

SOP - Use of Recovery Winch

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



Long and loose hair must be contained or covered.



High visibility clothing must worn



Foot protection must be worn



Hand protection must be worn



Walk-a-Round

POTENTIAL HAZARDS AND RISKS

- Entanglement**
Entanglement in moving parts
- Shearing**
Body parts sheared between items of plant
- Struck by Moving Object**
Struck by moving object due to work pieces disintegrating
- Crushing**
Crushing due to being trapped between plant and fixed structure
- Cutting, Stabbing or Puncturing**
Injury from contact with moving parts
- Slip, Trips, Falls**
Slip, trip, fall due to uneven or slippery work surfaces
- Manual Task Injury**
Manual task injury from incorrect manual handling techniques
- Other**
Cut injury from swarf

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site-specific risk assessment
- ✓ Complete the appropriate pre-operational plant checklist if applicable
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturers guidelines
- ✓ Seat belt to be worn
- ✓ Ensure you have a communication method with the driver of other vehicle before proceeding with recovery

OPERATING PROCEDURES

- ✓ Operate plant to the conditions of the work area
- ✓ Ensure no person or animal is endangered when operating plant
- ✓ Set up an appropriate safety exclusion zone
- ✓ Plug Recovery Winch remote into control box on the front of the vehicle and run remote and lead into the driver's side cabin
- ✓ Put winch into "free spool" and pull out cable to the bogged vehicle or anchor/fixing point
- ✓ Attach Recovery Winch hook to suitably rated recovery point on the bogged/stuck vehicle or around a suitable anchor point
- ✓ Place winch dampening blanket over cable
- ✓ Put Recovery Winch clutch back to "engage" position
- ✓ If self-recovering place vehicle in drive and slowly accelerate while winching in cable

- ✓ If recovering someone else, place your vehicle in park and put your foot on the brake while winching in the vehicle

USE OF SNATCH STRAP

- ✓ Park close to the vehicle to be recovered
- ✓ Attach Snatch strap with suitably rated D shackles to both vehicles rated recovery points
- ✓ Put vehicle in drive and accelerate with some force and caution to pull out the bogged/stuck vehicle
- ✓ Once vehicle has been recovered, loosen snatch strap and disconnect from both vehicles and pack away

ENDING OPERATIONS

- ✓ Once recovery is completed, loosen winch cable and disconnect from recovery/anchor point and wind in cable
- ✓ Disconnect Recovery winch remote and pack away
- ✓ Clear exclusion zone and if possible, reinstate area
- ✓ Ensure plant is in good working order

DO NOT

- ✗ Do not use the tow ball as an anchor point
- ✗ 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 machinery whilst unattended
- ✗ Do not use mobile phone while operating plant

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