

Working Safely Around Workshop Pits

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

1:20 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

2:37 Step 3

Receive work instruction of what needs to be completed and communicate to staff

Potential risk.

Inexperienced or unqualified staff being asked to carry out works

Incomplete jobs

Risk treatment.

Ensure staff complete relevant Safe Operating Procedure's and are trained to drive the machinery which is to have works completed.

Check with staff that they understand the job to be completed.

3:07 Step 4

Ensure pit area is clear of tools, equipment and staff

Potential risk.

Damage to equipment

Staff falling in the pit while it is open between machinery movements

Risk treatment.

Keep work area clean and tidy, put tools away and clean any spills.

Engage the use of a spotter to watch the area and warn all employees off entering the area. Staff should be standing still until the manoeuvre is complete.

As far as practical use cones and bollards to cordon the area off.

3:44 Step 5

Move machine towards the pit

Potential risk.

Staff being hit by moving machinery

Incorrect line up of machine over the pit

Driving onto pit covers with the machine and falling into the pit

Risk treatment.

Ensure operator warns other by beeping horn before moving off.

Use the spotter to stand in clear vision of the operator and use hand signals and/or radio contact to help guide the machine over the pit.

Never drive over pit covers unless they are known to be safe for the weight of the machine. Avoid driving on them at all costs.

4:26 Step 6

Drive the machine over the pit, stopping where works are intended to be undertaken.

Potential risk.

Machine being in incorrect position for works being done.

Equipment rolling or moving while it is parked over the pit for maintenance work.

Staff falling into exposed areas of the pit

Risk treatment.

Spotters must be aware of target area for work and line machine up accordingly

Ensure the LOTO process is being followed and that employees are aware of the steps to isolate a machine.

Barricade any areas of the pit which are left exposed while the machine is being worked on.

5:12 Step 7

Entering (and exiting) the pit

Potential risk.

Falls and slips

Staff losing balance trying to carry tools up and down.

Risk treatment.

Maintain 3 points of contact while entering/exiting the pit. Turn on lights to ensure good visibility.

All staff should be aware of what works are to be conducted and should put tools in the pit while they have good access, preferably prior to the machine being on the pit. Use a second person to retrieve tools if needed.

Have a clear pathway in and out.

5:51 Step 8

Conduct works on the machine while parked on the pit

Potential risk.

Incomplete or below standard work due to poor lighting

Working above shoulder/head for long periods

Burns from hot machinery

Eye injuries

Lacerations

Risk treatment.

Check lights are working in monthly safety inspection

Take regular breaks, don't lift heavy items without assistance including mechanical assistance. Follow safe lifting practices.

Wear job specific PPE – face shields, positive seal glasses, steel cap boots, hi-vis, hearing protection, gloves.

6:36 Step 9

Once maintenance work has been completed move the machine off the pit

Potential risk.

Staff being injured while machine moves out of the work area.

Not driving straight leading to machine falling into the pit

Risk treatment.

Spotter and operator need to ensure all staff are out of the work area. Beep horn before moving off.

Spotter to maintain contact with operator to ensure a straight line when moving off the pit.

7:11 Step 10

Cover the pit up

Potential risk.

Staff working around exposed pit and moving pit covers

Lifting heavy pit covers resulting in back injury and strains

Risk treatment.

Put barricades up straight away when the pit is exposed.

When putting any lids or cones around the pit walk around and don't jump over.

Heavy pit covers should be moved by 2 people or with mechanical aid.

7:41 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.

8:09 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.

8:38 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.

9:07 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.

9:24 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.

10:20 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.

10:59 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.

Orchard Tech · hari@orchardtech.com.au · 0439 32 32 32