Telehandler Operations

Safe Operating Procedures | Almond farms | English transcript

General information only. Your host will provide the exact site procedure, machine instructions, PPE requirements and practical training before you start work. This video does not authorise equipment operation.

0:04 Before you start

This video provides general information for workers on almond farms. Before you start work, your host employer will explain the exact safe operating procedure, machine instructions and personal protective equipment required at your site. This video supports training. It does not replace practical training, assessment, supervisor sign-off or a training record. English is the authoritative version.

0:39 Step 1

Training and Safety

Potential risk.

Workers unsure of the process may lead to unwanted events which may result in injury, fatality or damage to equipment.

Risk treatment.

At the end of this training which includes the practical component if you are unsure of the process do not proceed contact your Supervisor and the Orchard Manager immediately

If at any time during this process you feel unsafe you are authorised and expected to stop

Contact your Supervisor and the Orchard Manager immediately

1:17 Step 2

Pre-start/safety meeting

Potential risk.

Employees not aware of traffic management requirements may lead to serious collision resulting in injury to operator and damage to equipment

Poor communication when machinery is moved from block to block

Employees with language barriers may not understand traffic management plans

Employees taking short cuts through headlands may lead to collisions resulting in injury to employees and damage to equipment

Risk treatment.

Employees MUST attend morning pre-starts in front of the orchard activity board

host employer management MUST communicate daily work plan and safety information which includes but not limited traffic management

Team supervisors MUST reiterate daily work plan and safety matters their teams

If there are language barriers an interpreter MUST be used to communicate information

If traffic management changes throughout the day host employer management and supervisors are responsible for communicating changes to employees and updating the orchard activity board

2:34 Step 3

Conduct Pre-Operational Checks

Potential risk.

Unsafe Operation of Tele-handler

Risk treatment.

Review particular Model Operators Manual for specific Operating Instructions and conduct Pre-Operational checks using Telehandler Logbook.

2:53 Step 4

Operate Telehandler

Shifting/Lifting the Load

Potential risk.

Crushing(Squashing): Being thrown off or under the Equipment.

Risk treatment.

Never exceed the Safe Work Load (SWL).

Never lift a load over a person.

Do not allow personnel to work or walk under a raised boom or load.

Have barricade/signs etc erected around work area.

Find out the weight and handling capacity of the material being lifted.

Do not position the load on the end of the fork tines. Keep load as close as possible to the attachment carriage.

3:36 Step 5

Operate Telehandler

Shifting/Lifting the Load

Potential risk.

Being crushed by material falling off the equipment.

Being thrown off or under the equipment

Being trapped under or between the plant & materials, or fixed structures

Risk treatment.

Ensure that the Telehandler is level before raising load.

Do not allow other person(s) to ride on, travel on, drive or steer the equipment designed to carry one person only.

Avoid congested work areas. Keep all personnel clear of work area.

Do not get on or off moving equipment.

4:18 Step 6

Operate Telehandler

Shifting/Lifting the Load

Potential risk.

Driving into bystanders & unexpected movement of Plant.

Driving into Overhead Objects

Lack of capacity for Equipment to be slowed, stopped or immobilised.

Risk treatment.

Never operate near an obstruction that can enter the operators cab area.

Clearly identify defined work area

Keep Personnel clear.

Be Alert. Look up as well as down.

Operate at a speed appropriate to the ground conditions.

4:59 Step 7

Operate Telehandler

Shifting/Lifting the Load

Potential risk.

Parts of the equipment collapsing

Risk treatment.

Do not overload.

Maintain and check lifting system as per Manufacturers requirements.

Keep all personnel clear when loading, unloading and during transportation.

5:21 Step 8

Operate Telehandler

Shifting/Lifting the Load

Potential risk.

Equipment tipping or rolling over or Operator being ejected.

Risk treatment.

Only use buckets/attachments approved for the specific model Telehandler that is being used.

Non approved buckets/attachments may cause the Telehandler to become unstable & tip over.

Never exceed the rated load and limits for the Telehandler and/or attachment(s) shown on the Manufacturers Load Chart.

Use Telehandler only on stable surfaces capable of supporting its weight.

Ensure ground is capable of supporting the combined weight of the Telehandler and the load.

Always wear seat belt and fasten until comfortable.

Always drive Telehandler at a safe speed relative to the terrain and working environment (i.e.cornering & driving across rough ground with potholes.

Always carry loads close to the ground with

the boom fully retracted.

When driving at higher speeds or on public roads, select front wheel steering mode.

Always operate within the design limitations of the specific Telehandler.

Do not override the Telehandler load management system.

Ensure that if it is necessary to drive near the edges of formations where there is a drop off that a complete Risk Assessment has been carried out.

When going up or down an incline whilst loaded, keep the forks low to the ground.

Drive forward up an Incline and in Reverse down an incline.

Go directly up or down a slope, not across a slope.

If the Telehandler does become unstable and starts to tip over, do not attempt to jump out of the cab. Doing so may result in death or serious injury. Instead, hold on firmly and lean away from the point of impact, keeping your body inside the cab.

7:35 Step 9

Operate Telehandler

Shifting/Lifting the Load

Potential risk.

Electrical: Electrocution from Overhead Powerlines.

Electrical: Telehandler coming in contact with “live” electrical lines.

Underground cabling.

Risk treatment.

