



## SOP - SHESOP0013 - Loading and Unloading of T-Lok Barriers

Rev 2 – Owner: General Manager – Road Safety Rentals



### 1. Scope

To describe the process of safely loading and unloading T-Lok Barriers, utilising a forklift / Manitou / FE Loader.

### 2. Responsibilities

The site manager and appropriately experienced staff has overall responsibility of ensuring that all elements of this procedure are carried out.

### 3. General Specifications

General barrier specification are as follows:

- Concrete Construction;
- Length – 3.6 meters;
- Width – 610mm;
- Height – 810mm; and
- Weight – 2600kg

### 4. Personal Protective Equipment

The following is mandatory PPE.



### 5. General Safety Points

- a) PPE must be worn at all times – refer point 4.
- b) All operators operating plant and equipment must hold a current valid licence.

### 6. Set Up for Loadings

- a) Meet with site management and review the task requirements;
- b) Review the risk assessment with all staff and contractors; and
- c) Review sub-contractors SWMS (if required)

### 7. Secure the Loading Zone

Secure the general area in which the loading / unloading will take place. Secure the entrance to the yard with plastic chain and bollards.



### 8. Loading area

Check the area where the activity will take place. Check for uneven ground, remove any rubbish to debris and ensure that all other items are removed.



### 9. Preparing the vehicle

- a) Remove the rear gate from the trailer body. This will assist in the loading of the barriers.



- 9.2 Once the rear gate has been removed, secure it to the front gate on the vehicle via ropes.



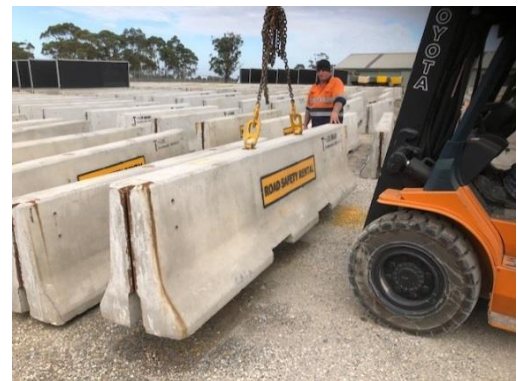
- 10.2 Ensure that the swift lift device is securely locked into the two lifting points on the barrier.



- 9.3 Clear the deck of the trailer from any foreign objects. Remove any bearers or other objects.



- 10.3 When lifting the barrier for transporting, ensure that the tynes of the forks are fully placed in the rearward position and the barrier is only lifted 250mm above the ground.



## 10. Correct Loading of T-Lok Barriers

- 10.1 T-Lok barriers are lifted one barrier at a time using a minimum of a 4.5T forklift and 4500kg rated jib.

They are supported by the use of swift lifts and 30 tonne rated 8mm chain.

All lifting equipment including the chain, jib and the swift lifts are to be visually inspected prior to each use.

If there appears to be any type of failure or deterioration in the lifting equipment it is not to be used and reported immediately to your supervisor / manager.

As per Saferoads standard operating procedure, all lifting equipment is certified by an independent certified authority every 6 months.



- 10.4 Using a spotter will assist in steadying the barrier and assist in a smooth transportation of the barrier to the vehicle



Note the spotter will always stand on the outside of the barrier and will never place any part of their body under the barrier.



- 10.5 The first barrier is loaded on the rear of the vehicle in the centre position.



- 10.6 The next barrier is moved to the trailer and is placed on the left hand side of the centre barrier



- 10.7 During the loading process of the T-Lok barriers, it is important to have a staff member on the deck of the trailer.

This person will provide instruction to the forklift operator of where to position the barrier and will also un-hook the swift lifts.

The forklift operator will not engage any controls on the forklift when the swift lifts are being disengaged.

Hands will be off the controls after having placed the fork in neutral and the handbrake applied.

At all times, the spotter on the deck of the truck is to take extreme care when moving around the deck of the trailer.

Spotters are never to walk backwards and must position themselves always out of the path of the barriers and any potential pinch point.

- 10.8 The process is repeated on the opposing side. With T-Loks, each row will consist of three barriers and only single stack. No double stacking of barriers.



- 10.9 Ensure that the barriers are neatly positioned. This will ensure that the load is central.



- 10.10 Place the centre barrier on the centre row.



10.11 Place the Right Hand Side barrier on the centre row.



10.14 To secure the load, use 2 chains per row of T-Lok with chains rated to 30T.



10.12 Place the Left Hand barrier on the centre row.



11. Load Variation

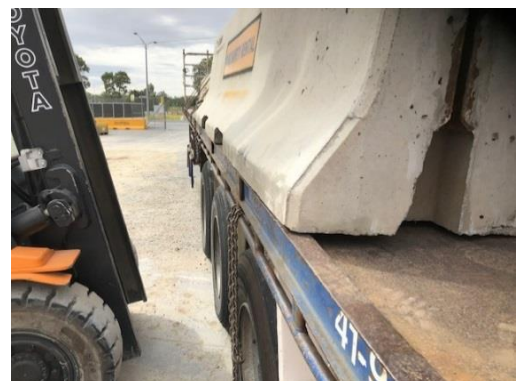
11.1 On rare occasions, a fourth barrier will be used in the rear row. Place down timber near the trailer deck lip. This will ensure that the concrete will not be damaged during transportation.



10.13 Repeat the process with the rear row.



11.2 Load 4 barriers across the rear row of the trailer.



- 11.3 Loads which are 4 across will have 3 chains as mandatory requirement.



## 12. Unloading

- 12.1 The unloading process is a direct reverse of the loading process.

All steps related to safety must be adhered to.

### SOP REVISION UPDATES

Rev #	Date	Comment
2	13/08/2020	a) New Format b) 10.1 – Damaged equipment c) 10.8 – Note about double stacking
1	17/04/2018	a) New SOP