

SAFE OPERATING PROCEDURE

Task / Equipment Description: MOTOR VEHICLES

Potential Hazards:

- Fatigue (eg micro-sleep)
- Road and traffic conditions
- Loading equipment
- Distractions (in and out of vehicle)
- Unloading equipment
- Muscle sprains and strains
- Theft
- Excessive speed
- Road rage
- Unknown cargo (eg unknown chemicals)
- Collision

DO NOT use this equipment unless you have been trained in its safe use and operation.

Required Personal Protective Equipment (PPE)



High visibility clothing



Appropriate footwear



Eye protection



Gloves



Hearing Protection



Face mask (specify type)

Other PPE (describe):

ALWAYS

- Ensure the worker has a valid licence to operate a motor vehicle.
- Wear a seatbelt when operating motor vehicle.
- Report any faults or warning lights to management immediately.
- Follow road signs and rules.
- Have a copy of the Operator's Manual in the vehicle and ensure the operator is familiar with the document.
- Keep all body parts within the vehicle.
- Take regular breaks when required.

NEVER

- Use a faulty or damaged vehicle.
 - Operate the motor vehicle under the influence of drugs and alcohol.
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- Drive at excessive speeds.
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- Exit the vehicle when encountering a road rage situation.
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- Attempt to repair or maintain the vehicle unless you are competent to do so.
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- Use mobile phones or other media which will distract the driver.
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- Refuel a vehicle unless the motor is stopped and ignition turned off.
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Safe Operating Procedure:

1. Pre-Operation – Safety Checks
 - Ensure that the selected vehicle is the most suitable for the task to be undertaken.
 - Ensure that the task and route is planned prior to operating the vehicle.
 - Check the area around the vehicle prior to entering.
 - Complete the Mobile Plant Checklist prior to driving the vehicle.
 - Check breaks, lights and horn before use.
 - Ensure seat belts are in good condition.
 - Do not exceed the vehicle's carrying capacity.
 - Check the vehicle for gas leaks in fuel lines.
 - Ensure the vehicle is in a road worthy condition and is appropriately registered.
 - Check tyre pressure. Never drive with flat or underinflated tyres.
 - Adjust the seat and mirrors to the driver and ensure the view is not obstructed.

2. Operation – Safety Procedure
 - Watch out for pedestrians.
 - Ensure the vehicle load is secured.
 - Use signal lights to indicate turning.
 - Check blind spots.
 - Drive to the weather and road conditions.
 - Use a spotter to assist with reversing.

3. Refuelling
 - Ensure the vehicle is turned off when refuelling.
 - Follow safety signage and instructions of the fuel station when refuelling.

4. Breakdown
 - Park or stop the vehicle in a safe area.
 - Set up a warning system for approaching traffic.
 - Contact vehicle services and or management.

5. Accident
 - Ensure that no serious injuries have been sustained and provide first aid as required.
 - Contact the relevant authorities (Police and or Emergency services) when required.
 - Contact management and report the incident.
 - Set up a warning system for approaching traffic.
 - Record the details of other vehicles and witnesses involved.

6. Post-Operation – Housekeeping
 - Park in designated areas only.
 - Shift gear to park and apply parking brake.
 - Turn off ignition and remove key from motor vehicle.