

## Safe Work Instruction - Loading and Unloading Small Plant from Trailer

**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 high risk plant. Site and task may change required PPE.

### PERSONAL PROTECTIVE EQUIPMENT



Eye protection must be worn



High visibility clothing must worn



Hearing protection must be worn



Foot protection must be worn

### POTENTIAL HAZARDS AND RISKS

- Entanglement**  
Entanglement in moving parts
- Crushing**  
Crushing due to plant tipping or rolling over
- Struck by Moving Object**  
**Struck by moving object due to unexpected movement of plant**
- Cutting, Stabbing or Puncturing**  
Injury from unexpected movement of plant
- Other**  
Injury from contact with moving parts

### PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site specific risk assessment
- ✓ Complete the appropriate pre-operational plant checklist
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure trailer is connected to vehicle and lock down clip is in place
- ✓ Check compatibility of plant to trailer considering width, length and tie down points
- ✓ Always check the ramps for bends and cracks before they are used. Never use damaged ramps or fixing components
- ✓ Select a site to unload/load free of hazards such as uneven ground and powerlines

### LOADING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Operate plant to the conditions of the work area
- ✓ Unlock hydraulic locking device on front of trailer if applicable
- ✓ Ensure loading ramps are secure
- ✓ Buggy ground conditions or sloping and uneven terrain can affect the stability of the ramps when loading/unloading, set the ramps on hard, level surfaces wherever possible
- ✓ The ramps must be properly secured to the vehicle using fixing components such as pins or R clips which are supplied or recommended by the trailers manufacturer
- ✓ Placement of plant on trailer to be predetermined by operator
- ✓ Operator to maintain 3 points of contact when entering plant and exiting plant

- ✓ Operator to start plant and drive on/or reverse onto trailer
- ✓ Offsider to remain well clear of the reversing path of plant and trailer during loading procedures
- ✓ When plant is positioned on trailer, apply parking brake, turn hydraulic handle and secure locking device
- ✓ Operate to dismount plant maintaining 3 points of contact and exit trailer safely
- ✓ Secure plant to trailer using designated hold down points on trailer and plant

### UNLOADING PROCEDURES

- ✓ Apply the same safety principles as listed under Loading Procedures
- ✓ Remove load restraint gear from plant and trailer and unlock hydraulic locking device
- ✓ Operator to fasten seatbelt, start plant, disengage parking brake and drive off trailer
- ✓ Other workers to remain well clear of the plant and trailer during unloading procedures

### DO NOT

- ✗ Do not use if plant is faulty. Attach a DO NOT OPERATE tag and report fault to your supervisor
- ✗ Do not leave plant running unattended
- ✗ Do not leave keys in plant whilst unattended
- ✗ Do not set up ramps on a side slope
- ✗ Do not use mobile phone while operating plant

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