

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:

3.6 meter T-Lok Barrier		5.4 meter T-Lok Barrier	
Construction	Concrete	Construction	Concrete
Length	3.65m	Length	5.48m
Width	610mm	Width	610mm
Height	810mm	Height	810mm
Weight	2600kg	Weight	3900kg
Load Capacity	9 per Semi-Trailer	Load Capacity	6 per Semi-Trailer

4. Personal Protective Equipment

The following is mandatory PPE.



High Visibility clothing must be worn whilst carrying out this process.



Protective clothing must be worn whilst carrying out this process.



Safe work boots or shoes (steel capped) with rubber soles must be worn



A hard hat must be worn by the dogman whilst carrying out this process.



Gloves must be worn whilst carrying out this process.

Note: If the forklift operator needs to dismount and clutch on or off, a hard hat must be worn







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 / Unloading




- a) Meet with site management and review the task requirements.
- b) Review the Risk assessment with all staff and contractors.
- c) Review sub-contractors SWMS (if required).
- d) Establish a LUEZ and ensure that all associated parties are aware of the LUEZ boundaries and where they are expected to be during the loading and unloading process. If anyone enters a “No Go” zone – all operations are to cease immediately.
- e) Prior to commencing any lift, ensure that the barriers being moved are free from other products or fixtures which could make the load unstable.
- f) The forklift must not move whilst the barrier is being clutched on or off.

7. Process

<u>Step 1 – Securing the Loading Zone</u>	<u>Step 2 – Loading Area</u>	<u>Step 3 – Preparing the Vehicle</u>
 <p>Secure the general area in which the loading / unloading will take place.</p> <p>Secure the entrance to the building with plastic chain and bollards.</p>	 <p>Check the area where the activity will take place. Check for uneven ground, remove any rubbish to debris and ensure that all items are removed for the loading area.</p>	 <p>Remove the rear gate from the trailer body. This will assist in the loading of the barriers.</p>
<u>Step 4 – Securing Rear Gate</u>	<u>Step 5 – Clear the tray deck</u>	<u>Step 6 – Lifting Equipment</u>
 <p>Once the rear gate has been removed, secure it to the front gate on the vehicle via ropes.</p>	 <p>Clear the deck of the trailer from any foreign objects. Remove any bearers or other objects</p>	 <p>T-Lok barriers are lifted one barrier at a time using a minimum of a 4.5T forklift and 4500kg rated jib for 3.6m barriers. 5.4m Barriers utilise a 7T forklift and a 6500kg spreader bar / jib.</p>

Step 7 – Lifting Equipment	Step 8 – Lifting Gear Inspection	Step 9 – Clutches
		
<p>5T swift lifts and 30 tonne rated 8mm 2 leg chains are used</p>	<p>All lifting equipment including the chain, jib and the swift lifts are to be visually inspected prior to each use.</p> <p>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. Ensure a certification tag is attached.</p> <p>As per Saferoads standard operating procedure, all lifting equipment is certified by an independent certified authority every 6 months.</p>	<p>Ensure that the swift lift device is securely locked into the two lifting points on the barrier.</p> <p>Clutches are to be positioned as per the above photo</p>
Step 10 – Lifting the Barrier	Step 11 – Using a Dogman	Step 12 – Loading Sequence
		
<p>When lifting the barrier for transporting, ensure that the carriage of the forks are fully placed in the rearward position and the barrier is only lifted approx.. 250mm above the ground.</p>	<p>Using a dogman will assist in steadying the barrier and assist in a smooth transportation of the barrier to the vehicle.</p> <p>Note the dogman will always stand on the outside of the barrier and will never place any part of their body under the barrier, or between the barrier and the forklift.</p>	<p>The first barrier is loaded on the rear of the vehicle in the centre position.</p>

<u>Step 13 – Loading Sequence</u>	<u>Step 14 – Trailer Deck - Staff Member</u>	<u>Step 15 – Loading Sequence</u>
	<p>During the loading process of the T-Lok barriers, it is important to have a operator on the deck of the trailer.</p> <p>This person will provide instruction to the forklift operator of where to position the barrier and will also un-hook the swift lifts.</p>	
<p>The next barrier is moved to the trailer and is placed on either side of the centre barrier</p>	<p>The forklift operator will not engage any controls on the forklift when the swift lifts are being disengaged.</p> <p>Hands will be off the controls after having placed the fork in neutral and the handbrake applied.</p> <p>At all times, the dogman on the deck of the truck is to take extreme care when moving around the deck of the trailer.</p> <p>Dogmen are never to walk backwards and must position themselves always out of the path of the barriers and any potential pinch point. They are never to be between the barriers</p>	<p>The process is repeated on the opposing side. With T-Loks, each row will consist of three barriers and only single stack.</p> <p>No double stacking of barriers.</p>
<u>Step 16 – Loading Sequence</u>	<u>Step 17 – Loading Sequence</u>	<u>Step 18 – Loading Sequence</u>
		
<p>Ensure that the barriers are neatly positioned.</p> <p>This will ensure that the load is central.</p>	<p>Place the centre barrier on the centre row.</p>	<p>Place the Right Hand Side barrier on the centre row.</p>

Step 19 – Loading Sequence	Step 20 – Loading Sequence	Step 21 – Securing the load
		
<p>Place the Left Hand barrier on the centre row.</p>	<p>Repeat the process with the rear row.</p>	<p>To secure the load, use 2 chains per row of T-Lok with chains rated to 30T.</p>

8. 5.4m T-Lok Barriers

8.1 5.4m T-Lok Barriers weight 3.9T each, therefore, a maximum of 6 barriers per load.

8.2 These are distributed in 2 rows, with 3 barriers per row.

8.3 A minimum of 3 x chains are used to secure each row.

9. Unloading

9.1 The unloading process is a direct reverse of the loading process.

All steps related to safety must be adhered to.

Note: Due to the nature of the environment and loading / unloading conditions, the loading can be completed in either left hand or right hand sequence

SOP REVISION UPDATES

SOP Amendment Level		
Rev #	Date	Comment
4	05/06/2022	<ul style="list-style-type: none"> a) Section 4 - Need for safety glasses removed b) Section 4 – Forklift / Hard hat reference c) Document – Spotter changed to Dogman d) Section 9.1 – Loading Sequence
3	29/04/2022	<ul style="list-style-type: none"> e) New Format f) Section 6(d) – LEUZ g) Section 6 (e) – Load Stability
2	13/08/2020	<ul style="list-style-type: none"> a) New Format b) Section 7 (8) – Reference to damaged Equipment c) Section 7 (15) – Reference to not double stacking
1	17/04/2018	a) New SOP