

These notes were taken by Jane Kowald and Jenny West

What is **reasonable** and **practicable** in every situation. Have you done your best to avoid an incident and where is your proof?

Log books / maintenance records / pre-operational checks of mobile plant are completed and kept.
Operators have been assessed as competent to operate the plant they are using.
Ensure that any person required to undertake High Risk Work such as using a hoist, EWP (over 11mt), or operating a forklift (or forklift with a mast, and attached to a tractor), holds a current and appropriate High Risk Work Licence.
The movements of all vehicles are managed in a way that minimizes risks to operators and bystanders.

1. LOG BOOKS & OPERATIONAL CHECKS OF MOBILE PLANT

A Log book is required to record the use of a piece of plant – something you drive or operate (tractor, ute, crane) – each log book may be different for each vehicle depending on its use. As a minimum it would state the hours or km's used which in turn would be used for tracking of maintenance and servicing.

Pre-start checks must be completed for any mobile plant. Check basic operations are working for you. Tyre inflation, nothing under the vehicle, lights working, require a rotating light, oil/water weekly or daily basis. Need to record – file in every mobile plant, checklist with sign and date, seatbelt must be operational. If using the mobile plant to tow make sure the trailer lights are working. Full name on checklist, date and sign.

Breakdown maintenance – maintain plant as required.

Log book maintenance – maintenance based on engine hours used or km's travelled.

Preventative maintenance – invoices are records of maintenance.

High risk plant = pre-start checks every day, lower risk plant eg light vehicle - once per week.

Telehandlers are not considered to be high-risk as long as they are not being used as a forklift.

Australian standard for forklift Julii will share. Most manuals will have a pre-start checklist so check the manuals.

2. COMPETENT OPERATORS

Operators have been assessed as competent. Driving regular for 10+ years consider you to be competent to train a new user on same plant. Seed rates etc not considered high-risk training. Teachers must have knowledge of the risks in operating the machine and explain to trainee. Make the person aware of the dangerous points, show where handrails are, how to climb down safely. Manual will assist with the training, point out all the danger stickers,

explain what it means. Some of the imported equipment have different symbols depending of the country of origin. Show what the levers and switches do, chemi-pen or paint pen can be used to write instructions. Simple way to assist. 2-way radio important. Keep it simple!

Training schedule prepared to each person training, note:

- what you are teaching them?
- how they have been assessed?
- how long are you supervising them
- what is involved in that period of supervision (sitting in with them, viewing them, calling them on the radio to check).
- Skill set you are measuring them against to be competent.

Keep a written record, full name and sign. Demonstrate that you have done what is reasonably practicable. May use YouTube, written and practical training.

Training illiterate – seem to be able to remember things really well. Will recognise danger stickers so explain them. Written instructions, break it down, talking them through the points, testing of those points. Do a little more documenting than a literate person. Explain as soon as an error codes appears, stop the machine.

English as second language – use your own judgement when signing off someone to say they are competent to use the machinery well. Often can download manuals for language other than English, contact manufacturer.

Long-term employees deemed competent, new people on farm check competency.

Forklift/crane training must be done by an approved trainer.

Figure out a period of supervision and type – do you stay with them for a while, drive by them every so often.

Future webinar – maintenance log book records apps?

3. TRAFFIC MANAGEMENT PLAN

Start simple.

Use Google Maps to print out maps of your property, may have to join like a jigsaw. Use highlighters to shade out areas that are non-work areas. Make authorised access only. Then run a line along roadways and determine speed limits on those. Anything from 8km around a house or sheds with blind corners/water tanks. Linking place between paddocks, may be faster. Be reasonable with the length of track and a reasonable speed. Pick the speed that you would travel along it when wet and slippery. Can laminate and put up in sheds, use for inductions.

Can purchase purpose made signs to an Australian Standard, or home made if required.

Vehicle inductions for contractors – will need to know you have speed limits/signs.

Visitors – put information out for those people, keep them in the areas they need to be. Keep them away and apart from working areas.

Know the road speeds of the tyres of agricultural machinery – most have 40km/h speeds. Make sure operators know the safe speed for the tyres.

Basics – don't want collision, don't want roll over or anyone reversed over.

Maps – include times kids on/off school bus.

Across paddocks – aware of hazards (stumps, piles of rocks). Drop offs, wire/machinery – sign and map, determine safe river crossings, contour banks.

Other things to include on map- power lines, cross roads, railways.

Driving to 'road conditions' is deemed different to driving to farm conditions. The farm is a work place so you are required to point out where the hazards are and what the expectations of your employee are.

Main roads have information on permits for oversize vehicles and maps on which roads you can travel on.

Reversing – large machinery has shadows to the side and behind. Who is around your vehicle. Press the horn before reversing, reverse beacon.

4. TRAINING LIST (ONGOING)

List of training:

Forklift operation

Piloting

Confined spaces

5. NEXT MEETING

Last Wednesday of May – 31 May 2023 at 7:30pm via Zoom.

Discussing the next four steps of the Agricultural mobile plant and vehicle safety checklist.

Slip, trip and fall hazards relating to tractors and mobile plant have been identified, assessed and controlled.
When working under raised plant ensure machine is turned off, jacking points are identified, and equipment is secured and adequate chocks/supports used.
A safe system is established for dealing with split rims.
Mobile plant is only ever started from the operators' seat.