



SOP (HC / MC Truck)

SS-WHS-SAF-000

Authorised By:

Rev 1 [Publish Date]



TASK	HC / MC Truck					
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 checked="" 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. Walk around the truck, inspecting for any visible damage to the body or structure.
2. Complete all pre-start checks as per manufacturer's specifications.
3. Ensure that coupling devices (fifth wheel, kingpin, airlines) are secure, intact, and lubricated.
4. Confirm that required safety equipment, like fire extinguishers and reflective triangles, is present and in good condition.
5. Adjust the seat and adjust mirrors from inside the cab for optimal driving posture and visibility.

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 engine and let it idle, watching for warning lights.
6. Conduct a brake check to ensure proper function.
7. Keep to road rules, use suitable gears for your load, and increase your following distance due to the vehicle's size and weight.
8. Use engine braking judiciously on downhills to maintain control.
9. Secure the load to prevent shifting that can impact truck stability.
10. While onsite, operate at a safe speed and maintain exclusion zones around people, powerlines, and other hazards (use spotters if necessary).
11. Beware of uneven or sloping ground.
12. Employ the help of a spotter for safe reversing and take care during manoeuvres to avoid rollover or jackknife incidents.

POST-OPERATION PROCEDURE

1. Set the parking brake, turn the ignition off, and remove the key.
2. After parking, inspect the truck for any new damage or malfunctions that may have occurred during the trip.
3. Record any mechanical or performance issues in the maintenance log.
4. Clean the cabin, removing rubbish and personal belongings to leave it tidy.
5. Log trip details including mileage and fuel usage in the appropriate logbook.
6. Lock the cab, secure any opened compartments, ensure the vehicle is parked safely in an authorised area and return the keys to their designated area.