


Safe Work Procedure

Loading, Unloading, Transporting Heavy Plant and Equipment

Instruction details					
Task name:	Loading, Transporting and Unloading Heavy Plant and Equipment			Safe Work Instruction No:	3.6.4.6.3
Development team:	Terra Cat Safety Team			Development date:	01 Oct 20
Division/section:	Service and Sales				
Reviewed by:	Amanda Toms	Reviewed date:	01 Oct 20	Next Reviewed date:	01 Oct 23
Approved by:	Dean Heney			Approved date:	01 Oct 20

Personal Protective Equipment Required


Reference legislation, codes of practice/standards

Equipment or Tools Required




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Overview:	
Terra Cat Team Member Requirements	<ol style="list-style-type: none">1. Terra Cat team members are not permitted to load or unload machines.2. Loading and unloading should be encouraged to be completed during heavy haulage timings.3. Deliveries outside normal working hours must be approved in advance by the Branch Manager.4. All loading and unloading must be spotted/guided by a Terra Cat staff member after a plan has been established with the transporter driver during Terra Cat normal operating hours.5. To increase health and safety performance standards, the Terra Cat staff member overseeing the loading or unloading must also complete the checklist in this procedure (available on Vault).6. The Vault Check for loading/unloading does not negate the need for a Pause and Think for the loading/unloading process.7. Complete the normal Pause and Think prior to the loading/unloading process.8. If actions in the checklist are not completed and there is cause for concern, the guiding staff member can stop the loading or unloading process at any time if safe to do so.9. Any failure to complete loading or unloading in accordance with the checklist must be reported to the Branch Manager.10. If the load cannot be driven on/off the transporter as it is mechanically disabled, a risk assessment must be completed to identify the hazards and a safe working method confirmed before loading/unloading commences.11. Terra Cat staff may assist with the unloading of disabled equipment only after a risk assessment has been completed, approval is received from the Branch Manager and specific instructions have been provided by the transport operator.12. Terra Cat team member engaging the transport company/owner driver at the time of booking is to check the Terra Cat standard is known to the transport company/owner driver and complied with prior to arriving on site.



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Transport Company Requirements	<ol style="list-style-type: none">1. Transport companies and owner operators are required to complete the Terra Cat Contractor Risk Assessment Grading and Pre-qualification if they are a frequent visitor to any Terra Cat site.2. All regular drivers must complete the Terra Cat online induction before arriving at any Terra Cat site.3. One-off and/or occasional drivers must be guided by a Terra Cat staff member whilst on site.4. All drivers must sign-in on arrival on site.5. Drivers should be appropriately licenced, suitably trained and experienced in the type of machine to be loaded/unloaded and must be fit for work.6. Trucks and trailers are routinely inspected, well maintained and fit for purpose accordingly to the load being carried.7. Terra Cat require notification of subcontracting to another transport company prior to arriving on site and will provide formal written approval.8. The dimensions and total weight of the load are known to ensure that the transporter is within its carrying capacity and will not be overloaded.9. The delivery route has been identified to avoid any potential hazards.10. Drivers must have and wear all required PPE.11. The transport company must ensure they use a spotter/guide to load/unload all equipment and plant.12. If operating out of normal Terra Cat operating hours the transport company is to supply a picture to Terra Cat the next day demonstrating the 5-metre exclusion zone is in place.



