

Telehandler Operations

General Information

Author	Samantha Pritchard
Revision Date	December 2023
Job Task	Telehandler Operations
Related Policies & Documents	<ul style="list-style-type: none"> • WHS Policy-Machinery Operation & Maintenance • WHS Policy-Mobile Phones in Machinery • WHS Policy-Storage of Materials • WHS Policy-Task Analysis / Job Safety • WHS Policy-Working Alone or in Remote Locations • Emergency Procedures–Overhead Powerlines • WHS SWP-Tractor Attachments • WHS SWP-Fuelling Machinery & Vehicles

Responsibilities

Position	Duties
Employer	To provide workers with safe equipment and workplaces, appropriate PPE for the task, adequate training & ongoing supervision.
Workers / Operators	To follow these Safe Work Procedures and the Operating Manual from the Equipment Manufacturer. Inform Farm Managers 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. Immediately stop performing a task if you feel unsafe

Job Task Assessment

Job Task	Hazards	Hazard Control
Fuel Telehandler	Fire and explosion, absorption through skin, fuel spills	Ensure there is no smoking, naked flame or ignition sources near the fuelling station. Ensure the area is well ventilated and don't walk away when pump is on auto-fill..
Grease & maintenance on equipment	Straining to unlock and lock attachments, pinch points, hand strikes	Ensure the Telehandler is turned off and no one inside the cab and near controls. Use protective gloves and get assistance when required.
Operating telehandler over unstable and sloping ground	Roll over / over balance	Assess the situation and ground surface prior to operation. Drive slowly, keep load levels low, comply with the weight limit.






Telehandler Operations

Job Task	Hazards	Hazard Control
Operating telehandler around people, objects, other machinery, buildings, vehicles, powerlines	Collision, electrocution, Injury, Fatality	Be aware of the working environment before operating the equipment. Conduct a Take-5 paddock check. Check for overhead power lines. Regularly check and recheck surroundings and mirrors for people, other machinery and objects. Create a no-go zone.
Leaving machine on to check operations	Slipping when climbing down, run over by Telehandler if machine is still in operation	Always ensure the telehandler is out of gear and the handbrake is on before disembarking.
Yard transport	Bodily injury to other workers, run overs, damage to other equipment, damage to buildings	Drive slowly around yards and be aware of all people, buildings, & implements left on the ground
Road transport	Slow moving machines can result in road accidents with other vehicles travelling at high speeds, clipping roadside signs, soft or uneven shoulders can result in roll overs	Make sure all lights, indicators and signage on the equipment are working and in good condition. Drive to the conditions and appropriate speed, follow all road rules.

Skill Level / Training Required

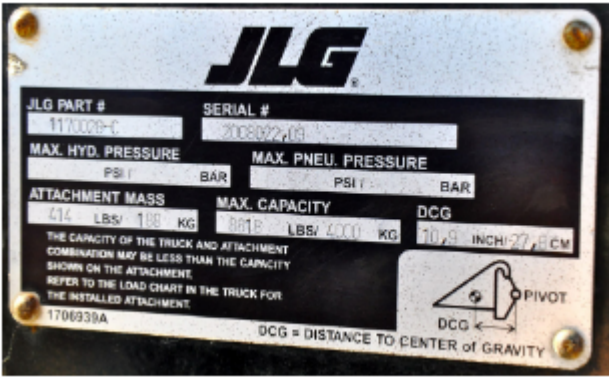
Licences / Certificates:	<p style="text-align: center;">DO NOT OPERATE A TELEHANDLER PRIOR TO:</p> <ul style="list-style-type: none"> ● Holding a current Drivers License ● Holding a current Telehandler Gold Card ● <u>A high-risk work licence for a non-slewing mobile crane operation (CN) is required for this plant when capacity exceeds 3 tonne</u> ● Being familiar with the Operator’s Manual ● Reading & fully understanding these Standard Work Procedures ● Undergoing thorough practical training whilst Supervised
--------------------------	---

Personal Protective Equipment:

Personal Protective Equipment	 SAFETY FOOTWEAR MUST BE WORN ON THIS SITE	 PROTECTIVE CLOTHING MUST BE WORN IN THIS AREA	 HIGH VISIBILITY CLOTHING OR VEST MUST BE WORN	 SAFETY GLOVES MUST BE WORN	 HEARING PROTECTION MUST BE WORN
	Protective Boots (essential)	Protective clothing (essential)	High-Vis clothing (essential)	Gloves (when required)	Hearing Protection

