


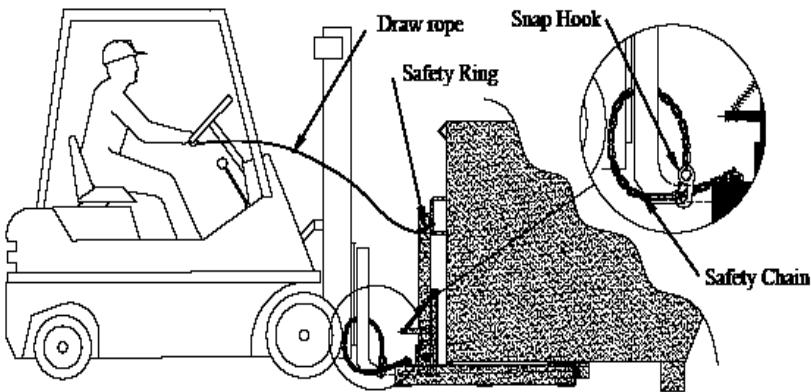





Safe Work Instruction	Issue date: 23/06/10
<b>Forklift Attachment Tipper Bin-Safe Operation</b>	Review date: 10/06/13

<b>Document no.</b>	<b>Work description</b>		
SMS-06-SW-1131	This SWI describes the safe work practices for using a Tipper Bin attachment on a Forklift Truck		
	<b>Scope</b> This SWI applies to the attachment, operation and removal of East-West Engineering Tipper Bins with Forklift Trucks at Maintenance Centres in Rollingstock Division RSD		
<b>Review date</b>	<b>References</b>		
10/06/13	<ul style="list-style-type: none"> <li>• OHS Act 2000</li> <li>• OHS Regulations 2001 Chapter 5</li> <li>• Rail Safety Act 2008</li> <li>• Australian Standards (AS) 2359 series: Powered industrial Trucks</li> <li>• <a href="#">SMS-06-GD-0225 Plant</a></li> <li>• <a href="#">SMS-GD-0403 Plant Risk Assessment</a></li> <li>• <a href="#">SMS-06-SW-0405 Handling Sharps</a></li> <li>• <a href="#">SMS-06-SW-0400 Forklift Truck</a></li> <li>• <a href="#">SMS-16-FM-0401 Forklift Daily Inspection</a></li> <li>• <a href="#">SMS-06-GD-0323 Personal Protective Equipment</a></li> <li>• <a href="#">SMS-06-GD-0001 Manual Handling</a></li> <li>• <a href="#">SMS-06-GD-0268 Working around Electrical Equipment</a></li> <li>• <a href="#">SMS-06-PR-0104 Workplace Risk Management.</a></li> </ul>		
<b>Responsible supervisor</b>	<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licences or permits required</b>
Line Manager	<ul style="list-style-type: none"> <li>• High Visibility Orange clothing or Vest</li> <li>• Safety Footwear</li> <li>• Safety Eyewear</li> <li>• Appropriate protective Gloves</li> </ul>	<ul style="list-style-type: none"> <li>• Rail Industry Safety Induction (RISI)</li> <li>• Site Specific Induction</li> </ul>	Forklift Licence
<b>Tools and equipment required</b>			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO <a href="#">SMS-06-PR-0104 Workplace Risk Management.</a>			
	<b>Note</b> Pre work brief and task risk assessment Ensure that the individual or team assesses any risks associated with this work activity. If any new/additional team members arrive any time later they must be briefed before they commence work.		
	<b>Warning</b> The following warnings apply throughout this SWI: <ul style="list-style-type: none"> <li>• Failure to maintain safe approach distances from the 1500V overhead wiring stated in <a href="#">SMS-06-GD-0268 Working around Electrical Equipment</a> all times could result in serious injury or death.</li> <li>• Whenever operating a forklift, to prevent an incident always work in accordance with <a href="#">SMS-06-SW-0400 Forklift Truck</a> and in accordance with the specific bin manufacturer's operating instructions. There are risks associated with working with plant and equipment, therefore before operating plant refer to: <a href="#">SMS-GD-0403 Plant Risk Assessment</a> and more broadly to: <a href="#">SMS-06-GD-0225 Plant</a>.</li> <li>• Transporting the bin may restrict your field of vision and increase the forklift's stopping distance, potentially increasing the risk of a significant crush/striking injury. Always allow additional travelling and stopping distances, reduce your speed and be alert for pedestrians.</li> <li>• Depending upon the contents of the bin, this task may increase the chances of the load shifting. Always wear fitted seat belts to protect you from serious personal injury or death in the event of an incident.</li> <li>• Interacting with tipper bin waste may expose you to biological hazards. If any skin is abraded or cut during this activity, immediately disinfect the wound and seek medical attention and always wear protective gloves when handling waste.</li> <li>• Interacting with waste may expose you to sharps including syringes. Always wear gloves. Handling of syringes is to be carried out using tongs and a sharps container in accordance with <a href="#">SMS-06-SW-0405—Handling Sharps</a>.</li> </ul>		

