serious impact on services or quality</li> <li>• Probable loss of public confidence</li> <li>• Contractual, legislative or regulatory non-compliance with probable litigation, prosecution or penalties</li> </ul>	<p><b>High</b> <math>\geq 13</math> &amp; <math>\leq 19</math></p>	<p>Issue represents a control weakness which could cause a major disruption to or have a major adverse effect on operations and objectives</p>
<p><b>Possible</b> Score 3</p>	<p><b>Moderate</b> Score 3 – e.g. Recoverable or minor injury</p> <ul style="list-style-type: none"> <li>• Potential financial impact of \$100,000 or more</li> <li>• Moderate impact on operations or major projects</li> <li>• Short-term loss in reputation</li> <li>• Moderate decline in services or quality</li> <li>• Possible loss of public confidence</li> <li>• Contractual, legislative or regulatory non-compliance with potential for litigation, prosecution or penalties</li> </ul>	<p><b>Moderate</b> <math>\geq 5</math> &amp; <math>\leq 12</math></p>	<p>Issue represents a control weakness which could cause a disruption to or have an adverse effect on operations and objectives</p>
<p><b>Unlikely</b> Score 2</p>	<p><b>Minor</b> Score 2 – e.g. Laceration and sprain</p> <ul style="list-style-type: none"> <li>• Potential financial impact of \$50,000 or more</li> <li>• Minor impact on operations or major projects</li> <li>• No loss in reputation</li> <li>• Minor impact on services or quality</li> <li>• No loss of public confidence</li> <li>• Contractual, legislative or regulatory non-compliance but unlikely to result in litigation, prosecution or penalties</li> <li>• Potential for injury</li> </ul>	<p><b>Low</b> <math>\geq 3</math> &amp; <math>\leq 4</math></p>	<p>Issue represents a minor control weakness which could cause a minimal but reportable effect on operations and objectives</p>
<p><b>Rare</b> Score 1</p>	<p><b>Insignificant</b> Score 1 - e.g. Cuts and bruises</p> <ul style="list-style-type: none"> <li>• Potential financial impact less than \$50,000</li> <li>• Impact can be absorbed – insignificant effect on operations and objectives</li> </ul>	<p><b>Very Low</b> <math>\leq 2</math></p>	<p>Issue represents an insignificant control weakness</p>

Contact your authorized sales representative or call us direct for any questions you may have.

Documents Code: HH:RISKRM:001-1

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## Safety Do's

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- **CHECK** that you have all the correct components for assembly, refer **Assembly Instructions**
- **FOLLOW** manufacturer instructions for safe and proper assembly
- **FOLLOW** manufacturer instructions for safe and proper operation
- **ASSESS** possible area or environmental risks that could cause uncontrolled or unexpected movement of the device and cause damage to people or property
- **ENSURE** the load is centre on the drum spindle
- **ENSURE** safety locking devices are locked in position before operation.
- **CHECK** you possess a certificate of compliance issued by the manufacturer for the model you have, refer to the serial number imprinted
- **USE** safe and correct lifting techniques when transporting or operating the device
- **NOTE** the entire frame weighs 25kg and should be lifted by two people or mechanical lift aid
- **TAKE** note of the safety warning stickers where applicable
- **ONLY** pull cable in the direction of the lifting handle, refer **Assembly View** (page 8) (directional arrow)