Telehandler Operations

Operating Procedures

<p>Pre-Operational Procedures</p>	<ul style="list-style-type: none"> Perform a pre-start check and record details in the pre-printed booklet in the cab. Know the capacity of the Telehandler before lifting any loads - find the placard on the machine and read it. <div style="text-align: center;">  </div> <ul style="list-style-type: none"> Check that all guards are in place, properly secured, and functional. Ensure ROPS (roll-over-protection structures) are in sound condition. Check all fluid levels & top up if necessary. When filling the telehandler with diesel ensure engine is off and park brake is on. Ensure the filler cap is clean before opening and secure when the tank is filled. Check that all controls / functions are functional and operating correctly. Ensure that hydraulic rams, hoses and connections are in sound condition (no visible leaks) and are safe for operation. Ensure that all attachments are secure and functional. Only use attachments approved by the Manufacturer. Ensure that all lights and warning devices are operational. Check all tyre pressures and ensure tyres / rims are not damaged, cracked or spiked. Grease machine at points required – refer to the Manufacturers Manual. Make sure windows and mirrors are clean and not cracked or broken before using and that you have a firm footing while cleaning. <p style="text-align: center;">Faulty equipment must not be used. Report suspect machinery immediately to the Farm Manager.</p>
<p>Operating Procedures</p>	<p style="text-align: center;">OPERATE THIS VEHICLE AS PER OPERATOR'S MANUAL AT ALL TIMES</p> <ul style="list-style-type: none"> Create a NO GO ZONE – the area where the Telehandler will be operating must be kept clear of other traffic and people. Ensure that the Telehandler has adequate space to operate and manoeuvre safely. Check for inside ceiling heights and/or overhead power lines. Maintain 3 points of contact as you climb in and out of the cab. Inspect cabin floor and stow away loose objects to ensure no interference with operation. Put your seatbelt on. Turn the key to “on” position and check that brakes, lights, and the horn are working. Check the reverse beeper and warning lights are operational.

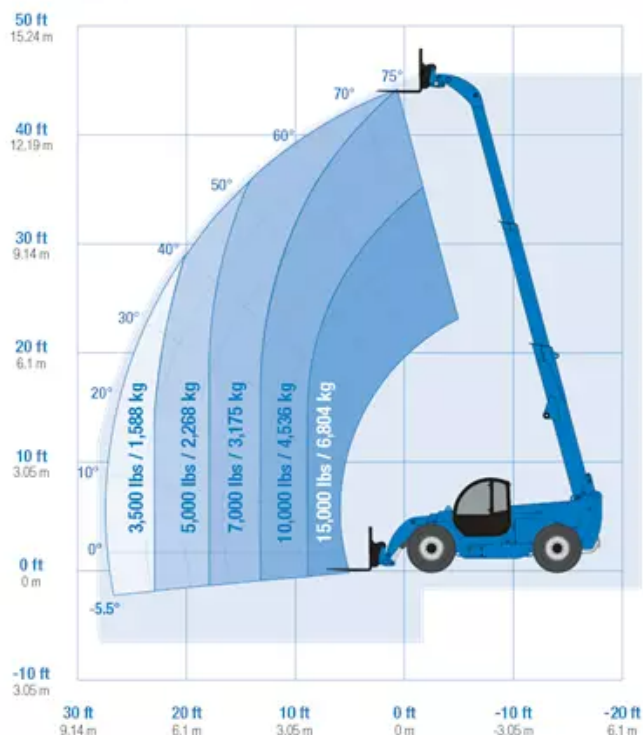
Telehandler Operations

**Operating Procedures
(cont...)**

- Carry out function check of steering, brakes and hydraulics (boom raising, lowering and tilting up and down).
- When connecting attachments, ensure all locking devices and pins are in place and any attachment is secure when moving.
- Take time to assess the area / paddock before you start working by taking note of any hazards - water pipes, gullies, trees, uneven ground, structures, power lines or other obstacles. If in doubt, check with the Farm Manager.
- Check the slope of the land to ensure the vehicle is safe from roll over. Clear area of obvious hazards.
- Check the load rating and do not attempt to pick up a load not suited to the equipment - keep in mind loads can change in weight ie. chicken manure can become wet overnight and therefore much heavier than when it was dry the day before.

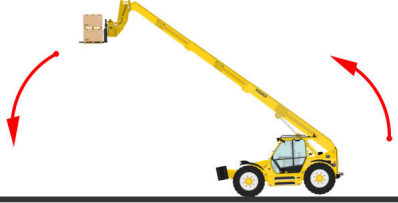


LOAD CHART

GTH™-1544



- Space forks to suit the load to be shifted, with the centre of gravity halfway between the forks.
- Ensure that the load is not snagged or held down and is free to be lifted.
- Do not over extend the boom.

Telehandler Operations

Operating Procedures (cont...)	 TIP OVER RISK 	
	NEVER LEAVE A LOAD SUSPENDED IN THE AIR AND NEVER WALK UNDERNEATH A LOAD!	
	<ul style="list-style-type: none">• When approaching a blind corner, use the horn and drive slowly.• Always have someone guide you if the load restricts your vision.• Avoid harsh braking.• Travel with load lower than 30cm from the ground, and at no more than 5 km/h through yards.• Do not carry loads up or down steep slopes.• Look over both shoulders when reversing. Be aware of your surroundings.• At completion of task, lower the boom to the ground, stop the Telehandler on firm and level ground, place all control levers in neutral position, apply the park brake, turn off engine and remove keys.• Before leaving the cabin, remove all rubbish and clean down the inside, steering wheel, levers and door handles for the next Operator.	

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 hitch and unhitch a trailer, 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: _____