

Plant and Equipment – Loading / Unloading

Warning

You cannot undertake this activity in the rail corridor unless you have completed a pre work brief and work site protection plan.

Reference should also be made to the [Protocol for Entering the ARTC Rail Corridor](#) and the [Business Rules for Working in the ARTC Rail Corridor](#)

Minimum Personal Protective Equipment (PPE) requirements must also be met in line with the [Personal Protective Equipment \(PPE\) Work Instruction](#).

Work Activity:	Plant and Equipment – Loading / Unloading			WMS No: WHS-WI-002
Coverage:	ARTC employees, and contractors directly managed by ARTC			Version No: 5.0
Developed by:	Corporate Work Health and Safety Manager	Approved by:	Executive General Manager Enterprise Services	Date Approved: 19 April 2016

<i>What are the tasks involved?</i>	<i>What are the hazards and risks?</i>	<i>What are the control measures?</i>	<i>Related Documents</i>
Arrival at location	<p>Drivers unfamiliar with the site</p> <p>Unsafe delivery / pick up point</p> <p>Uncontrolled vehicle movement</p> <p>Delivery vehicle not stabilised.</p>	<p>Site supervisors or a nominated person must meet delivery drivers to direct them to the delivery or pick up point</p> <p>Ensure the delivery or pick up point is safe (for example, away from power lines, and not on sloping or wet ground where possible)</p> <p>Appoint a vehicle spotter if:</p> <ul style="list-style-type: none"> - vehicles or plant will operate in close proximity to each other - vehicles may need to move in reverse, and/or - moving vehicles will be in proximity to people <p>Ensure the park brake is applied. Chock delivery vehicle wheels (if necessary)</p> <p>Where required, deploy stabilizers and install outrigger foot plates.</p>	

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Loading / Unloading mobile plant	<p>Unsafe deck and/or ramps</p> <p>Unexpected movements</p> <p>Fall / Roll Over</p> <p>Person hit by mobile plant</p> <p>Loads not properly restrained</p> <p>Person struck by load restraints</p>	<p>Only a competent person may load / unload plant and equipment from a delivery vehicle.</p> <p>Check the safety of the deck and/or ramps</p> <ul style="list-style-type: none"> - ensure area on which ramp is to be lowered is clear - ensure the ramps are secure - check that surfaces are free of debris - check that there will be enough friction for a controlled move <p>Set up an exclusion zone so that a person may not work or walk in to an area where the operator will not see them.</p> <p>Confirm communication protocols with the operator, including conditions for anyone entering the exclusion zone if required.</p> <p>Appoint a spotter to assist and direct the operator as necessary.</p> <p>Plant with ground engagement tools must have blades or attachments as low as possible. Use to help balance as needed.</p> <p>When loading, ensure materials are properly secured and restrained against uncontrolled movement.</p> <p>When unloading, release tie down ropes / chains in sequence.</p>	<p>Load Restraint Guide (see references below)</p>
Loading / Unloading goods or materials	Manual Handling	<p>Apply controls for manual tasks</p> <p>Know the load length, weight, and balance point before lifting</p> <p>Use mechanical lifting devices where possible</p>	<p>Manual Tasks Work Method Statement</p> <p>Load Restraint Guide (see references below)</p>

<i>What are the tasks involved?</i>	<i>What are the hazards and risks?</i>	<i>What are the control measures?</i>	<i>Related Documents</i>
	<p>Exceeding safe working limits</p> <p>Person hit in swing zone</p> <p>Loads not properly restrained</p> <p>Person struck by load restraints</p>	<p>Do not exceed safe working load limit on mechanical lifters</p> <p>Set up an exclusion zone to keep workers clear of any swing zone.</p> <p>When loading, ensure materials are properly secured and restrained against uncontrolled movement.</p> <p>When unloading, release tie down ropes / chains in sequence.</p> <p>If used, stand to one side of not directly behind any leverage bar.</p>	

References	
<p>Standards, Codes of Practice, Guidance:</p> <p>Commonwealth Work Health and Safety Regulation (sections 214, 215, 218, 219, 220)</p> <p>Load Restraint Guide - National Transport Commission - Guidelines and Performance Standards for the Safe Carriage of Loads on Road Vehicles</p>	<p>Plant / Equipment / Tools:</p> <p>Plant and Equipment</p> <p>Exclusion zone delineation equipment, such as witches hats or warning tape</p> <p>Outrigger foot plates (where required)</p> <p>Load restraints (for example chocks, ratchet straps)</p> <p>Personal Protective Equipment</p> <ul style="list-style-type: none"> - rigger gloves - eye protection - hard hat <p>Consider additional PPE requirements as appropriate to the work, such as:</p> <ul style="list-style-type: none"> - eye and face protection - gloves - hard hat
<p>Training Requirements:</p> <p>Check whether high-risk licenses are required and if so that workers have these. (The Commonwealth Work Health and Safety Regulation, Schedule 3, requires high-risk work licences for scaffolding, rigging, boom-type elevating work platform operation and fork lift truck operation).</p> <p>Check that workers have the information, training, instruction or supervision that is necessary to protect them from risks arising from the use of plant.</p>	<p>Inspection / Testing requirements:</p> <p>Tie down straps and chains must be inspected for use before loading</p> <p>Mechanical lifting aids to be marked with approved safe working load (safe work load (SWL) / working load limit (WLL))</p>