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## Safety Don'ts

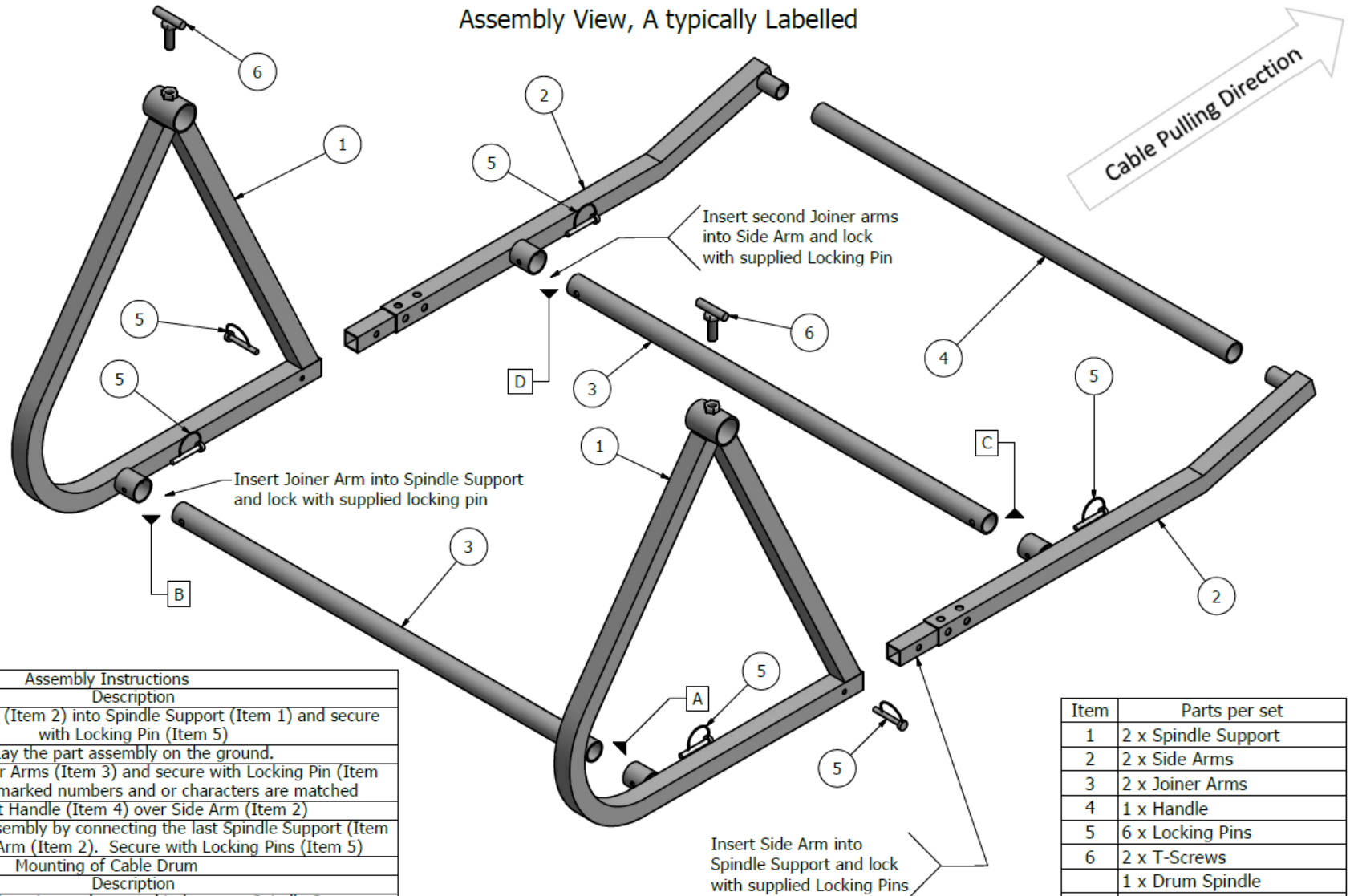
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- **DO NOT** operate Drum Stand without reading, understanding or being trained in correct operation
- **DO NOT** operate the equipment if you are tired or suffering from any medical condition or under the influence of drugs or alcohol
- **NEVER** use faulty or damaged equipment – if you suspect any parts are damaged or have been weakened in any way you should tag the unit with a DO NOT OPERATE TAG and then replace immediately.
- **NEVER** use drum stand if tagged with 'DO NOT USE' or the like indicating that equipment is unfit for use
- **DO NOT** operate Drum Stand on uneven or soft ground
- **NEVER** use an uncertified drum spindle. Certified spindles have been tested and have certified working load limits and are imprinted with a unique serial number
- **DO NOT** exceed the stated Working Load Limit (W.L.L – 150kg)
- **NEVER** drop the load onto the stand as damage may occur
- **DO NOT** attempt to lift or move the stand with a loaded drum unless levering drum from ground (150kg W.L.L) as per user guide
- **DO NOT** modify or repair the unit in any way unless you have been authorized to do so