Do not operate where an electrical hazard exists.

Remember the golden rule “Look up and Live”

Check with appropriate authorities before digging underground.

Remember the golden rule “Dial before you dig.

If the Telehandler does come in contact with “live” electrical lines, Do Not get out of the Telehandler. Instead drive the machine away from the Electrical Hazard if safe to do so.

If this is not possible, remain in the cab, keep bystanders away and have the power to the electrical line turned off before getting out of the Telehandler.

8:33 Step 10

Operate Telehandler

Shifting/Lifting the Load

Potential risk.

Entanglement: Becoming entangled in moving parts of Telehandler (forks, fork attachments, wheels etc)

Equipment Controls & Operation: Unexpected Movement of Plant.

Equipment not in use: Unexpected Movement of Plant.

Unauthorised Use

Risk treatment.

Clearly define work area.

Keep personnel clear.

Do not wear loose fitting clothing as they can catch on control levers.

Park Telehandler on firm level ground.

Never leave the Telehandler without first

lowering the bucket or attachment to the ground and applying the hand brake.

Never leave the Telehandler unattended with engine running.

9:24 Step 11

Operate Telehandler

Shifting/Lifting the Load

Potential risk.

Slipping, Tripping & Falling: Slipping on handrails, steps or floor.

Risk treatment.

Keep handrails, steps and floor clean and clear of oil, grease, mud, rubbish and tools.

Always use proper steps and hand tools when climbing onto, or lighting from machine-3 POINT CONTACT RULE.

9:52 Step 12

Operate Telehandler

Shifting/Lifting the Load

Bucket attachments

Potential risk.

Bucket Attachments:

Crushing (Squashing): Plant tipping or rolling over.

Risk treatment.

Only buckets approved by the manufacturer for the specific model of Telehandler are to be used.

Do not exceed the rated capacity of the Telehandler with a bucket attached or extend the load beyond the limits of the allowable loading zones.

Always refer to the Load Capacity Chart for the specific make/model bucket being used.

Retract boom fully before loading bucket.

Ensure Telehandler is level before raising loaded bucket.

Do not travel across a slope with a loaded bucket.

Do not travel with the boom extended.

10:48 Step 13

Operate Telehandler

Shifting/Lifting the Load

Jib attachments

Potential risk.

Lifting Jib Attachments:

Crushing (Squashing): Plant tipping or rolling over.

Risk treatment.

Only use lifting jibs approved by the manufacturer for the specific Telehandler you are operating.

Unapproved lifting jibs may cause the Telehandler to become unstable and tip over.

Never exceed the rated capacity of the Telehandler with a lifting jib attached or extend the load beyond the limits of the loading zones.

The weight of all lifting chains, slings etc...must be included as part of the load.

Ensure Telehandler is level before raising load.

Do not travel across a slope with a load attached to the lifting jib.

The lifting jib hook must be vertically above the load at all times.

Never drag the load horizontally.

Use a tag line to steady a suspended load, ensuring that it is long enough to keep the person holding the tag line clear of the Telehandler

and the load.

Beware of suspending loads in strong winds.

Start, Travel, turn and stop slowly to prevent load from swinging.

12:13 Qualifications and experience

Qualifications and experience.

All employees/ workers must be trained, hold relevant licenses, and be assessed as competent before operating any equipment on host employer sites. there must be safety induction records with the workers' name on the records. where licenses are required a copy of this must be on site file or personal file.

12:41 Duties and responsibilities

Duties and responsibilities.

All employees/ workers must adhere to host employer policies and procedures and report any concerns and incidents immediately to their manager/ supervisor. it is the responsibility of both host employer onsite management and contractor companies to identify language barriers and provide interpreters where required.

13:11 Training required

Training required.

All employees/ workers must have been inducted to the site and deemed competent in relevant Safe Operating Procedure and site traffic management plans. site managers must sign off all Safe Operating Procedure before employees/ worker start work on site or equipment. training should be completed by a competent person or training organization.

13:39 Codes of practice and legislation

Codes of practice and legislation.

All employees/ workers must adhere to codes of practice, standards and guideline, whs and ohs acts and regulations.

13:56 Plant, equipment and PPE

Plant, equipment and PPE.

Job specific protective personal equipment (ppe) must be identified and worn when required (i.e. positive sealed goggles with a strap when using compressed air). PPE is a shared responsibility between your host employer and Orchard Tech. Your host employer will provide the PPE required for your task. If the required PPE has not been supplied, stop work and contact Orchard Tech. workers to wear all outdoor ppe where required – wear positive sealed eye protection, gloves, hat, sunburn cream, steel capped boots, long sleeve shirts and long trousers. hi viz clothing must be worn at all times.

14:52 Maintenance checks

Maintenance checks.

If a vehicle, plant, equipment, or machinery is found to be defective or damaged, it must be tagged with ‘out of service’ tag until repaired and isolation register completed. daily pre-start/ pre-shift checks and post-checks if required are to be completed and recorded in all instances. maintenance teams are responsible for all maintenance on equipment. workers can only undertake maintenance if they have been adequately trained in the relevant process.

15:32 Before work starts

This video provides general information. Before you start work, your host employer will explain the exact procedure and provide practical training for your site. This video does not replace assessment, supervisor sign-off or a training record. If you do not understand something, use the English or talk to your supervisor at the host employer site. The host will provide you with an interpreter.

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