Front End Loader SOP

Policies and procedures for managing operations with the front end loader

<table>
<thead>
<tr>
<th>Policy owner</th>
<th>Manager, Land Management</th>
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<tbody>
<tr>
<td>Position administering this policy</td>
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<tr>
<td>Date policy comes into effect</td>
<td>The first working day following the date of approval by the Manager</td>
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<td>Related policies and legislation</td>
<td>Greater Wellington Regional Council policies:</td>
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<td></td>
<td>• Keeping Employees Safe at Work (KESAW)</td>
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<td></td>
<td>• Incident Management Policy</td>
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<td>• Hazard Management Policy</td>
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<td>Health and Safety in Employment Act 1992</td>
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<td>Policy review date</td>
<td>February 2017</td>
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<td>Policy history</td>
<td>Reviewed:</td>
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Approved: _____________________ Date: 2015
Manager Land Management
Principles

Greater Wellington Regional Council (GWRC) is committed to providing and maintaining a safe and healthy working environment for all employees and contractors as required by the Health and Safety in Employment Act 1992 (HSE Act).

Purpose

This policy provides information to managers and staff on GWRC’s health and safety requirements when operating the front end loader:

- Significant hazards involved
- Training required
- Operation requirements
- PPE required

Scope

This SOP specifies GWRC health and safety management requirements that apply to operating the front end loader in the nursery.

Significant Hazards

The main hazards associated with operating the front end loader are hazards associated with mobile plant and equipment, noise, forks/pick, loader instability, exceeding the rated capacity of the loader, unstable/uneven terrain, flying debris, unstable stockpiles, underground and overhead services, getting on and off the loader, carrying/lifting passengers, and operating near the public/bystanders and in confined spaces.

Training

Operators must be approved operators signed off as competent by the Nursery Manager.

Operational Requirements

Before commencing work the operator must be familiar with the safe operation and care of the machinery, have read the manufacturer’s safety information, and be approved by the Nursery manager.

A site induction is to be undertaken at the commencement of the contract term or before the task if not already done.
Ensure bystanders stand clear of the loader while in operation. Work in designated loading areas.

When travelling without a load, the forks and pick should be above eyesight when on the road.

Ensure audible signals are working and the orange flashing light is operating.

No passengers should be allowed to ride on the forks or any other part of the loader.

Loads should be strictly within the capacity limits of the machine and the rear weight attached to hydraulics.

Keep loads low when travelling, especially on gradients. To safeguard the load, tilt the forks backwards and keep speed low.

Avoid sudden stops or movements, especially when load is raised.

When exiting the loader, ensure brakes are applied, the controls are at ‘neutral’, and the forks are fully lowered. When leaving the loader unattended, also ensure the motor is shut off and the ignition key is removed.

**PPE Required**

- No loose clothing is to be worn
- Safety boots
- Hi Vis clothing