Coates

Equipped for anything

Truck Drivers Guide 2022

Contents

Introduction

Welcome to the 2022 edition of the Coates Truck Drivers Guide. Transporting our equipment is recognised as one of our highest safety risks. Ensuring the safe transport of equipment is one of our key priorities at Coates.

This guide is designed as a reference tool for everyone who has an interest or involvement in transporting our equipment. The intention of this guide is to ensure everyone involved in transporting our equipment has the relevant information necessary to undertake their tasks safely. If at any stage you are unsure or don't feel safe with the task you are undertaking then STOP immediately and contact your manager or supervisor.

This Guide includes the **Coates Transport Safety Charter** which all transport employees and partners are required to comply with. The document is divided into the following 2 sections:

Part 1 Transport Safety Charter

Part 2 Transport at Coates

If you have a question or suggestions regarding this document, please contact your local Coates Transport Manager.

Part 1
Transport Safety Charter

Transport Safety Charter

Our duty under Work Health and Safety (WHS) legislation and Road Transport legislation requires appropriate systems to be in place to manage risks associated with the transport of plant and equipment. As part of this process, Coates has applied a risk management framework to determine the controls required to mitigate the risks associated with transporting equipment, and have incorporated them into the Transport Safety Charter below. This is to ensure all personnel are aware of the controls that must be applied to mitigate the risk when loading, restraining, transporting and unloading equipment.

Coates' Transport Safety Charter

1. We recognise and accept our obligations to maintain and promote safe systems of work and safe transport operations. To support this commitment, Coates maintains a Health, Safety, Quality and Environmental (HSEQ) Management system that is accredited to ISO 45001 and ISO 9001.
2. We undertake to comply with all WHS, environment and road transport laws applicable to our operations. All drivers will understand and comply with the following requirements:
    - Being fit for duty – alert, healthy and prepared for the driving task
    - Observing speed limits and seat belt laws
    - Observing fatigue regulations
    - Not being under the influence of drugs or alcohol
    - Not tailgating other vehicles
    - Applying reliable and effective load restraint practices
    - Aware of mass and dimension limits of the vehicle you are operating
    - Being considerate of other road users
    - Not using noisy engine brakes at inappropriate times and places
    - Travelling in left lanes unless overtaking
    - Obeying all other laws.
3. We will not knowingly make or meet any demand or requirement that would cause us to breach road transport laws applying to our operations.
4. We will actively support the development of appropriate industry codes of conduct, charters of practice and safety guidelines for the purpose of promoting compliance with road transport and WHS laws. Coates is subject to Chain of Responsibility Laws, along with our Transport Partners and customers. We will provide ongoing education to our employees, partners and customers of our obligations under this legislation and ensure Coates is compliant across all aspects of the law.
5. We will also ensure that we have in place suitable and adequate processes, programs, policies and training so that we comply with all relevant laws.
6. We recognise and accept that our obligations include:
    - Managing waiting and scheduling requirements to minimise the risk of driver fatigue and speeding
    - Provide safe loading and unloading areas at our branches
    - Ensuring we use safe and fit for purpose vehicles that are appropriately designed, equipped and maintained
    - A commitment to driver health and safety.
7. We recognise and accept that the safety of our employees, our transport partners, our customers and the general public are key elements for meeting our obligations under this Charter.
8. We undertake to consult with our employees, transport partners and customers to meet our obligations under Chain of Responsibility, road laws and WHS legislation to provide and maintain transport operations that are safe for all parties.
9. Coates is committed to the interactions and impact that our business has on the environment and strives to minimise our environmental footprint. To support this commitment, Coates maintains a Health, Safety, Quality and Environmental (HSEQ) Management system that is accredited to ISO 14001.

Part 2
Transport at Coates

Health, Safety, Environmental & Quality Certification

Coates operates a Health, Safety, Quality and Environment (HSEQ) management system across all Australian operations. Our HSEQ Management System is certified against ISO 45001, ISO 14001 and ISO 9001 at 5 core locations nationally: Mascot, Moorebank, Dandenong, Belmont and Kingston. The scope of the management system and certification are available to interested parties upon request

How will we ensure everyone goes home safe?

Coates has a set of minimum safety standards across all Coates sites and associated entities with which Coates' employees and Transport Partners are expected to comply. Some customers may have additional expectations and requirements, over and above these, that address specific operational risks.