## Assembly View, A typically Labelled



Assembly Instructions	
Step	Description
1	Insert Side Arm (Item 2) into Spindle Support (Item 1) and secure with Locking Pin (Item 5)
2	Lay the part assembly on the ground.
3	Insert 2 x Joiner Arms (Item 3) and secure with Locking Pin (Item 5). Ensure marked numbers and or characters are matched
4	Insert Handle (Item 4) over Side Arm (Item 2)
6	Complete the assembly by connecting the last Spindle Support (Item 1) and Side Arm (Item 2). Secure with Locking Pins (Item 5)
Mounting of Cable Drum	
Step	Description
1	Ensure Cable drum is evenly spaced in between Spindle Supports
2	Secured collars by grub screws manoeuvred against the cable drum
3	Before use ensure all locking pins (Item 5) are LOCKED, Collars are secure and T-screws (Item 6) are tight.

Item	Parts per set
1	2 x Spindle Support
2	2 x Side Arms
3	2 x Joiner Arms
4	1 x Handle
5	6 x Locking Pins
6	2 x T-Screws
	1 x Drum Spindle
	2 x Retaining Collars
	1 x Compliance Certificate
	1 x Operational Manual

## CERTIFICATE OF COMPLIANCE

FOR REPORT MT-15/318

EQUIPMENT DESIGNATION: *Drum Lever*

PART NUMBER: *DL-150*

MANUFACTURER: *Hearthill Pty Ltd*

SPINDLE TYPE: *NB40 HEAVY WALL*

WORKING LOAD LIMIT: *150kg*

### COMMENTS:

The Drum Lever stand described in test report MT-15/318, have been type tested to a STATIC load of at least 150 kilograms without structural failure.

The test confirmed that the drum stand with a spindle measuring 1250 millimetres long and 48.3mm OD by 40.3mm ID could safely support a STATIC load of 150 kilograms without collapse or visual signs of failure on frame structure.

### CONDITIONS:

- 1) It remains the responsibility of the user to ensure that the Drum Lever stand is used in a safe manner and in accordance with the manufacturers' User Guide.
- 2) This certificate only covers the structural integrity of the Drum Lever stand and spindle specific to the test procedures outlined in test reports MT-15/318.
- 3) Hearhill shall take no responsibility for any subsequent alterations or design changes that may affect the safety and performance of Drum Lever stand as described herein.
- 4) Hearhill shall take no responsibility for the installation procedures and the use of the portable drum stands described herein if the instruction manuals are not followed.
- 5) The Report MT15/318 refers to a cable drum Gross weight 150kg, Diameter 1400mm, Width 970mm. A Cable drum size that differs from these parameters will change the ratio and lifting capacity of the DL-150 Drum Lever and further testing will be required. Should the drum size and weight differ from these parameters, please contact your distributor.

TAI NGUYEN  
HEARTHILL PTY LTD

DATE: 30/11/2010

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## Equipment Warranty

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The following terms and conditions apply to the Equipment purchased from the Company (Hearthill Pty Ltd) and Distributed by authorised Distributors, and do not apply to Equipment that is rented, under this agreement.

### 1. Warranty

The warranties contained herein extends to Distributors and Distributor's primary customers only and are not assignable or transferable. The Company warrants that Equipment purchased under this agreement requiring installation must be done so, in sequence, as written in the literature provided. Will be free from defects in workmanship and materials for one year following the original dated invoice by the Company.

Accessory products (i.e. bottle jacks, wheels etc.) sold but not manufactured by the Company will be warranted, if at all, solely by the manufacturer thereof and not by the Company. Subject to Sections 2 and 3, the Company's exclusive obligation for a breach of this warranty will be, in its sole discretion, to repair or replace the Equipment or to refund the purchase price thereof. The Company will have no obligation with respect to this warranty unless the Customer provides the Company with notice of a breach of the warranty within twenty business days of discovery of the breach. OTHER THAN AS MAY BE INCLUDED IN THE PRODUCT INSERTS ACCOMPANYING THE EQUIPMENT ON PURCHASE, THERE ARE NO WARRANTIES THAT EXTEND BEYOND THE FOREGOING DESCRIPTION INCLUDING, BUT NOT LIMITED TO, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

