

## **Safety Method Statement - Operation of Skip Trucks**

**25 May 2009**

### **AIM**

To implement a procedure for the safe operation of skip trucks.

### **PERSONNEL AFFECTED**

Smartskip skip truck operators.

### **REFERENCES**

None.

### **PROCEDURE**

1. Drivers are to ensure that the front of bins are clear and in a position to be attached to the truck by use of the skip hooks.
2. If the bin is in a position that prevents the attachment of the skip hooks, the driver is to disembark from the truck and seek the assistance of site personnel to position the bin in a better location.
3. Ensure that correct Personal Protective Equipment (PPE) is worn at all times when you are out of the truck. You must look around the work site and observe all risks to you. You must wear steel capped work boots during your work at all times and wear a high visibility vest or t-shirt and hard hat when on a customers work site. You must wear gloves at all times when out of the truck and operating the equipment.
4. Drivers should disembark and look into the bin. If it appears unevenly loaded you must advise the site supervisor and have him arrange for the bin to be made even. If the bin is filled over the "water line" then you should also contact the site supervisor and have the overloaded material removed.

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5. The truck is then to be reversed up to the bin. Drivers must be alert at all times and watch for pedestrians.
6. If the driver sees pedestrians in the vicinity of the bin, drivers should sound their horn and direct the pedestrians away from the bin to a safe distance.
7. The bin should be tarped on the ground before loading.
8. The truck should reverse to the bin so that when the skip arms are moved, they will be over the bin in such a way that the skip hooks can be connected to the lugs on the bin.
9. The skip arms should be raised and brought into position over the bin using the external hydraulic controls behind the cab of the truck.
10. Connect the skip hooks to the bin's four lugs. Ensure that the correct skip hook on the paddle is used. Regard is to be had to the size of the lug and the size of the hole on the paddle. Ensure that the chains are lengthened or shortened accordingly.
11. The bin can now be raised. The driver should carefully observe the bin as it is raised to identify any difficulties, such as a bin which may not have been loaded evenly but could not be detected on the ground due to light material on top of the bin e.g. plasterboard covering concrete on one side.
12. If there is any problem with the bin, stop operation, unload the bin and notify the site supervisor and the Smartskip office.
13. Smartskip will contact the site supervisor. The driver should notify site personnel to have the site supervisor attend and assist in removing or spreading the problem load more evenly or lightening the load.
14. You must be satisfied that the load is safe and legal before you remove it. This means that reasonable steps must be taken to ensure that the load is safe (no part likely to fly off when you are transporting it), not overloaded or too heavy.
15. You must chain the bin to the tray by use of an over the top chain and dog.

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16. Report any difficulties with bins i.e. overloading, unbalanced bins, bins in need of repair and the like to the Smartskip office immediately.
17. Take the load to the transfer yard or designated tip site, remove the safety chain and untarp it when you are inside the transfer station or tip site. It is an offence to drive a waste load on a road when untarped. This includes the road outside the transfer station or tip site.
18. Always follow the directions of the transfer station and tip staff.
19. Reverse the truck to the designated tip zone and chain the back of the bin so that it will tip when raised. Lower the stabilising dolly wheels if the bin is heavy.
20. Use the external hydraulic controls to raise the bin enabling it to be made vertical so that the waste material will tip out of the back of it.
21. Before moving the truck, ensure that the stabilising dolly wheels are up. If the bin is not empty, drive the truck forward about 3 metres and reverse stopping suddenly to force the balance of the waste from the bin. Ensure that you do not drive over waste as this may puncture the tyres of the truck.
22. Lay the bin back onto the truck tray by use of the external hydraulic controls and leave the yard after putting the safety chain and dog back on the bin.
23. When delivering the bin to the customer's site, reverse the truck up to the designated bin position. Undo the safety chain and use external hydraulic controls to place the bin in the designated location.
24. Return the skip arms to the transport position and leave the site. Always watch out for pedestrians and communicate with site foreman. Ensure that an authorised person signs your docket before leaving the site.
25. Always be aware of the height of your vehicle when loading so to avoid collision with bridges and factory entrances etc.

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