Issue	Minimum Safety Standard
Safe Systems of Work	• **Competent** – only licensed, trained, qualified and authorised personnel to conduct work JSEAs - are regularly conducted to identify, assess and control risks and hazards • **Work Instructions** - In some instances Coates will specify how equipment is to be operated or loaded. Work must be conducted in compliance with the Work Instruction requirements. • **Incidents and Injuries** – incidents and injuries sustained must be reported to the site manager and to your Coates Manager. Incidents must be investigated and findings reported to Coates, where required. • **Partner Evaluation Processes** – Apart from the pre-qualification process these activities include direct observation, random checks and formal audits.

Issue	Minimum Safety Standard
Safe and Healthy People	• **Safety and Health Requirements** – do not override or interfere with safety and health features or provisions and caution others not to override or interfere with safety devices or practices. • **Substance Abuse** – no person may work if under the influence of alcohol or drugs. This includes illicit drugs and prescription medicine that may compromise safety • **Personal Protective Equipment (PPE)** – PPE requirements applicable to a given task must be adhered to • **Fatigue Management** – manage the risks associated with fatigue in the workplace. Identify factors that contribute to fatigue and discuss with your team, make changes as required (including sleep patterns, workload, roster and lifestyle factors), and seek professional help where necessary • **Authorised Use** – only licensed, trained, qualified and authorised personnel are to operate equipment.
Safe Plant and Equipment	• **Safe Plant and Equipment** – plant and equipment must be fit for purpose and comply with applicable Standards and legislative requirements • **Test/Tag** – electrical items must be tested and tagged
Environmental Responsibility	• **Take steps** to prevent spills and pollution or immediately remedy any releases, and control waste • **Maintain & Operate** equipment efficiently to minimise greenhouse gas emissions

Feedback

If you have any suggestions to improve this Charter, or how safety can be improved please contact your Coates Transport Manager. We all have the responsibility to comply with this Charter and make it our way of doing business.

Loading and Unloading Equipment

Your responsibilities

Accessing your truck or equipment	• Walk around the equipment and assess the environment • Plan your work area • Find a safe access point, use steps where available • Face ladders and maintain three points of contact
Prior to operating equipment	• Ensure you understand how to operate the equipment • Determine if you need a license to operate • Inspect the machine and Pre-Hire Check Tag • Ensure controls are functional and brakes applied • Choose and apply appropriate loading/unloading and restraint techniques • Check if you need a Spotter
During operation	• Wear seatbelt if fitted • Report any issues and apply tag if required

Safe Operation of Machinery

When starting work at a new site, check with the site controller for specific safety instructions. NEVER operate a machine which is new to you without first reading the operation instruction manual. Familiarise yourself with all machine functions at low speed that are appropriate for the loading/unloading process. Take particular attention to steering and braking functions.

Know the rules. It is essential that you:

- **Know** the positions and understand the functions of all controls before attempting to operate a machine
- **Know** the meaning of all identification symbols on the controls and gauges
- **Know** the location of the emergency shutdown control if the machine is so equipped
- **Know** the capabilities, characteristics and limitations of the machine including:
    - Speed;
    - Braking;
    - Steering;
    - Dimensions;
    - Gradeability.
- **Know** the weight and transport dimensions of the machine
- **Know** the rules and procedures used at the workplace
- **Know** where to get correct assistance when required

Assess the site conditions before moving equipment (Conduct a Transport JSEA [Appendix 1]). Watch for:

- Unstable ground
- People in the area
- Trenches or underground services
- Overhead structures and power lines.

Spills

If a spill or release of fuel, oil or other hazardous substance occurs

Stop and Assess	• As a priority ensure the safety of yourself then others – contact emergency services if a clean-up is required. (e.g. oil on public road) • Assess the spill - Size? Substance? Is it Hazardous? Can or has the spill spread to land, watercourse or drains? • Identify resources required (PPE, Spill Kit or External Provider/ Emergency Services if spill large or hazardous)
Secure	• Cordon off area to restrict access and make secure
PPE	• Use appropriate PPE as outlined in product SDS
Contain	• Prevent runoff to storm-water or off site release • Use your spill kit to contain or prevent entry to drains, water bodies and other environments
Absorb	• Use Hydrocarbon pads or absorbent pads to capture all spilt materials.
Notify	• Notify your Manager and the appropriate Coates Branch. (Coates' HSEQ team will determine if notification to regulatory authorities is required). If the spill occurs on a customer site advise your site contact. If the spill is contained inside equipment notify the customer and the appropriate Coates Branch
Dispose	• Use disposal bags contained in your spill kit to collect waste for collection by approved hazardous waste contractor
Re-Stock	• Contact supplier to refill and replace used spill kit items

Loading / Unloading Techniques

Choose the Correct Loading/Unloading Technique

If a winch is present it must be used in the applicable processes listed below. N.B. if the vehicle is fitted with more than one winch (e.g. super-tilt trailer) then one winch of an appropriate size for the load is acceptable.

