



## GENERAL SAFETY & INSTRUCTIONS TOWING TRAILERS

**This general safety and instructions for towing trailers is a guidance only for the safe operation of the trailer, it does not replace local safety regulations or road regulations.**

### **When towing you should:**

- ✓ Operate all trailers in accordance with the State road rules
- ✓ Ensure safety chain is correctly attached to the towing vehicle
- ✓ Ensure the coupling is secure on the tow ball of the towing vehicle
- ✓ Check all towing vehicle & trailer indicator, brake, clearance lights are working
- ✓ Ensure you know the load (weight) limit of the trailer
- ✓ Ensure jockey wheel, gates/ ramps etc are secure & stowed away before travel
- ✓ Ensure no safety chains or light leads can drag on the ground while travelling
- ✓ Always secure load to prevent loss, damage & fines
- ✓ Activate brakes or chock wheels when disconnecting trailer from towing vehicle
- ✓ Dress appropriately to avoid entanglement (wear close fitting clothing, avoid rings or other forms of jewellery which can become caught on the trailer, people with long hair must have it securely fixed & confined close to the head)
- ✓ Apply extra caution in wet conditions (& in early morning when surfaces are wet) as footboards, footsteps, drawbars & other surfaces may be slippery when wet
- ✓ Always exercise extreme caution in the vicinity of sharp edges & points
- ✓ Keep clothing & body extremities well clear of pinch points while operating trailer, keep well clear of moving parts at all times (these include couplings, ramp brackets, wheels, brakes & pivot points, etc.)

### **When towing you should not:**

- ✗ Do not operate trailers if tired or suffering any medical condition
- ✗ Do not operate trailers if under the influence of drugs or alcohol
- ✗ Do not have your load overhanging (contact your local transport authority for limits)
- ✗ Do not leave a load unsecured or uncovered
- ✗ Do not exceed the speed limit for the trailer
- ✗ Do not allow people or animals to travel in a trailer unless specifically designed for this purpose
- ✗ Do not overload the trailer – observe the maximum capacity
- ✗ Do not allow unlicensed drivers to tow a trailer

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### **How to Connect A Trailer:**

When connecting a trailer to your towing vehicle, extra care must be taken to ensure that every step is executed correctly. Operators have a responsibility to exercise care and safe work practices at all times in the vicinity of the trailer.

#### **STEP 1:**

Inspect the towing vehicle's tyres, tow bar and tow ball to ensure their serviceability, rating and overall integrity. The compliance plate will state the tow bars maximum load limit and an overall tow rating of the vehicle in which the manufacturer states the tow bar can legally comply (as seen in photos below).



#### **STEP 2:**

If the tow bar and tow ball are in good working order, attach the coupling over the towing vehicle's tow ball checking both visually and physically that the trailer will not disconnect for any reason whatsoever. Ensure the coupling locking latch is in the locked position or the trailer will bounce off the tow ball whilst in travel.



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**STEP 3:**

The trailer must then be connected to the towing vehicle using safety chains to prevent the trailer from disconnecting from the towing vehicle in the event that the coupling should come loose from the tow ball or during an accident.

The best way to connect the chains from the trailer to the towing vehicle is in a crossed over pattern where the chains act as a cradle to prevent the trailer coupling from hitting the ground in the event of disconnection. Always ensure there is enough slack for manoeuvring and cornering, allow only enough slack in the chains for turns, so that the trailer will not hit the ground if disconnected from the tow ball. This will ensure the trailer remains with the towing vehicle and doesn't roll away causing further harm.

**The chains should never drag on the ground!**

**STEP 4:**

Connect the power cable plug from the trailer into the towing vehicle input.

**The cable should never drag on the ground!**

**STEP 5:**

Ensure all lights are working, this includes – brake lights, indicators, parkers, clearance lights and number plate light.

**STEP 6:**

Check that the jockey wheel is in the raised and locked position, ensure the hand brake is off and the coupling brake lockout is in the open position to engage braking on over-ride braking systems.



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Always ensure the handbrake is OFF while in travel (as seen below)

**HANDBRAKE ON**



**HANDBRAKE OFF**



**STEP 7:**

Always ensure all wheel chocks, ramps, straps etc. are stowed away correctly before travel.

