


Work Health And Safety: Safe Work Practice: Gardening & Maintenance

Transferring equipment from or to vehicle

 Risks	Risk Level	Risk Controls
Injury from bending, twisting and/or overreaching	Likelihood: D Consequence: 2 Rating = HIGH	<input checked="" type="checkbox"/> Staff competent in manual handling <input checked="" type="checkbox"/> Staff familiar with equipment and vehicles
Injury from released elastic strap	Likelihood: D Consequence: 2 Rating = HIGH	<input checked="" type="checkbox"/> Staff competent after training in applying and releasing straps, quality of straps ensured
Cutting hands on sharp edge of ramp	Likelihood: E Consequence: 4 Rating = LOW	<input checked="" type="checkbox"/> Staff competent after training in use of ramp, <input checked="" type="checkbox"/> Staff to always wear gloves
Cutting/pinching hand between tail gate and lever	Likelihood: E Consequence: 4 Rating = LOW	<input checked="" type="checkbox"/> Staff competent after training and gloves worn
Damage to equipment	Likelihood: D Consequence: 4 Rating = LOW	<input checked="" type="checkbox"/> Raise height of mower blades before ramp use, secure equipment after use

Equipment required:.

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Vehicle, ramp for taking mower from ute or van, equipment, straps, Yard work gloves, witches hat	
Personal Protective Equipment required: hat, safety glasses, steel capped boots,	

Activity	Worker behaviour	Client/other's behaviour
1. Park vehicle in most suitable place for unloading	Select position where: a. approx 5 meters clearance behind vehicle b. where the angle of the ramp from the ute will be the slightest (this could mean backing up client's driveway or where ramp can rest on nature strip rather than the road)	
2. Make area around the vehicle safe	Place witches hats behind vehicle to ensure that no one parks too close and to warn other drivers who may not see the vehicle or workers (<i>if the area is obstructed by trees or corner of road</i>)	
3. Open tailgate	Wearing gloves carefully open back of van or open tailgate –	

	careful not to pinch hands or allow moved objects to fall out of vehicle	
4. Unclip the straps holding equipment in place	Must be careful that strap does not hit anyone and that unclipped equipment does not escape	There should be no one close to the vehicle when clips are being applied or released.
5. Take equipment from vehicle	Remove equipment that is closest to you first using correct manual handling techniques	
6. Position ramp	Put ramp in position with gloved hands using correct manual handling techniques. Normally the ramp is placed so the recess is around the tailgate hinge and the bolts are put through the holes to hold it in place. If the ground is uneven consider placing the ramp on the side of the ute or take extra care in case the ramp wobbles. If the ramp is on a walkway it must be packed away while not in use.	
7. Remove mower	a. Ensure the blade settings is at its highest before taking mower up or down ramp	
8. Pack vehicle	<ul style="list-style-type: none"> a. Pack equipment that goes at back of tray or deepest in van first and then pack equipment that will be closest to edge using correct manual handling techniques b. Bags of lawn cuttings etc must be loaded last using correct manual handling techniques c. Preferably two people push the heavy mower up the ramp d. Secure equipment with elastic straps e. Check that no equipment is left behind 	

As at 05/03/2015 this Safe Work Practice is authorised for use in:

<i>Service</i>	<i>Position</i>
Home Maintenance	Gardener/Maintenance Assistant
Home Maintenance	Maintenance Assistant

Date for review of safe work practice: March 2018 (or if injury or changes require)

COMPETENCY ASSESSMENT

Transferring equipment from or to vehicle

Employee _____

Assessor _____

Date _____

Desired Outcome:

To ensure maintenance workers can safely load and unload equipment from vehicles

Performance Criteria	Competence demonstrated	Comment
Park vehicle in most suitable place for unloading		
approx 5 meters clearance behind vehicle		
where the angle of the ramp from the ute will be the slightest		
Make area around the vehicle safe		
Place witches hats behind vehicle		
Open tailgate		
Wear gloves		
Open with care of hands and from loose objects in tray		
Unclip the straps holding equipment in place		
strap does not hit anyone		
unclipped equipment does not escape		
Take equipment from vehicle		
Remove equipment that is closest to you		
Using correct manual handling techniques		
Position ramp		
Put ramp in position using correct manual handling techniques		
Consider alternative position if ground is uneven		
If ramp is on a walkway it must be packed away while not in use.		
Remove mower		
blade settings at its highest before taking mower up/down ramp		
Pack vehicle		
Pack equipment that goes at back of tray or deepest in van first		
Use correct manual handling technique		
Bags of lawn cuttings etc most be loaded last		
Preferably two people push the heavy mower up the ramp		
Secure equipment with elastic straps		
Check that no equipment is left behind		

Is the worker assessed as being competent? YES NO

Any required follow up action/training: _____

Signature of employee Date.....

Signature of assessor Date.....