Technique	Application
Winch and Drive	• Self-powered mobile equipment that has a driving station e.g. forklift, scissor lift with handrails are in place, wheel loader, roller etc. (Check gradeability - refer to page 25) • Seatbelts must be worn where fitted. Boom lifts require harnesses to be worn
Winch and Freewheel	• Trailer mounted equipment and other equipment which has no driving position and no self-power. On Large scissor-lifts collapse handrails before beginning to load and engage freewheel mechanism if there is a risk of exceeding legal load heights.
No winch: Drive on and use catcher chain	• For loaders and excavators fitted with a bucket/blade. • A Transport JSEA (Appendix 1) must be completed prior to using this method.
No Winch: Drive Only	• Large low-loaders that are not fitted with winches. • Ramps should be of suitable length and width for the equipment being loaded/ unloaded.
Crane Only	• Static loads such as traffic barriers and shoring or where site requires crane only

Correct Equipment

Winching must be performed using a remote operated winch. The winch and associated equipment must be rated for the task Refer to the Winch Capacity Guide (Appendix 2). Pre-use visual inspections of all equipment (including winch cable) are required to ensure they are in a good condition.

Safe Load/Unloading and Exclusion Zones

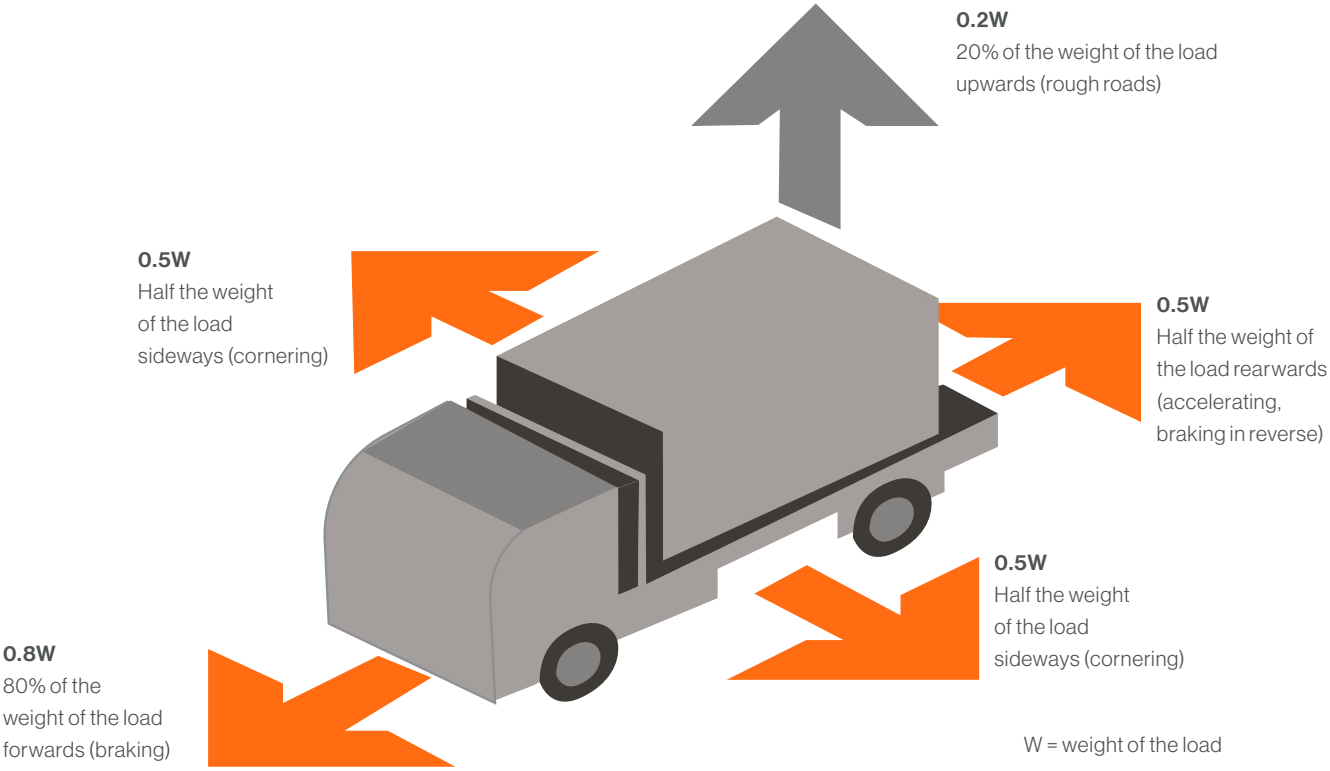
- Every Coates location has a safe load/unloading zone.
- Spotters are required to monitor and enforce the safe zones during load/unloading.
- Refer to Forklift and Crane Load/Unload Exclusion Zone Poster (Appendix 3).
- Refer to Tilt Tray and Low Loader Exclusion Zone Poster (Appendix 4).
- Refer to Spotter Poster (Appendix 5)