**Your legal responsibilities:**

- ! Check your trailer is connected correctly before travel
- ! All loads must be tied down safely & rubbish covered
- ! Check your towbar rating to ensure compliance
- ! The combined weight of the trailer & load must not exceed the unladen weight of the towing vehicle
- ! Our trailers can only be used with a 50mm tow ball
- ! Maximum towing speed for trailers is 80km/hr – Motorways included
- ! The loaded mass of the trailer must not exceed;
  - The capacity of the towbar; or
  - The maximum towing mass specified by the tow vehicle's manufacturer; or
  - The trailers manufacturers guidance

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**Helpful Hints:**

- ✓ Allow extra distance when overtaking
- ✓ Allow greater distance for braking & turning when towing
- ✓ Load & unload on level surfaces only
- ✓ Distribute weight over axles with approximately 60% towards front of trailer & 40% towards rear of trailer
- ✓ Apply the accelerator, brakes and steering smoothly and gently to avoid sway, especially in wet or slippery conditions
- ✓ If possible, reverse with a person watching the rear of the trailer and use hazard lights

**Troubleshooting:**

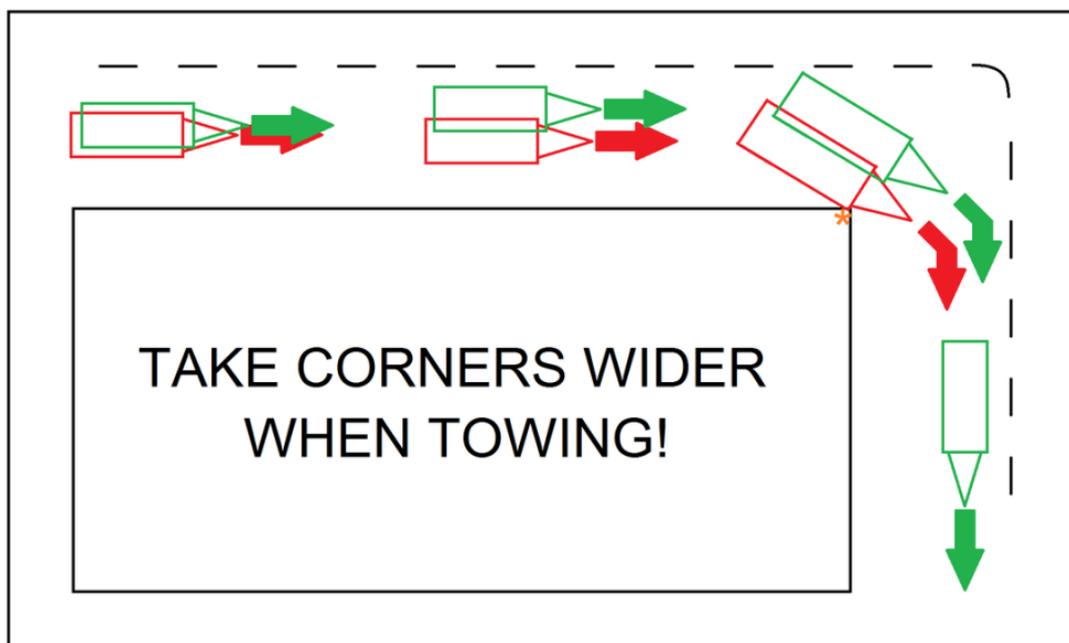
! If lights don't work;

- Check plug & wiring on trailer have not become disconnected
- Check light globes have not been damaged or are blown
- Check tow vehicle electrical circuitry for faults (fuses, socket, wiring, loom connections)

! If tyre is punctured;

- Contact Burgo's Equipment Hire (0448 665 010) (fee may apply)

**! REMEMBER DO NOT ATTEMPT REPAIRS YOURSELF! CONTACT BURGO'S EQUIPMENT HIRE FOR ADVICE (0448 665 010)**





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### **How to Disconnect A Trailer:**

When disconnecting a trailer from your towing vehicle, extra care must be taken to ensure that every step is executed correctly. Operators have a responsibility to exercise care and safe work practices at all times in the vicinity of the trailer.

#### **STEP 1:**

Always ensure the trailer is on level, stable ground before attempting to disconnect the trailer from your tow vehicle. Always use a minimum of 2 supplied wheel chocks, chocking the wheels with one chock behind a wheel and the other chock in front of the wheel to ensure the trailer will not roll forward or roll back once disconnected from your tow vehicle.

#### **STEP 2:**

Pull the handbrake up and ensure it locks in, to ensure the handbrake works correctly

#### **STEP 3:**

Disconnect the power cable plug from your tow vehicle and place it over the draw bar of the trailer

#### **STEP 4:**

Disconnect both chains from your tow vehicle and place them over the draw bar of the trailer

#### **STEP 5:**

Unlock coupling by lifting the handle up and leave it in the unlocked position

#### **STEP 6:**

Unlock jockey wheel from locked position, ensuring it locks into the vertical position ready to take the weight of the trailer.

#### **STEP 7:**

Start winding jockey wheel up to remove coupling from tow ball, ensure there is enough space for the tow vehicle to safely drive away.

### **How to check my cars rating:**

A cars towing rating can depend on many combined factors including:

- The cars tow bar rating
- The tow ball rating
- Whether the trailer has brakes
- The rating of the car's tyres

Every new Australian car comes with a tow bar rating, either inside the drivers/ passenger door, in the owner's manual or on the tow bar compliance plate, however many tow bars are after market and may require further investigation.

