



SOP (LIGHT VEHICLE)

SS-WHS-SAF-000

Authorised By:

Rev 1 [Publish Date]



TASK	Light Vehicle					
HAZARDS	Flying debris	<input type="checkbox"/>	Heat / cold	<input type="checkbox"/>	Electricity	<input type="checkbox"/>
	Cuts / laceration	<input type="checkbox"/>	Dust	<input type="checkbox"/>	Rollover	<input checked="" type="checkbox"/>
	Pinch / crush	<input type="checkbox"/>	Noise / vibration	<input type="checkbox"/>	Plant interaction	<input checked="" type="checkbox"/>
	High pressure	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Chemical	<input type="checkbox"/>
PPE REQUIRED	 					

PRE-START CHECKS

1. Complete all pre-start checks as per manufacturer's guidelines.
2. Inspect the vehicle for any signs of wear or damage.
3. Adjust seat position, head rest and mirrors as needed.

SAFE OPERATING PROCEDURE

1. Ensure personnel are competent and authorised.
2. Ensure personnel are fit for duty and not impaired by drugs or alcohol.
3. Do not use a mobile phone while operating.
4. Always wear your seat belt.
5. Start the vehicle and observe the dashboard for any warning lights indicating mechanical or electronic issues.
6. Obey traffic laws and adjust driving according to road conditions.
7. While onsite, operate at a safe speed and maintain exclusion zones around people, powerlines, and other hazards (use spotters if necessary).
8. Use defensive driving techniques to anticipate potential hazards and keep a safe distance from other vehicles.
9. Beware of uneven or sloping ground.
10. Park the vehicle in designated parking areas and always apply the parking brake before exiting.

POST-OPERATION PROCEDURE

1. After parking, shut off the engine and remove the keys before exiting the vehicle.
2. Perform a post-use inspection as per manufacturer's guidelines.
3. Remove any rubbish or personal items from the vehicle to keep it clean and ready for the next use.
4. Record mileage, fuel levels, and any maintenance concerns in the vehicle logbook.
5. Lock all doors and close windows to secure the vehicle and return the keys to the designated secure area.