

Safe Tipper Truck Operation

Consolidated Group | Equipment Operating Procedure | EOP10

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Applies to	CG, CTS and JG operators, employees, contractors and subcontractors
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1.0 Purpose

This procedure ensures that all tipper truck operations are conducted in a safe and efficient manner, and that all Consolidated Group of Companies (CGC) tipper truck operators are competent to perform tipper truck operations, in compliance with the Heavy Vehicle National Law (HVNL) Chain of Responsibility (CoR) obligations.

2.0 Scope

This procedure applies to all CGC personnel conducting tipper truck operations on any CGC work site or project, or as part of CGC's activities.

Should this procedure contradict a regulatory requirement (including workplace or enterprise agreements, legislation, regulations, or Codes of Practice enforceable by law), the applicable regulatory requirement shall apply to the extent of the contradiction.

Where a client has specific requirements for operating tipper trucks as part of a contract, the client requirement shall apply to the extent of that contract.

3.0 Related Documents and Definitions

3.1 Related Documents

- Job Safety Analysis (JSA) / Safe Work Method Statement (SWMS)
- Traffic Management Plan (site-specific)
- Chain of Responsibility (CoR) Policy
- Fatigue, Alcohol and Other Drugs Procedure
- Load Restraint Guide (National Transport Commission)

3.2 Definitions

CoR	Chain of Responsibility under the Heavy Vehicle National Law — all parties in the supply chain share responsibility for heavy vehicle safety
SWMS	Safe Work Method Statement / Job Safety Analysis
AFFF	Aqueous Film Forming Foam — fitted to some trucks for tyre/wheel fire suppression

4.0 Tipper Truck Operations

4.1 Pre-Start Toolbox Meeting

Before commencing work for the day, all personnel are expected to attend the pre-start meeting conducted by the project supervisor or delegate, covering:

- Which tipper truck they will be operating
- Where other tipper trucks and machinery will be operating
- Safety topics concerning the work area(s)
- Any safety alerts, hazards and incidents

4.2 Minimum Personal Protective Equipment (PPE)

Before departing the pre-start meeting, all personnel must be wearing or carrying:

- Safety helmet, safety glasses, steel-capped safety boots
- High-visibility clothing meeting the site day/night rating (to AS/NZS 4602.1)
- Shirt with collar and long sleeves, and long trousers

- A watch or other time-telling device
- Gloves where required by the task

4.3 Pre-Start Inspection of the Vehicle

The operator shall complete a documented walk-around inspection to identify faults or damage, and to check the surrounding area for hazards.

Item	Pass	Fail	N/A
Tyre pressure sufficient and equal on both sides			
Safe working load/limit displayed on truck, pneumatic systems, chains, restraints, hinges and locking devices			
Cab and box are aligned			
Horn and reverse alarm operational			
Head/tail and flashing lights working			
Rear-view mirrors present and undamaged			
Emergency steering and brakes in working order			
Dump box clean and in good condition			
Fluid levels sufficient (engine, hydraulic, coolant)			
No evidence of fluid leaks			
Restraint equipment and operator restraints present and functional			
Pins/bushings undamaged and lubricated			
Suspension system in working order			
Hoist cylinders functional			
On-board load-checking and warning devices working			
Safety devices used in accordance with OEM instructions			
Controls labelled, legible, functional and able to be locked to off			
Any other item per the manufacturer's pre-start instructions			

All deficiencies are to be recorded on the pre-start inspection form and reported to the Supervisor immediately. Where a deficiency is ongoing, it must be recorded on every pre-start inspection until rectified.

CRITICAL

When mounting or dismounting the vehicle: always use the steps and hand holds, maintain three points of contact, always face the ladder/stairway, never mount or dismount moving machinery, never jump from the vehicle, take extra care in wet conditions, and ensure good footing before releasing hand rails.

5.0 Start-Up Procedure

Prior to start-up, the operator shall:

1. Adjust the seat, mirrors and steering wheel as needed
2. Fasten the seat belt
3. Turn the ignition key to the alternator position
4. Sound the horn ONCE and wait at least five seconds before starting the engine
5. Start the engine and release the key once running
6. Confirm all gauges are operational and the two-way radio is on the correct channel

7. Allow the engine to idle for five minutes
8. Confirm the Engine Management System (EMS) warning lights and alarms are operational

Level	Indicator	Action
1	Alert indicators & gauges	Operator to be aware of the problem
2	Central warning lamp	Change machine operation
3	Audible alarm	Reversing, park brake still engaged, or other issue requiring immediate attention

6.0 Refuelling

Read the current (issue date within 5 years) Safety Data Sheet (SDS) for all fuel products before use, and follow the OEM operator manual for refuelling detail.

