

Safe Work Instruction – Truck – Hook Lift

DO NOT use this plant* unless you have been inducted in its safe use and operation by an Authorised Experienced Operator

This SWI may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process. Additional training may be required for any high risk plant. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT



Foot protection must be worn



High visibility clothing must worn



Hand protection must be worn



Head protection to be worn when required

POTENTIAL HAZARDS AND RISKS

- Entanglement**
Entanglement in moving parts
- Shearing**
Body parts sheared between items of plant
- Crushing**
Crushing due to material falling off plant
Crushing due to plant tipping or rolling over
- Cutting, Stabbing or Puncturing**
Injury from contact with moving parts
Injury from unexpected movement of plant
- Other**
Injury due to operating of plant in unsuitable weather conditions
Injury from contact with moving parts
Injury due to plant malfunction or misuse
Contact with hot or cold parts of plant items
- Slip, Trips, Falls**
Slip, trip, fall injury whilst entering and exiting vehicle
- Exposure to High Pressure Fluid**
Injury from exposure to high pressure fluids
- Struck by Moving Object**
Struck by moving object due to unexpected movement of plant
- Electrical Shock or Burn**
Electrical shock or burn from plant contact with live electrical conductors

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site-specific risk assessment if required – Form P10.F01
- ✓ Complete the appropriate plant pre-operation checklist Form – P12.F01
- ✓ All drivers to have appropriate licence (HR) and to have completed the appropriate induction and training
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturers guidelines
- ✓ Ensure reverse beepers are functioning
- ✓ Engage flashing lights
- ✓ Isolate loading and unloading area with traffic control devices
- ✓ Ensure to inspect hook lift bins prior to lifting, giving special attention to the bin hook and rear doors
- ✓ Report any faults or concerns to relevant hub supervisor
- ✓ Seat belt must be worn
- ✓ Maintain extreme care when reversing into position

OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Maintain radio communication with workers on site at all times UHF channel 21
- ✓ Ensure bins are tarped or loads restrained correctly if travelling on public roads
- ✓ Always watch for bystanders when operating plant, keep bystanders well clear at all times. Plant operations must cease if a bystander enters operational area
- ✓ Operate plant to the conditions of the work area
- ✓ Obey site safety and speed limits
- ✓ Operator to ensure rear door of bin is secure before loading, during transit and unloading
- ✓ Operator to be aware of potential shock loading and to ensure correct boom operation during unloading phase
- ✓ Ensure rollers and rails are aligned
- ✓ Ensure locking mechanism is engaged to secure container to chassis
- ✓ Visually inspect truck once bin has been loaded to ensure bin locks are engaged and load is stable
- ✓ Ensure to take extreme care when opening and

closing rear doors on bins, release lock and pull door open with safety chain

- ✓ Be certain the condition of the worksite is stable and capable of supporting the plant during operation
- ✓ Always be aware of wet, soft loose edges
- ✓ Be aware of changes in weather conditions that may affect plant operator's safety
- ✓ Operator to position vehicle in best possible alignment
- ✓ Maintain constant monitoring on work area whilst loading and unloading
- ✓ Before making adjustments bring plant to a complete standstill and isolate by removing keys
- ✓ Ensure to keep machine parallel to prevailing winds whilst tipping

NOTE: Failure to fully retract boom into correct position before transit of vehicle will cause serious damage to equipment and may cause a serious hazard to road users

ENDING OPERATIONS

- ✓ Park plant on even surface
- ✓ Allow plant to cool before performing any maintenance, refuelling or cleaning
- ✓ Refuel plant at least 3 metres from combustibles
- ✓ Ensure plant is in good working order and stored in the appropriate location

DO NOT

- ✗ Do not use if plant is faulty. Attach a DO NOT OPERATE tag and report fault to your supervisor
- ✗ Do not stand under bin
- ✗ Do not leave plant running unattended
- ✗ Do not overload bin
- ✗ Do not overload rear of bin with bulky items
- ✗ Do not exceed maximum weight capacity of machine
- ✗ Do not exceed site speed limits
- ✗ Do not use bins that are not compatible with truck capacity
- ✗ Do not drive machine with the tipping bin in the raised position
- ✗ Do not attempt lift with boom extended
- ✗ Do not travel across or near slopes
- ✗ Do not travel on soft surfaces
- ✗ Do not leave keys in machinery whilst unattended
- ✗ Do not wear loose jewellery
- ✗ Do not use mobile phone while operating plant

***Plant in this SWI refers to any machinery, equipment, appliance, container, implement and tool.**