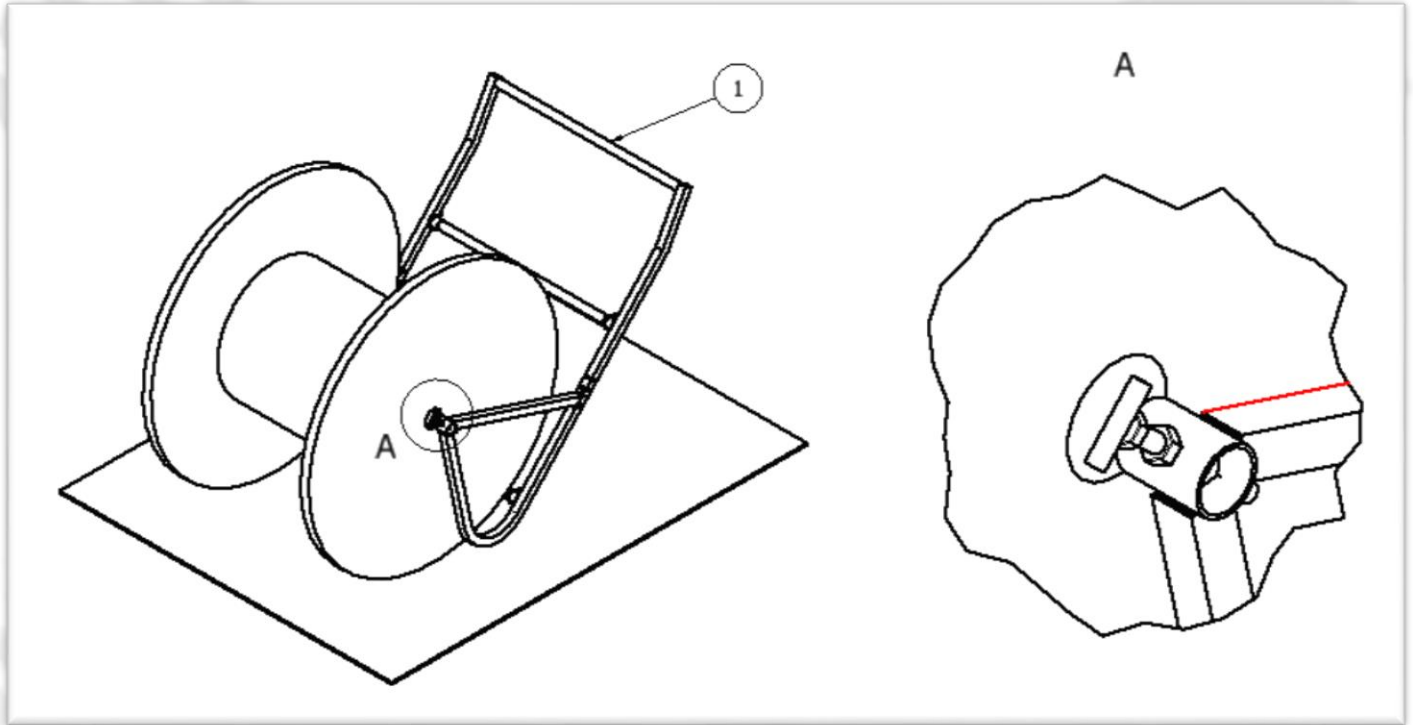
### 2. Service and Support

1. The Company will provide the following service and support for the Equipment during the term of the applicable warranty.
  - a) The Company will provide Telephone Assistance to the Customer (03) 9768-2950
  - b) All other resolutions will be negotiated between Company and customer for the most effective and economical solution.
2. The Customer will perform the periodic maintenance recommended in the Equipment's User Guide for optimum performance and safety, if applicable.
3. The Customer will replace all worn-out or defective non-consumable parts on the Equipment. Please contact your nearest distributor to order the parts from Hearthill Pty Ltd. The replacement parts provided to the Customer maybe new or reconditioned to perform as new. All parts removed from Equipment and replaced will become the Companies property for review. If a replacement part is shipped directly to the Customer under this provision, the Customer must return the replaced part to the Company within 30 days after the delivery of the replacement part. The cost of shipping will be invoiced to the customer, please specify your preferred method of transport.

