

SOP - Loading and Unloading Small 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 SOP 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



High visibility clothing must be worn



Hearing protection must be worn



Foot protection 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
- ❗ Cutting, Stabbing or Puncturing**
Injury from unexpected movement of plant
- ❗ Other**
Injury from contact with moving parts
- ❗ Slip, Trips, Falls**
Slip, trip, fall from entry/exit of plant and slippery plant surfaces

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 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

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