Every Australian tow bar has a weight rating in which the manufacturer states the tow bar can legally comply. The capacity of your tow bar and coupling must be at least equal to the loaded mass of the trailer.

If your tow bar is older or is not marked with a compliance plate, you should seek advice from the manufacturer or a suitably qualified person to determine the tow bar's capacity. If the capacity is unknown, the trailer's maximum loaded mass must not exceed your vehicle's unloaded mass. If the trailer has brakes that can be operated from within the towing vehicle (electric brakes) you may tow up to 1 ½ times the towing vehicle's unladen mass. You can check your vehicle's unladen mass and your trailer's laden mass at a licensed weighbridge or at your local sand and metal depot, they must each be weighed while they are not connected.



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### **Tyres:**

Before towing a trailer, it is important that you check to ensure your cars tyres are rated to withstand the load being towed. Failure to do so will overload the tyres.

### **Tow ball rating:**

Many tow balls state their rating on the top or on the rim of the ball, if in doubt, don't use it! Refer to your towing vehicle's owner's manual or contact a qualified tow bar specialist for further inspection.

## **Safe Operation of Trailer Winch: (Car Trailer Only)**

Trailer winches are not designed for securing cars on trailers. Disconnect the winch when towing and use rated tie down straps.

### **Before using the trailer winch, it is the hirer's responsibility to:**

- ✓ Read winch operators manual before using the winch
- ✓ Inspect the winch cable before and after each winching operation
- ✓ Inspect the overall winch for signs of wear or damage  
**If the cable is kinked or frayed or any part of the winch is damaged DO NOT USE THE WINCH and report the issue to Burgos's Equipment Hire immediately.**
- ✓ Inspect the winch hook and pin for signs of wear or damage
- ✓ Be sure that everyone in the immediate vicinity is aware of your intentions before you pull
- ✓ Keep spectators away from work area
- ✓ Always keep hands and clothing clear of the cable, hook and fairlead opening during operation and when spooling
- ✓ Always use the brake claw when winching a vehicle onto a trailer
- ✓ Always secure the winch to a rated tow point on the vehicle, not the bumper or towbar
- ✓ Winch out slowly and steadily. Be sure that the cable is winding evenly and tightly around the spooling drum
- ✓ If you accidentally let go of the winch handle during use, stand clear to prevent injury from the fast spinning handle
- ✓ Inflate all tyres to correct pressure before winching a vehicle
- ✓ Operate with hand power only, if the winch cannot be cranked easily with one hand, it is probably overloaded and therefore is not suitable
- ✓ Always secure load properly when winching operation is complete, never depend on the winch to support the load



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### **The hirer should not:**

- \* Do not operate the winch while under the influence of alcohol and/ or drugs
- \* Do not use the winch to lift, lower or transfer people from one location to another
- \* Never pull more than the rated capacity of the winch
- \* Never use the winch as a hoist and never use the winches cable to tow another vehicle
- \* Never allow anybody to stand behind a car that is being winched onto a trailer
- \* Never attempt to winch a vehicle onto a trailer without the brake engaged
- \* Never use the winch for lifting, movement of people or as a load securing device for cars on trailers
- \* Never use the winch to load plant equipment or machinery onto trailer, trailer winches are only designed for cars with fully inflated tyres
- \* Never use the winch to load a vehicle without wheels and tyres
- \* Do not use the winch to unload a vehicle from a trailer, winches are designed for loading cars onto trailers only
- \* Never apply a load on a winch with the cable fully extended, always ensure there is at least three full wraps of cable on the drum at all times
- \* Never allow children or anyone who is not familiar with the operation of the winch to use it
- \* Never pull on the winch handle against a locked ratchet

### **Winch Operating Instructions:**

- Pull the pawl lever down, slide it to the side and lock it into the open position to allow the cable to free spool out.
- Unwind the cable from the winch by pulling it out and attach the snap hook onto the vehicle you wish to winch onto the trailer.
- Pull the pawl lever down & lock it back into the cog so that the winch “clicks” as you wind the cable in.
- Keep winding the handle until the vehicle is on the trailer as required.
- Tie down the vehicle using rated ratchet straps to secure the vehicle to the trailer then un-attach the winch cable from the vehicle.

### **Tipping Trailers: (Car trailer & 7x5 caged trailer only)**

**TO AVOID DEATH OR INJURY ALWAYS ENSURE NO ONE IS STANDING ON OR NEAR THE TRAILER AS IT IS BEING LOADED!**

- Release ramps and remove pins from drawbar and release over-centre latch
- Trailer will begin to tilt as weight is applied to the rear of trailer, Trailer will fall back to original position as vehicle is being loaded.
- Always ensure the pins and over-centre latch is secured in the locked position prior to travel