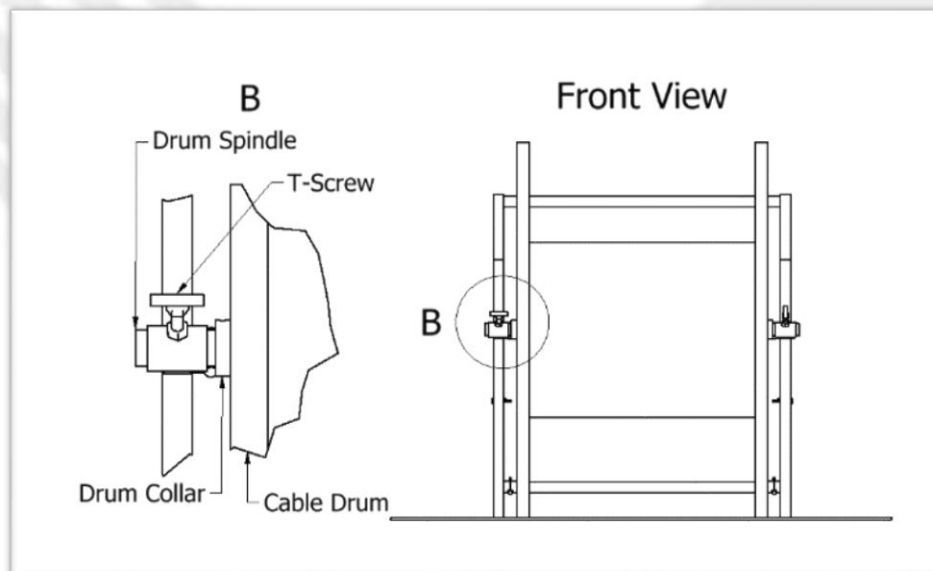
The Customer is responsible for consumable parts and will be invoiced for all consumable parts ordered.
4. Notwithstanding the foregoing, if the Customer does not comply with the following obligations, the Company may charge the Customer to repair the Equipment or void the Company's service obligations with respect to the Equipment.
  - a) Neither the Customer nor its employees or agents may alter or modify any part of the Equipment or related software without the Company's prior written consent.
  - b) Any unauthorized modification of or damage to any part of the Equipment, whether by misuse, negligence, unauthorized repair, improper site preparation, unauthorized or improper integration with other products, accident, act of nature or otherwise (unless attributable to the Company's negligence), voids all service obligations.
5. The equipment will have to arrive to our plant in Victoria, on charge and risk of the customer.

Documents Code: HH:WARR:001-1

## Instruction to operate Drum Lever



1. With an assistant, raise the DL-150 by the handle to align the cable drum centre hole with the drum spindle support. Figure A
2. Insert the drum spindle through the DL-150, followed by a drum Collar. Then through the cable drum. Followed by the last drum collar and through the DL-150.

