


Safe Work Instruction	Issue date: 21/04/08
Boat Trailer Use	Review date: 20/02/11

Document no. SMS-06-SW-1123	Work description - Use of boat trailer.		
	Scope - Use in RailCorp locations and all types of boat trailers.		
Review date	References – (relevant SWMS, legislation, codes or practice, Australian Standards or manufacturer's manual). OHS Regulation 2001. RTA Towing Trailers brochure. SMS-06-GD-0225 Plant. SMS-06-GD-0403 Plant Risk Assessment.		
Responsible supervisor	PPE and precautions;	Competencies or qualifications;	Licences or permits required
Line Manager	<ul style="list-style-type: none"> Safety footwear. Safety glasses. Work clothes. 	N/A	Motor vehicle licence.
Tools and equipment required – Boat Trailer, Car or Truck.			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT.			

	Warning Refer to manufacturers manual of towing vehicle before towing is to commence.
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General Driver Rules	<ul style="list-style-type: none"> Driving with a trailer takes practice. Remember: <ul style="list-style-type: none"> Allow for the trailer's tendency to 'cut-in' on corners and curves. Allow longer distances for braking, overtaking and joining a traffic stream. When reversing, it is advisable to have someone outside the vehicle giving directions. Avoid sudden lane changes and changes of direction. Look further ahead than normal so you can react to changes in traffic or road conditions. Use the accelerator, brakes and steering smoothly and gently at all times. Use a lower gear when travelling downhill to increase vehicle control and reduce strain on brakes. Slow down well before entering corners and curves. Trailers tend to jerk the back of the vehicle around and can cause sway (snaking). If a trailer starts to sway, the vehicle's brakes should not be applied, except as an absolute last resort. If the trailer's brakes can be operated by themselves they should be applied gently, otherwise a steady speed or slight acceleration should be held if possible until the sway stops. Take care not to hold up traffic unnecessarily. Plan more rest stops and shorter travelling days as towing is more stressful and tiring than normal driving. There is no specific speed restriction while towing a trailer. However, the posted speed limits must not be exceeded. Always drive to the road, traffic and weather conditions.
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Pre – start checks and travelling interval checks	<ul style="list-style-type: none"> Vehicle driver to do daily check on vehicle and trailer. At regular intervals during the trip, check: <ul style="list-style-type: none"> Couplings, all doors, hatches, covers and any load or equipment are still properly secured. Tyres are still properly inflated and not rubbing on suspension or body work. Trailer lights to be checked once trailer is attached to motor vehicle. A visual check is to be done with the use of 2 people (1 in the vehicle and 1 behind the trailer for the visual check). Trailer and / or boat are not to exceed towing capacity of motor vehicle. Check the registration of both trailer and vehicle are current. Check that boat winch is fully operational and winch cable is in good condition. Check that vehicle side mirrors are adjusted correctly. This entails being able to see down the side of the trailer. If needed, use extension mirrors on the vehicle.
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Reversing Vehicle onto Trailer	<ul style="list-style-type: none"> Area where trailer kept being clear of any obstacles. Use competent team member as guide for reversing onto tow ball of trailer. Wind dolly wheel to correct height. Other workers are to keep well clear of motor vehicle and trailer when trailer is being hooked up.
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Boat trailer attachment to motor vehicle	<ul style="list-style-type: none"> All couplings: <ul style="list-style-type: none"> Must be strong enough to take the weight of a fully loaded trailer. Should be marked with the manufacturer's name or trade mark and rated capacity. Must be equipped with a positive locking mechanism. The locking mechanism must be able to be released regardless of the angle of the trailer to the towing vehicle. Secure boat trailer to motor vehicle tow bar assembly with a safety chain. Check trailer light harness is plugged into vehicle harness. Check boat trailer lights work properly. Check that boat is secured to boat trailer using the winch hook and tie down straps. If boat is not on trailer check that no loose straps are hanging off trailer. 	
Towing boat trailer	<p>When travelling do not;</p> <ul style="list-style-type: none"> Speed. turn erratically. cut corners. <p>When travelling;</p> <ul style="list-style-type: none"> drive slowly up and down inclines or over uneven ground. reduce speed and proceed with caution over wet / greasy surfaces. 	
Reversing boat trailer into water down boat ramp	<ul style="list-style-type: none"> Before reversing down boat ramp, check that bungs are in boat. Check reversing area is clear of obstacles. Take equipment off trailer that is not to be submersed in water. E.g. lights panel, tie-down straps. Use an observer. Once trailer is in correct position, apply park brakes to vehicle etc, turn engine off. 	
Winching boat off an on to trailer	<p>Off Trailer.</p> <ul style="list-style-type: none"> Either winch boat slowly into the water or unhook winch from boat and use a tow rope tied to the boat to stop boat from floating away. CAUTION: If you use the tow rope tied to the boat make sure the handle from the winch is taken off as this could cause an injury. Moor / tie boat to wharf, bank, once off trailer. <p>On to Trailer.</p> <ul style="list-style-type: none"> Winch boat out of water to the trailer. Take out bungs out of boat to allow water to be released. 	
Removing boat trailer from boat ramp	<ul style="list-style-type: none"> Retract winch rope. Start vehicle, release park brakes and drive slowly up ramp. Replace lights panel if required. Park vehicle and trailer in required area. 	
Inspection and maintenance	<ul style="list-style-type: none"> Conduct maintenance as per the Manufacturer's Specifications. Get an authorised dealer to do any repairs or checks/alterations to the motor settings. Maintain inspection and test records in accordance with SMS-16-SR-0057 Inspection and Testing and SMS-05-SR-0027 Records Management. 	