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<b>Pre-operational Checks</b>	<p>Staff are to be trained and supervised so they work safely to:</p> <ul style="list-style-type: none"> <li>• Check that the <u>SMS-16-FM-0401 Forklift Daily Inspection</u> has been completed.</li> <li>• Check the forklift tines are suitable for the attachment.</li> <li>• Check the forklift tines are set to the correct width and centralised so as not to affect the centre of gravity.</li> <li>• Check the safety chains, safety ring and draw rope to make sure they are in safe working order.</li> <li>• Ensure system functions are working correctly. Then fit the attachment, elevate the load and lift load just off the ground and re-confirm that all systems are working correctly.</li> <li>• Check that the forklift access to the tipper bin is clear.</li> <li>• Check that the Safe Working Load (SWL) of tipper bin and forklift are compatible.</li> <li>• Ensure that all signage is strictly adhered to on the forklift and general work area.</li> <li>• Ensure that compliance plates and signage are not damaged and are legible.</li> <li>• Ensure that the type of load and the operating conditions are considered and assessed when determining the actual working capacity for each application.</li> <li>• Ensure that the recommended forklift or attachment ratings are not exceeded.</li> <li>• Ensure that you have the correct PPE for the task.</li> </ul>
	<p><b>Warning</b></p> <ul style="list-style-type: none"> <li>• <i>The Safe Working Load (SWL) noted on this tipper bin is a structural rating of the bin only and does not indicate the suitability of the forklift to be used. Actual forklift capacities must be obtained from the forklift manufacturers 'load capacity plate' fitted to the forklift you intend to use. Failure to check these ratings could result in a serious incident.</i></li> <li>• <i>Failure to carry out all pre-operational checks could contribute to an incident. Refer to: <u>SMS-16-FM-0401 Forklift Daily Inspection</u>.</i></li> </ul>
<b>Attaching the Tipper Bin</b>	<p>To attach the tipper bin:-</p> <ul style="list-style-type: none"> <li>• Engage the forklift arms into the slippers provided.</li> <li>• Loop the safety chain around the carriage or tower when the fork arm shank (vertical face) is firmly against the back of the attachment.</li> <li>• Re-attach the snap hoop to the safety chain.</li> <li>• Unwind the tipping lever draw rope and position it for the driver to safely operate and not operate inadvertently, while sitting in the forklift. Refer to Figure 1 below:-</li> </ul>  <p style="text-align: center;">Figure 1</p>
<b>Operational Procedure</b>	<p>The Operator is to make sure that:-</p> <ul style="list-style-type: none"> <li>• The area around the receiving bin is clear of items and personnel.</li> <li>• Seat belt is worn at all times while in the forklift cabin.</li> <li>• If any product is spilt over the receiving bin while being tipped, promptly clean it up.</li> <li>• To avoid potential spills if the tipper bin is overfilled, DO NOT move it as items falling from it may create a hazard.</li> <li>• Spills are to be reduced by removing excess items via lowering the waste level to the safe level mark.</li> <li>• When removing items to do so in accordance with "Clean Up" procedure page 3 of 3.</li> </ul>

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	<b>Warning</b> <i>This task requires some manual handling. To prevent injury use a firm grip, keep back straight, bend knees and avoid twisting, bending or overreaching. Refer to: <a href="#">SMS-06-GD-0001 Manual Handling</a>.</i>	
	<b>Note</b> <ul style="list-style-type: none"><li>During the tipping operation of this attachment, the forward rotation of this bin causes a forward weight transfer, which increases the attachment rated load centre (higher centre of gravity) from 1000mm to 1500mm.</li><li>This must be considered when reviewing the attachment and forklift ratings to ensure the forklift does not overturn during the tipping operation.</li></ul>	
<b>Bin Tipping Procedure</b>	With the tipper bin engaged on the forklift tines, safety chain attached and tipper draw rope positioned for the driver to use safely: <ul style="list-style-type: none"><li>The operator is to confirm that all personnel are well clear of the area whilst tipping operations are underway.</li><li>Lift the safety ring off the tipping handle, the bin is now ready to lift.</li><li>Carefully raise the tipper bin 100mm above the receiving bin. When the bin swings to discharge, make sure that the foot (or wheel) rests against the inside wall of the receiving bin. This will allow the rate of tipping to be controlled by the lift of the forklift. As the edge of the bin is supported, the tendency for the bin to tip uncontrollably is greatly reduced.</li><li>Tip the bin by pulling on the draw rope. This will allow the tipping handle to release and the bin to tip forward and rest on the inside face of the bulk bin. The shock absorber will cushion the bin rotation during the tipping action.</li><li>Raise the bin until the underside of the bin is vertical and is clear of the top of the bulk bin.</li><li>Ensure that all the contents of the tipper bin are emptied before the bin is clear of the bulk bin.</li></ul>	
	<b>Warning</b> The nature of all the above tasks exposes the operator and other personnel to crush/striking hazards resulting in significant injury and death if the correct processes have not been strictly complied with. Seek assistance from your Line Manager, as required.	
<b>Post Tipping Procedure</b>	<ul style="list-style-type: none"><li>Lower the tipper bin to the ground.</li><li>Check the rear of forklift is clear of obstacles.</li><li>Reverse forklift to close the bin.</li><li>Re-engage the safety ring and re-wind the tipping lever draw rope.</li><li>Return tipper bin to storage area making sure it is stored correctly.</li><li>Detach safety chain and remove tipper bin from the Forklift.</li></ul>	
<b>Clean-Up</b>	<ul style="list-style-type: none"><li>Beware of syringes and other foreign objects when handling waste removal. Refer to: <a href="#">SMS-06-SW-0405 Handling Sharps</a>.</li><li>Use protective gloves and do not place hands into tipper bins containing waste. Refer to: <a href="#">SMS-06-GD-0323 PPE</a>.</li><li>After handling waste ensure you wash your hands thoroughly.</li><li>Check housekeeping to make sure the area is free of slips, trips and fall hazards.</li><li>Notify of completion, as required.</li></ul>	
<b>Additional Controls</b>		
Additional controls may be required, depending upon the work being carried out. Refer to the relevant SWMS or SWI's and seek assistance from your Line Manager, if required.		