Loading and Unloading Trucks: Palletised and Loose Loads

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

Select unloading/loading area and direct truck driver to this area for safe loading/unloading. Barricade the area if required.

Potential risk.

Impact with workers and equipment.

Risk treatment.

All drivers are to site inducted and shown where the unloading/loading area will be.

All workers are to remain well clear of truck until it has been parked.

All drivers and workers are to wear Hi Viz clothing at all times.

Ensure forklift operators are licensed and competent.

1:19 Step 2

Remove tarps from load.

Potential risk.

Manual handling risks.

Eye injuries from rope ends.

Risk treatment.

All workers are to wear appropriate PPE including leather gloves and safety glasses.

Enlist assistance where heavy tarps are to be handled.

1:42 Step 3

Remove ropes, binders, dogs and chains from load.

Potential risk.

Unstable loads falling on workers.

Manual handling risks.

Risk treatment.

Visually check load for stability.

Remove binders, dogs and chains and ropes from load as required.

2:03 Step 4

Remove gates from combing rail of truck.

Potential risk.

Unstable loads falling on workers.

Manual handling risks.

Risk treatment.

Visually check load for stability.

All workers to wear leather gloves and safety glasses and PPE as required.

Enlist assistance where heavy gates are to be handled.

2:27 Step 5

Commence unloading/loading procedure.

Potential risk.

Unstable loads falling on workers.

Manual handling

Impact with workers by forklifts.

Risk treatment.

Visually check loads for stability.

Stabilise load before removing gates.

Only remove gates as required to access the load.

All workers to wear Hi Viz clothing at all times.

2:55 Step 6

Replace gates on combing rail.

Potential risk.

Manual handling risks.

Risk treatment.

All workers to wear leather gloves and safety glasses and PPE as required.

Enlist assistance where heavy gates are to be handled.

3:16 Step 7

Secure load with ropes, binders and dogs and chains where appropriate.

Potential risk.

Unstable loads falling on workers.

Manual handling risks.

Risk treatment.

Visually check load for stability.

Place binders, dogs and chains and ropes across load as required.

All workers to wear Hi Viz clothing at all times.

All workers to wear leather gloves and safety glasses at all times.

3:47 Step 8

Cover load if required with tarps.

Potential risk.

Manual handling risks.

Eye injuries from rope ends

Risk treatment.

All workers are to wear appropriate PPE including leather gloves and safety glasses.

Enlist assistance where heavy tarps are to be handled.

4:11 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.

4:39 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.

5:09 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.

5:38 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.

5:54 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.

6:51 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.

7:30 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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