

SOP – Plant - Load onto a truck

DO NOT use this plant unless you have been inducted in its safe use and operation by an Authorised Experienced Operator and have been given permission.

This SOP may not cover all possible hazards and risks associated with this equipment 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

You must wear this personal protective equipment when doing this task



OTHER SIGNAGE



POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Plant & equipment	Environment
Damage to Property	Outdoor work
Public areas	Hazardous Chemicals
Utilities & Services	

Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction
- ✓ Machine operation

Licence or VOC Required: Yes - VOC

Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Complete visual Machine pre-start checklist
- ✓ Be familiar with plant operations and controls
- ✓ Machines serviced to specification
- ✓ Machine guarding in place
- ✓ Services isolated where necessary
- ✓ Public is protected
- ✓ Property is protected
- ✓ Control measures have been implemented

- ✓ It is safe to proceed

Consultation

- ✓ SWMS has been reviewed
- ✓ Site induction completed
- ✓ Toolbox talk held
- ✓ Discussed with other PCBU
- ✓ Potential emergencies considered

Tools & equipment required

- ✓ Selected Plant

Operating Procedures / Methodology:

Planning & Preparation

- ✓ Obtain Manufacturer's instructions
- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task
- ✓ Ensure adequate lighting

- ✓ Maintain 3 points of contact when accessing machine
- ✓ Seat belts (if fitted) must be worn
- ✓ Ensure truck is on a level surface, vehicle brake engaged and engine off
- ✓ Check for overhead services
- ✓ Install and secure ramps
- ✓ Check ramps are spaced correctly and rated for this plant
- ✓ Check is vehicle capacity suitable for the plant
- ✓ Remove all debris from tracks and wash down tracks or tyres
- ✓ Provide an exclusion zone to the loading area

Doing

- ✓ Use in accordance with Manufacturer's Instructions
- ✓ Never carry passengers on a machine unless on a seat
- ✓ Check for other workers when moving a machine
- ✓ Road regulations apply
- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Ensure clear pathway to exit
- ✓ Take extreme care when moving plant around worksite.
- ✓ Use a spotter if loading in the vicinity of overhead services.
- ✓ Check plant remains central on ramps
- ✓ Load the plant so that you distribute the weight evenly
- ✓ Loads are to be secured to the lowest point of the tray.
- ✓ When throwing securing devices overloads ensure there is no person on the other side
- ✓ Exercise caution when working above 2.000m, you may lose your balance

Ending Operations / Housekeeping:

- ✓ Plant shall not have suspended loads
- ✓ Allow plant to cool before maintenance
- ✓ Report plant defects found during use
- ✓ Conduct Basic clean of machine
- ✓ Overnight warning lights are on
- ✓ Machine parked to minimise misuse
- ✓ Return all tools and equipment
- ✓ Waste is recycled or disposed of
- ✓ Clean up your mess
- ✓ Store non-disposable PPE to prevent damage
- ✓ Report to your Supervisor

Monitor & Review Process

- ✓ If unsafe STOP, review get approval

Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

Worker sign-off

- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP
- ✓ Report to your Supervisor if unsure

DO NOT!

- ✗ Use if plant is faulty. Tag-out and report fault to your supervisor
- ✗ Leave plant running unattended
- ✗ overload trucks.
- ✗ traverse roads with tracked plant provide protection
- ✗ protrude beyond vehicle
- ✗ travel with unsecured loads
- ✗ Attempt this operation in wet conditions until Risk Assessment is reviewed
- ✗ Use mobile phone while operating plant
- ✗ Alter this SOP without Management approval

Applicable Legislation / Standards:

- ✓ WH&S Act & Regulations

Codes of Practice –

[First aid in the workplace](#)

[Work health and safety consultation, co-operation and co-ordination](#)

[Managing noise and preventing hearing loss at work](#)

[How to manage work health and safety risks](#)

[Managing the work environment and facilities](#)

[Labelling of workplace hazardous chemicals](#)

[Managing risks of hazardous chemicals in the workplace](#)

[Electrical safety Working near overhead and underground electric lines](#)

[Excavation work](#)

[Managing risks of plant in the workplace](#)

[Mobile crane](#)

[Tower crane](#)

[Traffic management for construction or maintenance work](#) Standards

AS 1319 Safety signs for the occupational environment

AS 1940 The storage and handling of flammable and combustible substances

AS 2293 .2 emergency evacuation

AS 2444 fire extinguishers

ISO45001 OH&S management systems

ISO 31000 Risk management



Refer to Worker's induction file for signed documents