

Note: Personnel carrying out this operation must not use their mobile phone whilst carrying out these activities. Personnel must have a licence to operate a Telehandler with a capacity in excess of 3 t. Person slinging/dogging must be trained and qualified.

	Activities	Procedures	Hazards/Risks	Controls
1	Check Telehandler controls and lifting gear	Operate Telehandler controls to ensure that they work correctly	<ul style="list-style-type: none"> - Telehandler is not functioning properly - Unqualified operator (s) - Lifting gear failure 	<ul style="list-style-type: none"> - Ensure you are licensed and experienced in the operation of the machine. Check and test all controls including basic movements, reverse beeper and revolving light to ensure that they operate properly and check tyre pressure. - Check lifting gear i.e. ropes, sheaves, chains, and shackles to ensure those chosen have been inspected and tagged, and (in the case of webbing slings) have not been stored near chemicals. Any defective or damaged lifting gear must NOT be used. Inspect wire rope slings and look for broken or worn wires, loose or corroded or distorted wires or abuse such as kinks. Faulty gear should be rendered inoperable and disposed of by the Supervisor. - Check that cable is not damaged on reel of Telehandler. - Complete log book daily checks and ensure that Telehandler has been serviced at intervals required by supplier/manufacturer.

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			<ul style="list-style-type: none"> - Inappropriate choices, use or maintenance of attachments 	<ul style="list-style-type: none"> - Fork tines, lifting jib, work box or other attachments are chosen for appropriateness to task and used in accordance with manufactures instructions. - Should the Telehandler not operate properly, do not proceed until Supervisor instructs you to however Supervisor must confer with Managing Director if Telehandler appears to be faulty and to document fault in Works Diary. Repair to be arranged.
2	Confirm SWL load of Telehandler and destination	Estimate weight to be loaded and ensure that this is within Safe Work Load (SWL) of Telehandler's capability, and ensure the destination is clear and not sloping severely	<ul style="list-style-type: none"> - Telehandler failure or tip-over, or sling damage or loss of load. - Destination is not clear of obstacles, or other workers. - Gradient of destination area can cause tipping of Telehandler. 	<ul style="list-style-type: none"> - After estimating weight of load, only proceed if load is within capability of the slings and lifting capacity (SWL). - Clear destination area and warn others to stay clear. - Consult with Supervisor if destination area is sloping severely.
3	Team up with Dogman	Determine which person will dog the load	<ul style="list-style-type: none"> - Dogman not trained or not available 	<ul style="list-style-type: none"> - Trained dogman must be available to communicate with operator, or else do not proceed until Supervisor instructs you to however Supervisor must confer with Managing Director if a suitable dogman is not available
4	Sling load	Insert sling "around load"	<ul style="list-style-type: none"> - Load moves or rolls during slinging causing manual handling strain or injury or pinching of body parts or head injuries. 	<ul style="list-style-type: none"> - Ensure adequate clearance between body and load being slung, wear leather gloves, hard hat and keep hands clear. - Avoid trying to move the load manually.

				<ul style="list-style-type: none"> - Place hook over the load's centre of gravity and position the hook at a suitable height to connect the lifting gear safely. - Ensure eye of sling fits freely over the hook and that sling is not twisted. - Keep all hands clear before releasing tension from the Telehandler and lifting gear. - When load has stabilised, assess if there is any possibility of the load slipping, tipping or falling. - Particularly with webbing slings - ensure that there is padding between slings and load to protect sling against wear
5	Clearing the pathway	Check that path of load travel is clear and safe	- Trips or slips on oily surfaces	- Ensure any grease or oil is removed from the intended path of travel and that no obstacles are present and lighting is adequate
6	Ensure persons assisting are safe	Check with eye/verbal contact with person assisting and ensure he is not anywhere between the load and the Telehandler	- Load strikes person or other materials	- Ensure operator is not distracted and anyone assisting is in clear sight of operator, wearing high visibility clothing and hard hat and that none is working under the load or that the load is not swinging over others. Gain the attention of the receiver before moving the load. Ensure both parties are communicating.
7	Move and transfer load	Operate Telehandler to transfer the load	<ul style="list-style-type: none"> - Load slips away out of sling or chains become damaged - Damage to Telehandler 	<ul style="list-style-type: none"> - Ensure sling is balance and load is centrally placed and tighten chains before lifting - When handling loads that are approaching maximum

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				<p>capacity, test the brake by lifting the load just off the ground.</p> <ul style="list-style-type: none"> - Do not leave loads suspended without supervision.
8	Place load	Lower and place load	<ul style="list-style-type: none"> - Obstructions at unloading point - Unstable stack - Hook and pendant hanging down - Jamming or crushing injuries - Damage to sling 	<ul style="list-style-type: none"> - Make sure placement area is clear - Stack load level and ensure that it cannot roll - Make sure hook and pendant are clear person's height - Ensure all body parts are clear before releasing tension from the Telehandler and lifting gear - Ensure the load is not slammed against other surfaces
9	Unslung load	Undo sling to unslung loads	<ul style="list-style-type: none"> - Load moves or rolls during unslung causing manual handling strain or injury or pinching of body parts 	<ul style="list-style-type: none"> - Ensure adequate clearance between body and load being released from sling, wear leather gloves, avoid trying to move the load manually
10	Leaving Telehandler	When no longer operating Telehandler	<ul style="list-style-type: none"> - Telehandler can be moved by unauthorised personnel or Telehandler can move without operator - Protrusions 	<ul style="list-style-type: none"> - Never leave keys in ignition while Telehandler is unattended and always ensure brakes are engaged to stop Telehandler from moving without operator in charge. - Fork tines to be placed on ground when stored

- Supervisor:
- **Personal Protective Equipment that must be used: hard hat and high visibility clothing, leather gloves and protective footwear and hard hat for anyone assisting**



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This SOP has been developed in consultation with me and I agree to follow it and carry out tasks in a safe manner, reporting any problems to my immediate Supervisor.

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