Additional PPE if there is a risk of splashing: chemical splash goggles, chemical-resistant gloves/gauntlets, boots and apron.

- Avoid breathing vapours or contact with fuel
- If clothing is splashed with fuel, change it immediately
- Refuel in a well-ventilated area clear of ignition sources, with the engine shut off
- Allow the engine to cool before refuelling if possible
- Remove the cap slowly, use a fuel hose, pouring spout or funnel
- Fill the tank, wipe away excess and ensure there is no overspill
- Secure the cap and wipe away vapour residue, then check for leaks

CRITICAL

Do not eat, drink or smoke after handling fuel until hands are carefully washed. Shower and wash immediately after work; wash contaminated clothing separately.

7.0 Loading Operations

Prior to loading, the operator shall ensure that:

- The ground surface has been inspected before loading begins, checking slope/gradient and soil condition (loose or compacted)
- The vehicle and surrounding loading zone are well clear of overhead powerlines
- Pedestrians are clear of the loading area (side and rear) — do not load if pedestrians are present
- Loading requirements are communicated to the loading operator, including maximum load height/weight and load placement for axle weight
- They have documented authority to refuse any unsafe load
- The final load does not exceed gross weight and axle weight limits, front-to-back and side-to-side
- For poorly flowing materials (wet/damp material, building rubble), the load is lightened at the top and placed at the rear of the box; box liners may assist material flow
- The driver remains in the cab during loading, maintains awareness of hazards and can communicate with the loading machine operator
- The loading machine operator follows the relevant JSA/SWMS for their task

8.0 Moving Off

Prior to moving off, the operator shall check all mirrors for nearby or operating vehicles, sound the horn TWICE and wait at least five seconds before moving, test the service brake, disengage the park brake, select the desired gear, and move off slowly from the go-line.

9.0 Travelling Whilst Loaded

- Confirm the intended route allows for the height of the vehicle and has limited obstacles (roundabouts, traffic lights, high traffic volume, powerlines)
- Confirm the route is clear of low-lying tree limbs, and is suitable for the weight/size of the vehicle with limited gradients and slopes
- Obey speed limits and allow for increased braking/stopping distance when loaded
- Check the load regularly, and follow the site Traffic Management Plan when travelling on work sites

10.0 Unloading Operations

Prior to unloading, the operator shall ensure that:

- The intended dump site has been inspected — do not unload if unsuitable
- Pedestrians are clear of the unloading area (side and rear) — do not unload if pedestrians are present
- A spotter is used to assist when reversing, remaining in visual and verbal communication with the driver at all times
- The Principal Contractor has approved the dump site, ground is stable and sufficiently compacted, gradient/slope is within safe limits for the entire travel distance if dumping while moving, tyre pressure is equal on both sides, weather conditions are acceptable (do not unload in high winds), and the area is clear of overhead powerlines and other obstacles
- Sufficient space is maintained between dump sites if several loads are being dumped at the same time
- The driver remains in the cab with seatbelt fastened during unloading
- The bottom hinge pin is in place and tailgate release controls have been activated — the tailgate must never be operated while a load bears against it
- The engine is turned off, park brake applied and keys removed from the ignition before exiting the cab
- The operator does not enter the box to clear remaining load — use long-handled implements to nudge product clear

11.0 Travelling on Haul Roads

11.1 Rules of the Haul Road

- Keep left at all times and obey all road signs
- Give right of way to loaded dump trucks, road maintenance machinery and emergency vehicles
- Use the correct gear and adhere to the site speed limit
- When overtaking, always communicate intention by radio and wait for acknowledgment

11.2 Travelling Up or Down Ramps (Loaded or Unloaded)

- Pre-select first gear before starting on the ramp
- Maintain a gap of five truck lengths or 50 metres between vehicles
- Keep to the left side of the ramp and do not exceed 10 km/h
- Reduce speed to suit conditions on a wet road

- No person except emergency services may overtake a vehicle on a ramp

CRITICAL

If forced to park on a ramp: face tyres toward the windrow or high wall on the left, apply the park brake, select neutral, activate hazard lights, inform the Supervisor, and remain in the cab until instructed.

