

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 078 – TELEHANDLER

1. PURPOSE AND SCOPE

Minimum requirements for safe operation of telehandlers at Illusions Australia.

Applies to lifting, carrying and placing loads using approved telehandler attachments.

2. AUTHORISATION AND COMPETENCY

Operators must hold any required High Risk Work licence for the telehandler configuration/task and be trained, competent and authorised on the specific machine.

Operators must understand load charts, attachment effects, stability, boom reach, ground conditions and exclusion zones.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety footwear.
- High-visibility clothing.
- Seat belt/operator restraint.
- Hard hat where falling-object hazards exist.
- Other task-specific PPE.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Pre-start inspection is complete.
- Tyres, steering, brakes, hydraulics, boom, attachment lock, alarms and safety systems are serviceable.
- Correct attachment is fitted and recognised/accounted for in capacity.
- Load chart is available and understood.
- Ground, slopes, edges and overhead hazards are assessed.
- Exclusion zone and spotter arrangements are established where required.

5. SAFE OPERATING PROCEDURE

1. Complete pre-start and function checks.
2. Enter using designated access and wear restraint.
3. Confirm attachment and applicable load chart.
4. Assess load weight and centre of gravity before lifting.
5. Engage/load securely and keep boom/load low during travel.
6. Travel at controlled speed with clear visibility.
7. Use a spotter where visibility or clearances are restricted.

8. Position machine within load-chart and ground limits before extending/elevating.
9. Place load smoothly and withdraw attachment only when load is stable.
10. Lower boom/attachment, park, brake and isolate before leaving.

6. PROHIBITED PRACTICES

Workers must not:

- Exceed load chart/capacity.
- Travel with unnecessarily raised or extended boom.
- Allow persons beneath suspended loads.
- Use attachments not approved or correctly secured.
- Operate on unstable ground or near edges without controls.
- Carry passengers unless a designated seat is provided.
- Use forks/platforms to lift people unless the machine and attachment are specifically designed, approved and operated for that purpose.
- Bypass safety systems.

7. STABILITY AND LOAD CHART

Capacity reduces as boom reach/height and attachment configuration change.

- Use the correct load chart.
- Know load weight/centre.
- Keep machine level within specified limits.

8. PEDESTRIANS AND BLIND SPOTS

Telehandlers have substantial blind areas and moving counterweights/booms.

- Maintain exclusion zones.
- Use a spotter where required.
- Never trap a person between plant and fixed objects.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop for hydraulic leak, alarm/safety-system fault, unstable ground, load instability, damaged attachment or abnormal machine behaviour.

Lower safely where possible and isolate/tag.

10. SHUTDOWN AND HOUSEKEEPING

- Lower boom and attachment.
- Park on stable ground.
- Apply brake and isolate/remove key.
- Clean debris and report defects.
- Refuel/charge in designated area.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- Required licence/competency is absent.
- Load weight/capacity is uncertain.
- Attachment is insecure.
- Ground or exclusion controls are inadequate.
- Safety-critical system is defective.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 078 – Telehandler
Document Type	Safe Work Procedure
Prepared By	Aidan McDonnell
Approved By	Managing Director
Status	Controlled Document