

GARDENSCAPES Landscapes & Produce Centre

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WORK METHOD STATEMENT

No.

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Workplace: ONSITE DELIVERIES

TASK/ OPERATION: **Truck deliveries and loading – General Guidelines.**

Personal Protective Equipment

Day Operations:

Safety footwear, hard hat, high visibility shirt or vest, sun protection if required (broad brim hat, sun screen, tinted safety glasses).

Night Operations:

Safety footwear, hard hat, safety vest or shirt suitable for night work (i.e. with reflective strips).

Onsite Operations: Any additional site directives as set out by site OH&S policies

Sequence of Job Steps (What to do in the right order)	Potential Hazards/Risks of Each Step	Safe Work Procedure Risk Control Measures
1. In Transit.	Personal Injury Vehicle accidents	Driver must comply with Road safety and lawful road use guidelines. Gardenscapes drivers must <ul style="list-style-type: none">• Possess current applicable licence for vehicle• Maintain a blood alcohol level of 0.00% when operating vehicle• Not use mobile devices while vehicle is in motion except when connected to hands-free• Be equipped with relevant PPE

Sequence of Job Steps (What to do in the right order)	Potential Hazards/Risks of Each Step	Safe Work Procedure Risk Control Measures
<p>2. Risk Assessment – Location Tipping/unloading product</p>	<p>Personal Injury Vehicle accidents</p>	<p>Onsite arrival.</p> <ul style="list-style-type: none"> • Correct tipping site address to be identified • Traffic movements should be understood and complied with. • Pedestrian exclusion zones must be understood and complied with. • Vehicle positioned safely, immobilised effectively and compliant with street ordinances prior to driver alighting for site inspection. • Necessary PPE used as per site OH&S policy. • Contact, by phone or in person, the site supervisor to alert your presence and intentions. • Ascertain UHF channel if used on site. <p>Onsite Risk assessment.</p> <ul style="list-style-type: none"> • Identify location for product to be tipped/unloaded. • Check ground condition for slope, evenness, and soft areas. • Poor lighting and weather conditions. • Overhead power lines • Storm water, sewer, mains water and trenches • Onsite plant equipment and shared access laneways • Debris or loose material • Maintain awareness of people on site • Comply with instructions of traffic controllers • Should any on site issues be noted, present Delivery Waiver

Sequence of Job Steps (What to do in the right order)	Potential Hazards/Risks of Each Step	Safe Work Procedure Risk Control Measures
3. Planning – Truck Positioning for Tipping/unloading product	Personal Injury Vehicle accidents	<ul style="list-style-type: none"> • Suitable access must be provided to Body of trucks. (Steps, grab handles, Truck Bin height at full ram, tailgate movement etc.) • Assess and allow for tipper bin elevation in height due to product extraction. • Body should be clear of all loose objects. (Example – lashings and packing material.) • Watch for pedestrians, onsite workers • Ensure spotters are placed at a safe distance, • Check area prior to reversing to ensure persons not in close proximity of vehicle. • Should tip require tail gate to be swung open sideways, ensure tailgate is effectively secured to side of tipper bin. • Utilize Hazard lights when reversing off the carriageway. • Ensure reverse beeper is functional. • Assess the need for diff-locks on bogey axle vehicles and employ if necessary • Once truck positioned onsite for product removal, ensure vehicle is immobilized effectively prior to tipping or exiting cabin for manual unload • Should product required tipping behind silt barrier, barrier should be lowered prior to tip and ensure barrier is re-positioned firmly in previous position.
4.1 Unloading Of Product By Manual Lift	Personal Injury Load damage	<ul style="list-style-type: none"> • Ascertain and prepare product storage location prior to unloading • Ensure a clear and secure pathway from vehicle to storage location. • Maintain adherence to Safe Manual Lifting techniques as set out in company's OH&S Procedure manual. • Utilize necessary PPE • Utilize assistance if available being mindful of Safe work procedures

Sequence of Job Steps (What to do in the right order)	Potential Hazards/Risks of Each Step	Safe Work Procedure Risk Control Measures
4.2 Unloading Of Product By Tipper Bin Extraction.	Personal injury Vehicle accident – movement of load.	Once vehicle is positioned for direct tip <ul style="list-style-type: none"> • Driver to remain inside vehicle cab whilst tipping • Maintain vigil on tipper bin via both side mirrors • Ensure any spotters are a safe distance from tip location and in a position to assist driver with directions i.e. in line of sight of side mirrors
4.3 Exiting location.	Personal Injury Vehicle accidents	Running-out Product <ul style="list-style-type: none"> • Ensure height clearance for forward movement while tipper bin at full ram. • Only run-out product on flat, firm ground. • Ensure pedestrians/spotters are clear of front of vehicle. • Utilize onsite exit grates or crossover path to reduce waste build up on tyres. Where available, use onsite wash bay. • Effectively immobilize vehicle prior to alighting for post-tip inspection and inspect tyres for waste build up prior to entering carriageway. • Notify customer, site supervisor and Gardenscapes team of any onsite issues should they arise.

Sequence of Job Steps (What to do in the right order)	Potential Hazards/Risks of Each Step	Safe Work Procedure Risk Control Measures
5.Back loading from Site (Ex quarry, manufacture plant, warehouse via Front end Loader, Crane or Forklift)	Personal Injury Vehicle accidents	<ul style="list-style-type: none"> • Ascertain site UHF channel and announce vehicle arrival and intentions. • Utilize necessary PPE • Maintain compliance with speed limits and shared access ordinances • Ensure loader driver has a clear view of truck driver at all times. • Driver to remain in vehicle cabin whilst loading. • Discuss loading requirements with Frontend Loader/Forklift operator. Remember that the driver is always responsible for the load. • Avoid direct supervision of loading where possible. • Where direct supervision of loading is unavoidable always maintain a safe distance from operating loader. • Ensure load is compliant with Tare limits of vehicle • Quarry plant equipment is given right of way. • Ensure Load is secured (pallets) and covered (loose product) prior to exiting site. • Utilize site wash bay facilities if available.