

SAFE OPERATING PROCEDURE

Task / Equipment Description: Wheelbarrow



Potential Hazards:

- Back injury
- Arm, neck strain
- Trip, slip, falls
- Crush injury

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): As required, depending on load and environmental conditions.

ALWAYS

Dial before you dig.

Report faults and damage immediately.

Treat the equipment with care and follow manufacturer's instructions.

NEVER

Never operate equipment that you are, unfamiliar with or are not competent to operate.

Never let untrained people use the equipment.

Never use machinery if you feel tired or under the influence of alcohol, drugs or medication.

Safe Operating Procedure:

1. Pre-Operation – Safety Checks:
 - Do your own risk assessment for all jobs to be undertaken.
 - Ensure you know how to operate it safely.
 - Do not try to repair faulty equipment.
 - Check the condition of the wheelbarrow at the start and end of each day or shift and report any damage or defects. Do not operate if faulty.

2. Operation – Safety Procedure:
 - Operate in clear open spaces where possible and if not possible be conscious of your surroundings and consider having an observer stand by.
 - Be mindful that using some equipment may change the structural strength of your surroundings. (e.g. demolition, excavation, trenches, wall removal)
 - Ensure clear access and egress to where you are working. Always keep the work area well lit and hazard free. A tidy work area is a safe area.
 - Always have secure footing and balance and firm two handed grip. Never work on damp, wet or slippery surfaces. Always operate wheelbarrow on flat, level and solid ground.
 - Do not overreach. Keep handles clean, dry and free from oil & fuel etc.
 - Do not wear loose clothing, gloves, neckties, rings, bracelets or other jewellery which may get caught in the moving parts on work site.
 - Never permit children, other people or animals to loiter near the work area. Never allow children to operate any machine even under supervision.
 - Do not fool around while operating equipment; always keep the machine under control.
 - Do not rush or take risks when operating equipment.

3. Post-Operation – Housekeeping:
 - Check for any damage or faults and report any issues immediately. If necessary isolate the equipment from the business operation until the issue/s are resolved.
 - Ensure the equipment is clean.
 - Store the equipment in a sheltered location.