

Safe Work Instruction - Loading and Unloading Plant from Trailer

DO NOT use this plant* or complete this task 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/work. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT



Eye protection must be worn



Hearing protection must be worn



Foot protection and spats must be worn



Walk-a-Round

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
- Exposure to High Pressure Fluid**
Injury from exposure to high pressure fluids
- Electrical Shock or Burn**
Electrical shock or burn from plant contact with live electrical conductors
- Other**
Injury due to plant malfunction or misuse
Injury due to operating of plant in unsuitable weather conditions
Contact with hot or cold parts of plants
Hearing damage from excessive noise
- Cutting, Stabbing or Puncturing**
Injury from unexpected movement of plant
- Manual Task Injury**
Manual task injury from incorrect manual handling techniques
- Slip, Trips, Falls**
Slip, trip, fall from entry/exit of plant and slippery plant surfaces
- Shearing**
Body parts sheared between items of plant
- Exposure to Dust/Fumes**
Exposure to other emissions released by the plant

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Competent operators only are to load or unload plant from trailer. Ensure operators have completed Council's Load Restraint Training Course.
- ✓ 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
- ✓ Ensure the towing vehicles meets the SWL for the the machine and attachments being transported.
- ✓ The rear of the trailer must be blocked or supported when loading or unloading the plant to prevent the front end of the trailer from raising up.
- ✓ Always check the ramps for bends and cracks before use. Never use damaged ramps or fixing components.

- ✓ Where possible select a site to unload/load that is free of such hazards as uneven/unstable ground and powerlines
- ✓ Before loading or unloading plant ensure that workers are not standing between truck and trailer
- ✓ Ensure an exclusion zone is set - up around the area of the ramps

LOADING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Unlock hydraulic locking device on front of trailer if applicable
- ✓ Ensure loading ramps are secure
- ✓ Placement of plant on trailer to be predetermined by operator
- ✓ Spotter to remain well clear of the path of the plant and trailer during loading procedures
- ✓ Operator to start plant and drive onto trailer

- ✓ When plant is positioned on trailer, apply parking brake.
- ✓ Secure locking device
- ✓ Operator 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
- ✓ Plant to be secured as per SWI42 – Load Restraint & NTC Load Restraint Guide 2018

SKIDSTEER

- ✓ To prevent the Skidsteer from moving during sudden stops or when going up or down slopes:
 - Lower the bucket or attachment to the floor.
 - Stop the engine
 - Engage the parking brake
 - Install chains at the front and rear plant tie-down positions.
 - Fasten each end of the chain to the trailer.
 - Use chain binders to tighten the chains.

EXCAVATOR

- ✓ When driving excavator up ramp onto trailer, extend boom far enough to counter-balance the weight of the machine.
- ✓ Keep both levers together, this will ensure both tracks are moving up ramp evenly.
- ✓ Hook front chains onto blade.
- ✓ Reverse excavator to take up tension of chain.
- ✓ Hook back chains with turn buckle to tighten.
- ✓ Place strap over bucket and then ratchet strap tight.
- ✓ Press remote button for ramp to lift ramps back into place
- ✓ Fold safety bars up to ramp and lock in place with lynchpin.

UNLOADING PROCEDURES

- ✓ Apply the same safety principles as listed under Loading Procedures
- ✓ Unfasten each end of the load restraint chains from plant
- ✓ Lower trailer ramps
- ✓ Undo the ratchets
- ✓ Operator to fasten seatbelt, start plant, disengage parking brake and drive plant forward slightly to allow the front chains to slacken. Engage parking brake.
- ✓ Spotter to release front chains.
- ✓ Operator to disengage parking brake and reverse off trailer.
- ✓ The operator must always look in direction of travel
- ✓ Other workers to remain well clear of the plant and trailer during unloading procedures
- ✓ Leave ramps in down position.
- ✓ area around ramps using reflective traffic cones.

DO NOT

- ✗ Do not use if plant is faulty. Attach an Out of Service 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
- ✗ Never use damaged ramps or fixing components

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