



<p>RISK RATING</p> <p>1 HIGH</p> <p>2 MEDIUM</p> <p>3 LOW</p>	<p>SAFE WORK METHOD STATEMENT</p> <p>Title: : Loading & Unloading Equipment Operations</p> <p>Ref No: 1</p>	<p>I approve the use of this Safe Work Method Statement:</p> <p>NAME: _____ POSITION: Department Manager</p> <p>SIGNATURE: _____ DATE: ___/___/___</p>
		<p>Project: EQUIPMENT OPERATIONS</p>
<p>Critical Steps in this Activity:</p>	<p>Potential Hazards:</p>	<p>Safety Controls:</p>
<ul style="list-style-type: none"> • Loading & unloading • MEDIUM 	<p>Manual Handling</p> <ul style="list-style-type: none"> • Pushing • Pulling • Lifting • Carrying • Cuts & abrasions • Crushing injuries • High noise level • Exposure to electric shock • Natural elements • Head injuries • Falling • Tripping • Slipping • Fire hazards • Exhaust fumes • Struck by vehicles & plant • Eye damage 	<ul style="list-style-type: none"> • Must assess the weight before lifting & seek assistance or use mechanical lifting devices • Personal care must be taken at all times & wearing of appropriate PPE to limit exposure to cutting hazards • Load binders, straps, chains & load dogs to inspected before use, when using tilt tray truck all bystanders to be keep away. Do not use cranes or winches to secure loads • Hearing protection must be worn • Always keep minimum distance away from power lines. Before lifting or tilting operations LOOK UP for power lines • All PPE to be worn at all times including long sleeve shirts, long pants, sun glasses, wet weather jacket and hard hats • Hard hats must be worn at all times • Access vehicle tray via fitted step ladders and access ramps, do not jump from truck trays • Make sure all fuel caps on equipment are fitted correctly, clean up spilt fuel immediately. NO SMOKING • Area must be well ventilated and clear of personal • Exercise extreme caution; use appropriate PPE including high visibility clothing. Keep bystanders away • Use appropriate PPE including safety goggles or safety glasses

<ul style="list-style-type: none"> • Securing & releasing load • MEDIUM 	<p>Manual Handling</p> <ul style="list-style-type: none"> • Pushing • Pulling • Lifting • Carrying • Catching clothing/ hands or fingers • Property damage • Head injuries • Crushing injuries • Electric shock • Fire hazards • Crushing injuries • Cuts & abrasions • Falling • Tripping • Slipping • Exposure to natural elements 	<ul style="list-style-type: none"> • Must assess the weight before lifting & seek assistance or use mechanical lifting devices • Personal care must be taken at all times & wearing of appropriate PPE including gloves & hard Hats • Attach tow couplings securely to towing vehicle. Do not tow or use vehicles or plant with faulty tow couplings or safety chains, report faults to your manager immediately • When using crane exercise extreme care check work area is clear of bystanders before using crane, chains, ropes, slings and load binders. Do not stand under suspended load or crane • Position vehicle / plant on firm level surface before commencing work • Exercise extreme caution, LOOK UP for power line before using chains, ropes & slings • Exercise extreme care when refueling plant or equipment. Read and understand M S D S for all fuel, gases and chemicals • Personal care must be taken at all times & wearing of appropriate PPE to limit exposure to cutting hazards • Access vehicle tray via fitted step ladders and access ramps, do not jump from truck trays • All PPE to be worn at all times including long sleeve shirts, long pants, sun glasses, wet weather jacket and hard hats
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License/Training		List Plant-Equipment	
Drivers License Work Activity Induction Red Card			
List: /Personal Protective Equipment required for this Activity	List Equipment Maintenance Checks required for this Activity	Engineering Certificates	Hazardous Substance
<i>Hi visibility clothing</i> <i>Ear Protection</i> <i>Eye Protection</i> <i>Sunscreen</i> <i>Helmet</i> <i>Safety Boots</i> <i>Dust Mask / Respirator</i>	<i>Daily equipment checks</i> <i>Plant Pre-start up check list</i>	Type <i>Traffic Management Plan</i>	Type
Duties & Responsibilities			
To ensure the safety of co-workers and general public. To report all incidents and near misses to team leader. Ensure equipment is in safe working order. Perform safety checks of equipment			

