

## SOP – Truck Operation

**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**

**Truck & 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

- ✓ Truck

## Operating

### Procedures / Methodology:

#### Planning & Preparation

- ✓ Obtain Manufacturer's instructions
- ✓ Conduct a task specific Risk Assessment
- ✓ I understand the instructions on the task
- ✓ Ensure adequate lighting
- ✓ Maintain 3 points of contact when accessing Truck
- ✓ Seat belts (if fitted) must be worn
- ✓ Ensure truck is on a level surface, vehicle brake engaged and engine off
- ✓ Provide an exclusion zone to the loading area
- ✓ Have a Cover for the load
- ✓ Warning lights and beepers operational
- ✓ Check operation of all hydraulics
- ✓ Check type of waste
- ✓ Check weight of load

#### Compactor Truck

- ✓ Ensure access hatches are locked
- ✓ Emergency stop is working
- ✓ Water suppression for dust
- ✓ Warning lights are on

#### Tail-Lift

- ✓ Exclusion zone prior to lowering tail

#### Hook-Lift

- ✓ No-one between truck and skip

#### Tipper

- ✓ Fully raise and lower body as part of pre-start

#### Doing

- ✓ Use in accordance with Manufacturer's Instructions
- ✓ Check for other workers when moving a Truck
- ✓ Road regulations apply
- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Take extreme care when moving Truck around worksite.
- ✓ 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

#### Compactor Truck

- ✓ Engage PTO
- ✓ Turn Hydraulics on
- ✓ Use dust suppression
- ✓ Turn on work lights
- ✓ Move bin to Loader
- ✓ Engage lifting hooks

- ✓ Lift Load
- ✓ Lower bin
- ✓ Compact load
- ✓ Repeat
- ✓ Return Hydraulics to off position
- ✓ Disengage PTO

#### Tail-Lift

- ✓ Lower tail-lift using remote control
- ✓ Move load onto platform
- ✓ Secure load
- ✓ Lift load
- ✓ Move onto truck
- ✓ Secure if necessary
- ✓ Lower lift and repeat
- ✓ Fold lift on completion
- ✓ Secure Lift prior to moving truck

#### Hook-Lift

- ✓ Reverse to Load
- ✓ Ensure central to hook
- ✓ Engage hook
- ✓ Cover load
- ✓ Lift bin
- ✓ Engage locking pins

#### Tipper

- ✓ Ensure load evenly spread
- ✓ Cover load
- ✓ Take Load to next location
- ✓ Unload as directed

### Ending Operations / Housekeeping:

- ✓ Allow plant to cool before maintenance
- ✓ Report plant defects found during use
- ✓ Conduct Basic clean of machine
- ✓ Truck parked to minimise misuse
- ✓ 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
- ✓ 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.
- × Carry flammables or explosives
- × Allow materials to protrude beyond vehicle
- × travel with unsecured loads
- × Use mobile phone while operating plant
- × **Alter this SOP without Management approval**

**Applicable Legislation / Standards:**

✓ WH&S Act & Regulations

Codes of Practice –

**Safe work procedure approved by:**

Refer to Company Implementation Folder for signed documents

**Worker sign-off**

Refer to Worker's induction file for signed documents

[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](#)

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

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

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

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

Standards

AS 1319 Safety signs for the occupational environment

AS 2293 .2 emergency evacuation

AS 2444 fire extinguishers

ISO45001 OH&S management systems

ISO 31000 Risk management