

# Safe Operating Procedure

## Tip Truck



### PERSONAL SAFETY



### PRE OPERATIONAL SAFETY CHECKS

- No personnel are to operate a truck without the appropriate license;
- Adjust the seat and lumbar support (if provided) to the correct position for yourself;
- Check the safety equipment, e.g. flashing lights, reversing alarms etc.;
- Check the vehicle and complete the “Daily Pre-start Inspection Checklist” prior to commencement each day and at driver change-over;
- Notify your supervisor immediately of any faults or repairs required;
- Perform all maintenance checks (refer to manufacturers guidelines).

### POTENTIAL HAZARDS

- Pedestrian movements and contact with other plant and equipment;
- Reversing and manoeuvring operations;
- Arriving and departing yard;
- Loading and / or unloading operations;
- Slips and falls whilst securing loads and / or entering and exiting vehicle;
- Injury whilst performing maintenance.

### OPERATIONAL SAFETY PRACTICES (CONTROLS)

- The truck should only be operated in accordance with the manufacturer’s instructions and, for the purpose it is designed for;
- Face the truck and maintain three points of contact when accessing and leaving the vehicle;
- If fitted, wear the seat belt at all times;
- Check for overhead obstructions when raising tray i.e. power lines;
- Your tray must be lowered before exiting the tipping location;
- Only go to those areas you are permitted to access;
- Obey all speed limits;
- Inspect the surface and learn before-hand as much about your working area as possible, (look up, down and around and take note of any hazards and obstacles);
- Keep a constant check of any obstructions and personnel or public in the work zone (spotter exclusion zone and communications shall be in place when required).

#### Refueling:

- Never fill the fuel tank with the engine running or, when near an open flame;
- Never smoke while refueling (or driving) or in the immediate vicinity of the truck while refueling is taking place.

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### HOUSEKEEPING

- Clean steps, windshield and lights. Make sure the driver's area, steering wheel, gear levers, pedals, steps and grab handles are clean;
- Remove all personal items, other objects and general rubbish from the cab and dispose of in the correct manner;
- Park only in designated parking areas;
- Select level ground, whenever possible when parking. If you must park on a slope or incline, position the machine at right angles to the slope and engage the parking brake (chock if required).