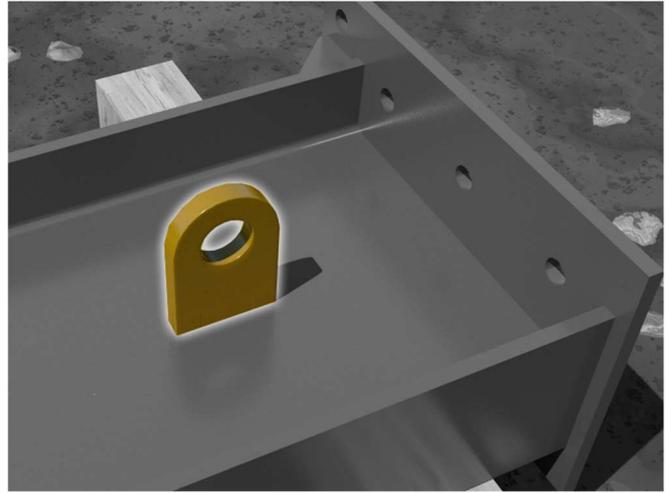


Current health and safety legislation requires that construction equipment users formulate a site specific Safe System of Work (SSoW) to undertake the works they are proposing. This document is intended to provide sufficient product specific guidance on handling, installing, maintaining and removing MGF equipment to allow the SSoW to be compiled. It should always be read in conjunction with the product specific technical files and the site specific design information (including any residual risks to be managed on site) provided by MGF or others.

Users of this equipment should be both familiar with and competent in its use. MGF can provide toolbox talks and training material/advice on request.



1. Commence by laying panels and struts on timber skids, with the panel strut connections facing skyward. Ensure all required strut components are present.



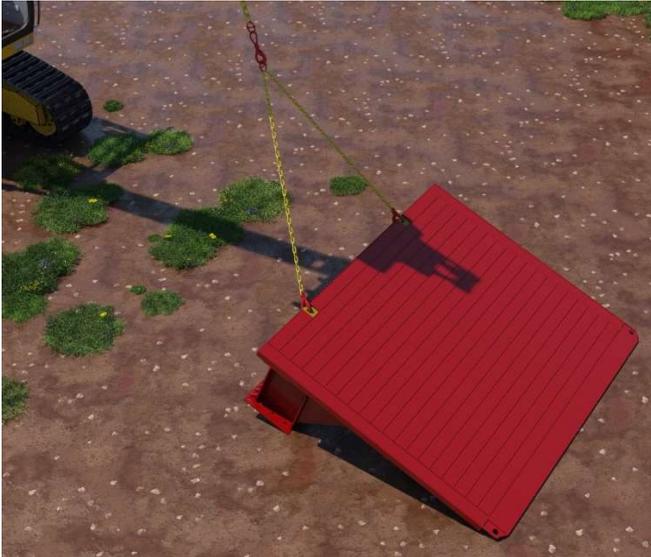
2. If strut extensions are required then the strut should be vertically lowered into position on the panel. To lift the strut a 2-leg chain should be attached to the web lifting points on the strut extension



3. The strut can then be lifted and carefully lowered in place on the panel strut end plate, ensure hands and fingers are kept away from any pinch points during this operation. Ensure the strut extension is kept on the chains and is stable and cannot move prior to securing the connecting bolts.



4. Connecting bolts can now be installed, ensure all nuts and bolts (10No. M24x70 each end) are securely fastened prior to removing the handling chains. Repeat this process for the remaining strut components. To avoid the need to work at height if multiple strut extensions are required then these should be connected prior to being installed onto the box.



5. Once all strut components are installed then the opposing box panel should be flipped over using a 2-leg chain, so the strut end plate is facing the ground. It is recommended to chock in front of the lower panel to prevent it from sliding.



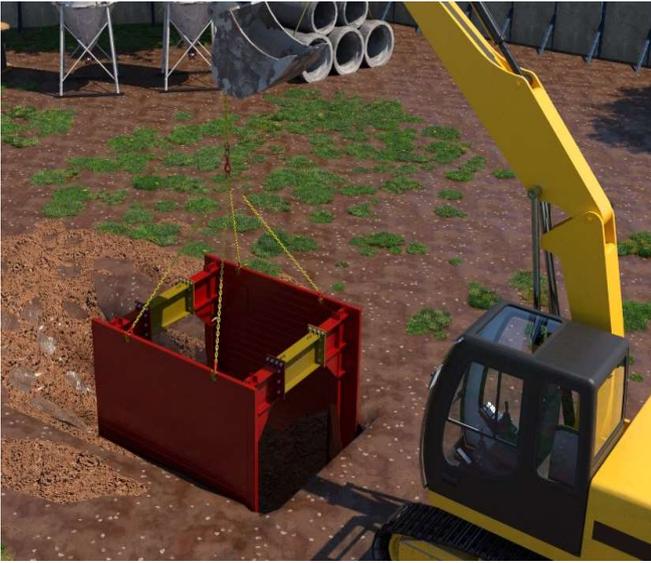
6. A 4-leg chain can now be attached to the 4 available lifting points – 2 upper panel lift points and 2 cutting edge lift points. The legs of the lifting chain should be adjusted so the panel can lift level. The upper panel should now be carefully lowered so the strut endplates line up, great care should be taken to ensure the connecting plates are lined up. It is recommended that this final connection be done without the need to work at height. Should the overall strut extensions be over 2.0m then it is recommended to flip the panel which is connected to the struts and lower than onto the other panel, so that final connection can be done at ground level.



7. Once the box is fully assembled then it can be lifted into a vertical position ready for install into the trench. The box should not be left in a vertical position unless it is being lifted directly into the trench as it may become unstable due to changing ground conditions and high winds.



8. The trench should be dug to full depth to the required dimensions, allowing for a safe batter at either ends of the box. The ground must be self-supporting in the short term to allow the box to be installed. It is recommended to slightly overdig the trench to ease with lowering the box in.



9. The box can now be carefully lowered into the excavation. Once at the required depth ensure the box is level prior to removing the lifting chain, and if required, backfill slightly behind the panels.



10. Safety equipment should now be installed on the box, if Endsafe panels are to be used then these should be lowered into position, prior to placing back fill behind them. Once a safe means of access is installed and subject to a final inspection the excavation is now safe to enter.