12.0 Parking

When instructed to park, operators shall:

9. Park on level ground where possible, from left to right, with adequate space between trucks
10. Back the rear wheels into the parking trench or spoon drain
11. Neutralise the transmission, apply the park brake and release the service/retarder brake
12. Turn the ignition off and allow the idle timer to shut the truck down automatically
13. Isolate the truck before leaving

CRITICAL

At the end of shift, the operator must not park under powerlines or on a haul road, and must perform a walk-around inspection.

13.0 Breakdown Procedure

In the event of a breakdown, the operator is to immediately inform their Supervisor, activate hazard lights, and follow instructions given. Other operators may need to alter their route as a result.

13.1 Parking in the Workshop

The speed limit in any CGC workshop is 10 km/h. Operators must be aware of the area they are driving into and make contact with the workshop for parking instructions.

13.2 Servicing Mobile Equipment

Operators must be out of the cab and on the ground while the machine is serviced. The operator may assist if requested, but otherwise remains in a safe location during servicing.

14.0 Tyre Fires and Electrification

14.1 Tyre and Wheel Fires

Tyre fires can result from contact with overhead powerlines, lightning strike, excessive service brake use, or driving with under-inflated tyres. On becoming aware of an active wheel or tyre fire, the operator shall:

- Notify the Supervisor by radio immediately
- Park at the closest designated area, or as directed, with the affected wheel closest to the bank or windrow
- Shut down the vehicle
- If fitted with an AFFF system and instructed to do so, engage the AFFF
- Vacate from the side opposite the fire, where possible, and move to a distance of at least 500 metres
- Not approach the affected wheel or attempt to extinguish the fire with portable extinguishers
- Await further instructions, and assist emergency services if requested

14.2 Vehicle Electrification

Should the operator suspect the vehicle has become electrified, they shall notify their Supervisor immediately, park so the cab can be accessed by a rescue vehicle, shut down the vehicle, and remain in the cab until told it is safe to evacuate. If forced to leave due to fire risk, climb down the ladder to a safe height and jump clear, ensuring no simultaneous contact with the ground and vehicle.

15.0 Fatigue, Alcohol and Other Drugs

It is every employee's responsibility to advise their Supervisor of circumstances preventing them from completing their shift safely. Any operator suffering from, or suspecting another person is suffering from, fatigue must notify their Supervisor immediately.

Similarly, any operator under the influence of, or suspecting another person is under the influence of, alcohol or other drugs must notify their Supervisor immediately so that testing can be conducted, in accordance with the Fatigue, Alcohol and Other Drugs Procedure and the CGC Chain of Responsibility obligations.

16.0 General

- Seat belt firmly fastened at all times while in the truck
- Windows and doors closed at all times
- Air conditioner/heater operating at all times
- Two-way radio on at all times

17.0 Overtaking

Overtaking is only permitted when the machine being overtaken is a tracked machine, a working grader, has broken down with clearance to pass, or is slow moving — and only after positive radio communication confirms there is no oncoming traffic. Overtaking is not permitted on ramps, on bends, in signed no-overtaking areas, or at intersections.

18.0 Smoking

Smoking is not permitted in any vehicle, plant or machine owned, leased or hired by CGC, nor during servicing or refuelling. Persons found smoking will face disciplinary action.

19.0 Job Safety Analysis (JSA) / SWMS

All work involving tipper trucks must only be carried out after an appropriate and detailed JSA/SWMS has been developed. The JSA/SWMS must be signed by the person completing the work and reviewed/approved by a member of the safety team or the works Supervisor.

Record of Training

I confirm that I have read, understood and been trained in this Equipment Operating Procedure covering: Introduction, Pre-Start, Start-Up, Refuelling, Loading Operations, Moving Off, Travelling Whilst Loaded, Unloading Operations, Haul Roads, Parking, Breakdown Procedure, Tyre Fires and Electrification, Fatigue/Alcohol/Other Drugs, and General requirements. I agree to comply with its requirements.

Name (print)	Signature	Date	Witness / Supervisor