

Loading and Unloading Tippers

General Information

Author	Samantha Pritchard
Last Revision Date	January 2024
Related Policies & Documents	<ul style="list-style-type: none"> Work Health and Safety Policy Manual Farm Vehicles and Driving on Farm Policy Hazards & Risk Policy Lock Out and Isolation of Plant and Equipment Policy Machinery Operation & Maintenance Policy Task Analysis / Job Safety Policy
Related Codes & Standards	<ul style="list-style-type: none"> Master Code – 706 Heavy Vehicle National Law

Responsibilities

Position	Duties
Employer	To provide workers with safe equipment and workplaces, appropriate PPE for the task, adequate training & ongoing supervision.
Workers / Operators	<p>To follow these Safe Work Procedures and the Operating Manual from the Equipment Manufacturer.</p> <p>Inform your Manager of potential hazards in performing the task. Fuel, grease and maintain the equipment, report any equipment faults as soon as practical, and do not operate faulty equipment.</p> <p>Immediately stop performing a task if you feel unsafe</p>

Job Task Assessment

Job Task	Hazards	Hazard Control
Tipping on uneven, unstable or inclined ground	Roll overs	Ensure the tipping surface area is level, compacted and stable, and that the trailer is not moved or rocked whilst the body is elevated.
Tipping near overhead power lines	Electrocution from contact with power lines	Check for overhead power lines and do not operate tippers under power lines.
Driving and tipping in yards within close proximity of pedestrians	Crush and fatalities	Ensure pedestrian exclusion zones are established around unloading areas, particularly behind and adjacent to a truck whilst tipping.

Loading and Unloading Tippers

Transporting large volumes of solid or wet material	Solid or wet material sticking to the trailer body and altering the centre of gravity when the trailer body is elevated	Hard braking can cause loads to shift so anticipate traffic, and drive slowly and to road and weather conditions. Ensure all loads are evenly distributed within the trailers and weight limits are complied with. When tipping, ensure there is a clear process of spotting & communicating between the Driver and a Spotter. The Spotter can monitor the tipping process from outside the exclusion zone & alert the driver if materials become stuck.
Stored energy – air, hydraulic, electricity, pressure	Injuries resulting from the release of stored energy including burns and crushing	During a pre-start check examine the hoses and fittings for wear. Never walk under any vehicle body part supported by hydraulics.
Operating of Augers	Entanglement	Do not wear loose or bulky clothing around the PTO or other moving parts. Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.

Skill Level / Training Required

Licences / Certificates:	DO NOT OPERATE A TIPPER PRIOR TO: <ul style="list-style-type: none"> Being familiar with the Operator's Manual Reading & fully understanding these Safe Work Procedures Undergoing thorough practical training whilst Supervised Holding a current Driver's License
---------------------------------	--

Personal Protective Equipment:

Personal Protective Equipment					
	Protective Boots (essential)	Protective clothing (essential)	Dust mask	Eye Protection	Hearing Protection

Loading and Unloading Tippers

					
	Safety Gloves	Safety Helmet	Seat Belts (essential)	UHF radio	First Aid Kit

Operating Procedures

Pre-Operational Procedures	<p>Driver to undertake a prestart daily check, including;</p> <ul style="list-style-type: none"> • A walk around the truck and trailer to check for any wear & tear, checking all wheels, nuts, tyre pressure, mirrors. • A check of trailer couplings, safety chains connected & load safely covered and restrained. • A check of all hydraulic, lubrication and fuel hoses ensuring they are in good order, free from abrasion and unions tight and free from leaks. • Fuel and oil levels are high. • Lights, indicators, brakes and horn are all working. • UHF radio is turned on and volume up. • Mobile phone fully charged & in Bluetooth cradle. • All paperwork & Driver logbook & licence in cabin. • Ample food & water for the shift. <p>Any site-specific inductions must be attended by the Driver to determine;</p> <ul style="list-style-type: none"> • Location of existing services including electricity & underground services. • Evacuation points and emergency procedures and contacts. • General site terrain. • Intended location for loading and/or unloading, and • Other issues to plan and allow for the safe performance of works. <p>Prior to loading or unloading the Tipper, conduct a 'Take 5':</p> <ol style="list-style-type: none"> 1. Stop, Step Back & Think <ul style="list-style-type: none"> • Do you understand what you need to do? • Do you have the correct tools, PPE, training & support? 2. Identify any Hazards <ul style="list-style-type: none"> • Will you be exposed to any hazards in performing the task? • Hazards can include; slipping, manual handling, moving parts, fatigue, overhead power lines. 3. Assess the Level of Risk