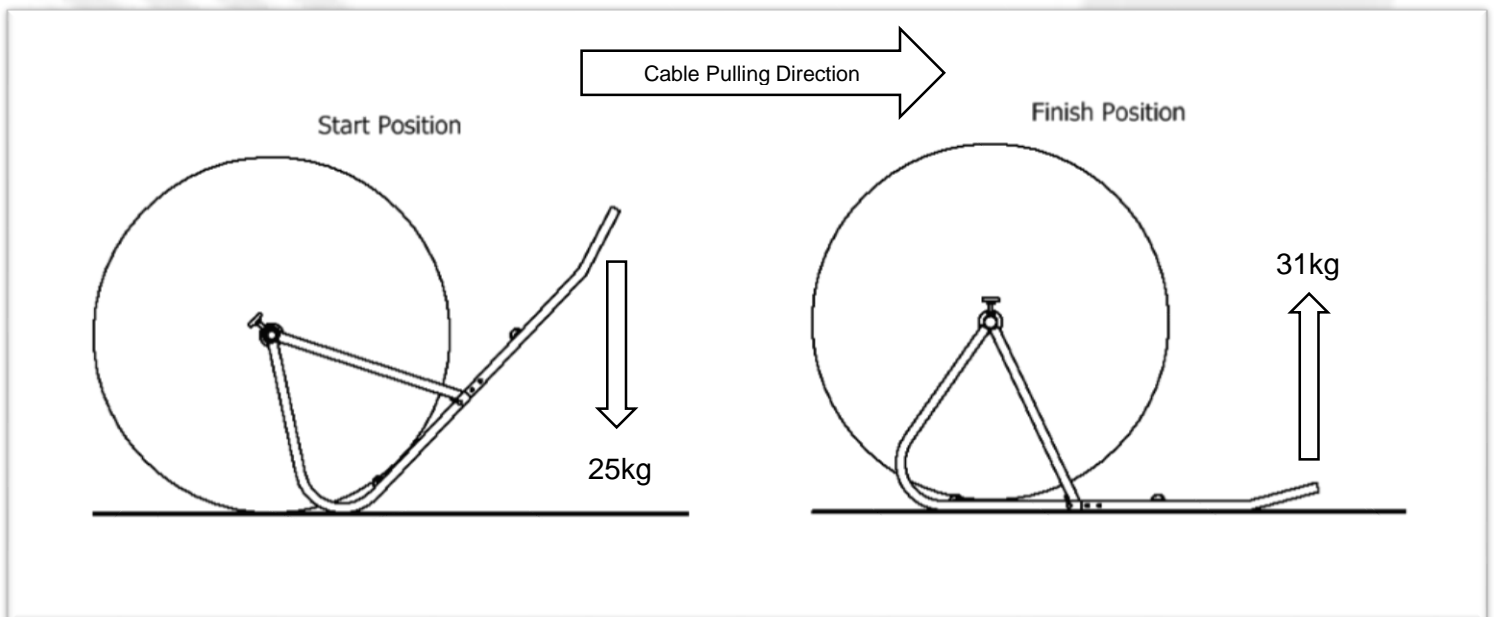


Before moving on make sure the cable drum is in the centre of the drum spindle and is evenly spaced between spindle supports. Front View above depicts this.

3. Ensure that both collars are as close to the cable drum as possible, then secure collars by grub screws with 6.0 mm allen key. This operation will stop the cable drum from tracking left and right while in use.
4. Lock the Drum Spindle into position by firmly tightening the T-Screws. The operation will stop the drum spindle from tracking left and right during use. Firmness of both T-Screws must be checked often, should the Drum Spindle become free the Cable Drum may come off Drum Lever causing injury.

**Note: Required force to lift lower 150kg Cable Drum measuring  $\phi$ 1400mm x 970mm wide is approximately 31kg. Smaller or larger Cable Drum diameters will increase lifting and lowering requirements. TWO person operation is advised.**

5. With all 4 Drum Spindle fixing points secure (2 x collars and 2 x T-Screws), with an assistant the operator may lever the cable drum over. Do this by firmly holding onto the handle and apply a downward force. Don't forget to step back as the framework comes down, as there is a potential to hit the operator. Remember to bend the knees and follow correct manual handling and lifting procedures.



To unload Cable Drum, once again two operators is strongly advised for extra precaution as this operation may be cumbersome.

1. Before you attempt to unload the Cable Drum you must have 2 pairs of wheel chocks available. These will be placed in front and behind the Cable Drum flanges to eliminate any chance of the Cable Drum rolling away.

**Note: Required force to lift lower 150kg Cable Drum measuring  $\phi$ 1400mm x 970mm wide is approximately 31kg. Smaller or larger Cable Drum diameters will increase lifting and lowering requirements. TWO person operation is advised.**

2. To start, with an assistant, bend your knees and firmly hold onto the handle.
3. Lift the DL-150 with your legs. Do this slowly and steadily. As the frame is travelling up, there is potential impact to the operators.
4. Once the Cable drum is back in the Start Position, one of the operators must place the wheel chock in front and behind the Cable Drum flanges.
5. Once the Cable Drum is secure you may now remove the Drum spindle and collars.
6. Store the Cable Drum in a safe storage location.

Note: The Drum Lever, DL-150 can be disassembled for easy storage. Place accessories and parts in a labelled bag.

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## Copyright Notice

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To confirm that the information is up-to-date, please contact one of Hearthill Pty Ltd's staff.

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## Revision Notes

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- A02 – Product and Model number update. Lifting and Lowering force requirements added.
- A03 – Compliance certificate Updated
- A03 – Final wording amendment

**END**