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Task / Step / Description:	Risk:	Control:
BEFORE ARRIVING ON SITE:		
1. Engaging staff member to ensure transport company understands the SWP and Standard requirements.	<ul style="list-style-type: none"> SWP is not followed by transport company and critical steps are not followed. 	<ul style="list-style-type: none"> SWP and or standard requirements to be supplied to transport company by engaging staff member.
2. EMR to be raised by sales team	<ul style="list-style-type: none"> Loss of control of equipment 	<ul style="list-style-type: none"> EMR process
3. Site is prepared for loading/unloading process	<ul style="list-style-type: none"> Space is not available to perform process safely. Cranes or equipment to assist are not available. 	<ul style="list-style-type: none"> Establish permanent loading zones on each site. Ensure special requirements for the unloading process have been relayed to the branch.
BEFORE LOADING/UNLOADING:		
4. Confirm ramp exclusion zone of 5 metres has been identified and portable barriers have been put in place	<ul style="list-style-type: none"> Staff, passers-by or contractors struck by the ramps 	<ul style="list-style-type: none"> Ensure exclusion zone barriers are up and visible
5. Complete an inspection of the transporter including loading ramps (including hydraulic ramp cylinders) and confirm it is fully operational and safe for use	<ul style="list-style-type: none"> Transporter failure resulting in an uncontrolled movement or situation including the loading ramps 	<ul style="list-style-type: none"> Inspect the ramps, ramp cylinders and ramp pins for fir to operate
6. Confirm a safe operating position for all people in the area before lowering ramps	<ul style="list-style-type: none"> Persons in the path of the descending ramp and is struck during the loading process 	<ul style="list-style-type: none"> Ensure the driver is positioned so the ramp moves away from them when being lowered Ensure all persons are visible and away from the exclusion zone



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LOADING/UNLOADING:		
7. During normal Terra Cat working hours or if a Terra Cat team member is available to guide the loading/unloading follow the Vault Check loading/unloading check list	<ul style="list-style-type: none"> Steps are missed and the risk of an event increases. 	<ul style="list-style-type: none"> Complete Vault Check loading/unloading check list
8. Confirm load has not moved/become unstable during transit before restraints are removed	<ul style="list-style-type: none"> Load movement causes event or injury during unloading Load Restraints spring back when tension is released 	<ul style="list-style-type: none"> Check load and restraints before removal of constraints and unloading commences Perform Risk Assessment if the load has moved and poses a risk
9. Is the load disabled/defective?	<ul style="list-style-type: none"> The load cannot be driven off the transporter under full control 	<ul style="list-style-type: none"> A risk assessment must be carried out to identify the hazards and establish a safe working method
10. Confirm good visibility before unloading	<ul style="list-style-type: none"> Load collision occurs due to poor visibility 	<ul style="list-style-type: none"> Ensure good visibility of the unloading area
11. Driver and Terra Cat Guide to agree guidance required to safely unload the plant	<ul style="list-style-type: none"> Transporter and load collide after unloading Plant is driven off the side of the transporter or ramps 	<ul style="list-style-type: none"> The unloading process is to be guided Ensure load is moved clear of the transporter. The Terra Cat guide must halt the process if any concerns become evident



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OUT OF HOURS LOADING/UNLOADING:		
1. Authorisation for loading and unloading to be granted by the branch manager on a case by case basis	<ul style="list-style-type: none"> • Unauthorised activities on Terra Cat sites create events or risks 	<ul style="list-style-type: none"> • Branch manager control
2. The transport company must confirm ramp exclusion zone of 5 metres has been identified and portable barriers have been put in place	<ul style="list-style-type: none"> • Staff, passers-by or contractors struck by the ramps 	<ul style="list-style-type: none"> • The transport company is to supply a picture to Terra Cat the next day demonstrating the 5-metre exclusion zone is in place
3. Transport company is to provide their own guide to assist with the loading/unloading process	<ul style="list-style-type: none"> • Load collision occurs due to poor visibility • Transporter and load collide after unloading • Plant is driven off the side of the transporter or ramps 	<ul style="list-style-type: none"> • Ensure good visibility of the unloading area • The unloading process is to be guided • Ensure load is moved clear of the transporter • The transport company spotter/guide must halt the process if any concerns become evident and contact Terra Cat
AFTER THE LOADING/UNLOADING:		
4. No debris or loose items are on the machine	<ul style="list-style-type: none"> • Any loose items may fall off whilst the transporter is moving which could cause potential injury and/or damage to other road users. 	<ul style="list-style-type: none"> • Ensure all doors, panels, padlocks, pins and attachments are secure on the machine being moved.

