

SOP - Trailers - Towing

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



Foot protection must be worn



High visibility clothing must worn



Walk-a-Round

POTENTIAL HAZARDS AND RISKS

- Struck by Moving Object**
Struck by moving object due to unexpected movement of plant
- Cutting, Stabbing or Puncturing**
Injury from unexpected movement of plant
- Crushing**
Crushing due to being trapped between plant and fixed structure
- Manual Task Injury**
Manual task injury from incorrect manual handling techniques
- Other**
Injury from contact with moving parts
- Slip, Trips, Falls**
Slip, trip, fall from entry/exit of plant and slippery plant surfaces

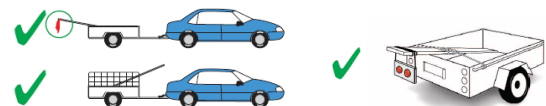
PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site specific risk assessment
- ✓ Complete the appropriate pre-operational plant checklist
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure the vehicles and trailers used are appropriate for load/s to be carried including load ratings of tow bars, tow balls and safety chains. They must be built to meet RMS and Australian Standards for registration
- ✓ All vehicle weights including GVM, CVM and tare weights should be displayed in the cab of the vehicle to allow all drivers the necessary information to safely load and tow within the prescribed capacities
- ✓ Ensure towing vehicles are properly equipped with tow bars, couplings and safety chains of a suitable type and capacity, electrical sockets for lighting and brake connections if the trailer is fitted with power or electric brakes if required
- ✓ If the driver of the vehicle is a Red P1 licence holder, ensure that they only tow a small trailer with up to 250 kg unloaded weight

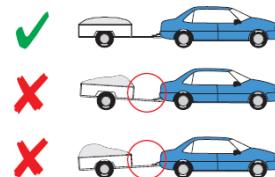
OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Operate plant to the conditions of the work area
- ✓ Prior to reversing a vehicle to hitch a trailer, the driver of the vehicle is to ensure the area between the vehicle and the trailer is clear
- ✓ The driver of the vehicle where possible should have a second person to direct while reversing. The person is to stand to the rear of the side of the reversing vehicle and be clearly visible to the driver of the vehicle

- ✓ Persons shall stand clear of the towing vehicle until such a time that it has stopped and any reversing movement has been prevented
- ✓ Ensure load does not project more than 150mm beyond the trailers width or be more than 2.5m overall width, whichever is less
- ✓ Loads that project more than 1.2m behind a trailer must have a red flag attached to the end of the load. This flag must be at least 300mm square and clearly visible. Length of the vehicle and load, including any overhanging items must not exceed 19 meters for truck and trailer and 12.5 meters for car and trailer



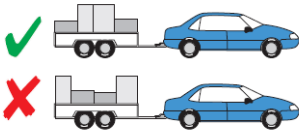
- ✓ Between sunset and sunrise, or when there is insufficient daylight, a clear red light or at least two red reflectors must be fixed at the end of any projecting load
- ✓ Five to ten per cent of the total mass of the trailer plus load should be supported by the vehicle through the coupling. The trailer drawbar should be level or slightly nose down



- ✓ Safety chain/s must be properly attached and comply with Australian Standards. Trailers less than 2500kg when loaded must be fitted with at least one safety chain. Trailers over 2500kg when loaded must be fitted with two safety chains that

› shackles must have a load rating stamped on them

- ✓ Towing couplings must be strong enough to take the weight of a fully loaded trailer
- ✓ Ensure towing coupling is marked with the manufacturers name or trademark and rated capacity
- ✓ Towing coupling must be equipped with a positive locking mechanism. The locking mechanism must be able to be released regardless of the angle of the trailer to the towing vehicle
- ✓ Ensure tow ball lock has been properly engaged before driving away
- ✓ To reduce sway, heavy loads should be concentrated towards the centre of the trailer



- ✓ Loads should be kept as low and as close as possible to the axle or axles with about 60 per cent of the total weight forward of the centre of the axle or axles.
- ✓ Ensure tow ball lock has been properly engaged before driving away

BRAKING PROCEDURES

- ✓ The minimum braking system for a trailer depends on the type of trailer, its weight and the weight of the vehicle. Brakes must be operable from the drivers seating position
- ✓ 0 – 750kg loaded weight requires no brakes
- ✓ 751 – 2000kg loaded weight requires braking on both wheels on at least one axle
- ✓ 2001 – 4500kg loaded weight requires braking on all wheels and an automatic breakaway system in case the trailer becomes detached from the vehicle

ENDING OPERATIONS

- ✓ Ensure plant is in good working order and stored in the appropriate location with the wheels chocked to prevent movement

DO NOT

- ✗ Do not use if plant is faulty. Attach an Out of Service tag and report fault to your supervisor
- ✗ Do not exceed the maximum weight and other features of the trailer appropriate to the vehicle, indicated in the owner's manual
- ✗ Do not manually lift the trailer onto the tow ball/coupling device
- ✗ Do not overload trailers and ensure that loads are appropriately restrained in keeping with Council and RMS guidelines
- ✗ Do not use mobile phone while operating plant

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