Loading and Unloading Tippers

	<ul style="list-style-type: none"> Do the Hazards present a low, medium or high risk? If in any doubt, ask a Manager before proceeding. <p>4. Control the Hazards</p> <ul style="list-style-type: none"> Do not commence a job until all identified hazards have been appropriately dealt with; eliminated or safely controlled. If in any doubt, ask a Manager before proceeding. <p>5. Proceed Safely</p> <ul style="list-style-type: none"> Continue to monitor the work situation and ensure no new hazards arise. If new Hazards arise, stop work and go back to Step 3.
Operating Procedures	<ul style="list-style-type: none"> Always follow all speed and traffic rules whilst travelling on roads. Seat belts are to be worn at all times. Drive to road and weather conditions (ie. slow down on corrugated roads). Site rules and Site Traffic Management Plans must be followed at all times. When reversing, loading and unloading use a Spotter or Traffic Controller where required. Always maintain a safe distance from the edge of embankments and other vehicles. <p>LOADING TIPPERS</p> <ul style="list-style-type: none"> Drivers should remain in the vehicle when being loaded unless there is an operational requirement to do otherwise. In the case the Driver must assist or undertake the loading tasks, you must never stand under the load. If the Driver is also operating the Telehandler to fill the load, refer to the Company's Safe Work Procedure on Telehandlers. Ensure the loads are spread evenly in the trailer. Onboard scales should be monitored when loading, and safe vehicle mass must not be exceeded. Weigh bridges must be used when present. Loads must be fully covered and safely secured prior to leaving a loading site. <p>DRIVING AROUND YARDS AND TO DROP OFF POINTS</p> <ul style="list-style-type: none"> When the tipper is full, extra caution should be taken when driving to the drop-off zone. Maximum speeds should be avoided. Follow all Traffic Management Plans and be familiar with the direction you'll be travelling before moving. When entering a drop-off zone be aware and drive slowly and safely around other vehicles and people in the zone, especially in bad weather.

Loading and Unloading Tippers

UNLOADING TIPPERS

- Ensure the ground where you stop is flat and compact, with no risk of getting bogged or sliding.
- Drivers should remain in the vehicle when unloading unless there is an operational requirement to do otherwise.
- The most dangerous part of the entire tipping process is when the load is released. This is the moment when several tonnes of material are offloaded from the truck causing a huge change in the weight of the truck, stance and stability.
- The need for a Spotter may be identified as part of the traffic management plan or by the Driver, or if:
 - Specified by the Site through signage,
 - There is congestion or simultaneous operations such as multiple work zones, vehicle movements or pedestrians,
 - The Drivers vision is obstructed; or
 - At any other time deemed appropriate by the Driver.
- The spotter could be a Site Employee or another Truck Driver.
- Reversing alarms must be in good working order.
- When tipping, the truck should be parked on level ground to ensure that the entire truck does not tip when the tilt tray is lifted to release the load.
- Tip slowly and stay alert, watching all parts of the operation.
- Effective communication is critical. Whilst the Driver operates the tray, the Spotter should ensure that the truck is well positioned and that no one is in danger's way.
- The Spotter should have a clear line of communication to the Driver to ensure the Driver can stop the process if need be.
- Signals and warning calls should be worked out in advance to ensure efficient communication and an immediate response time in the case of an emergency.
- Consider using stabilisers when required – it could save a life!

At the end of a shift, engage the park brake on the Truck, chock all wheels (if necessary) and remove keys from the vehicle.

Safe Work Procedures (SWP)

Loading and Unloading Tippers

Operation of this Procedure

If you are unsure or unclear about any aspect of this Safe Work Procedure, or any procedural step required to safely perform the task, please seek further assistance, and do not engage in such activity.

Any Employee who does not abide by this Safe Work Procedure will be subject to disciplinary action which may include dismissal with or without notice, depending on the severity and gravity of the offending conduct.

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor Name: _____

Supervisor Signature: _____ Date: _____