Maximum Slope for Load/Unloading

- Wherever possible, load/unloading should be conducted on flat, dry, clean bitumen or concrete surfaces.
- Refer to Operating Tilt Tray Trucks on a Slope- Wheeled or Tracked Equipment Guide (Appendix 6).
- Refer to Operating Tilt Tray Trucks on a Slope- Skid Mounted Equipment Guide (Appendix 7).

Load Restraint Principles

Load restraint is governed by the National Transport Commission (NTC) Load Restraint Guide. This guide provides examples of load restraint systems that can be used to effectively restrain a load. A load restraint system is legally required to be able to withstand forces specified in the Performance Standards. The diagram below sets out these Performance Standards:



If a load is restrained to meet these Performance Standards it will not fall off or affect the stability of the vehicle under expected driving conditions. This includes emergency braking and minor collisions.

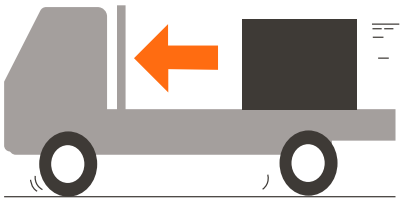
The Performance Standards define what is required but not how to do it. The NTC Load Restraint Guide provides general information to help you choose a load restraint system for your load.

Coates has developed load restraint guides that have been designed to meet the Performance Standards and are certified by a qualified engineer. These guides are specific to certain equipment groups and are available to you for your use and reference. From time to time these guides will be updated and we will inform you when this occurs.

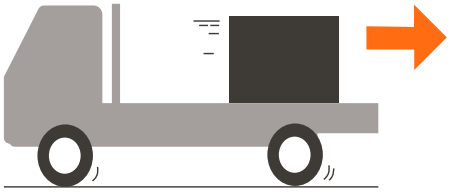
If you would like more information on the latest NTC Load Restraint Guide, please visit www.ntc.gov.au

Why Loads Shift

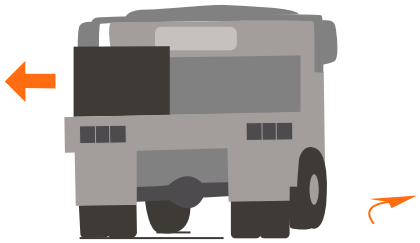
When moving, a vehicle and its load are subjected to forces caused by changes of speed, direction or slope. These forces result from braking, accelerating, cornering or travelling over cambered, undulating or uneven road surfaces and air flow.



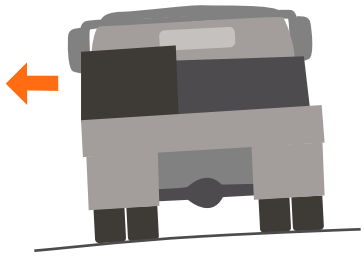
Braking



Braking in reverse or hill starts



Cornering



Road camber

The forces can be just as high at low speed as at high speed. The weight of the load on the vehicle cannot provide enough friction to restrain it when it is subjected to the above forces. The load must be restrained to overcome the forces mentioned above otherwise it will fall off or shift causing the vehicle to overturn.

Key Elements of a Load Restraint System

Step 1 – Understand your Load

☑ Think about the load that you plan to transport. What are the load's characteristics:

- weight
- dimension
- centre of gravity
- friction levels

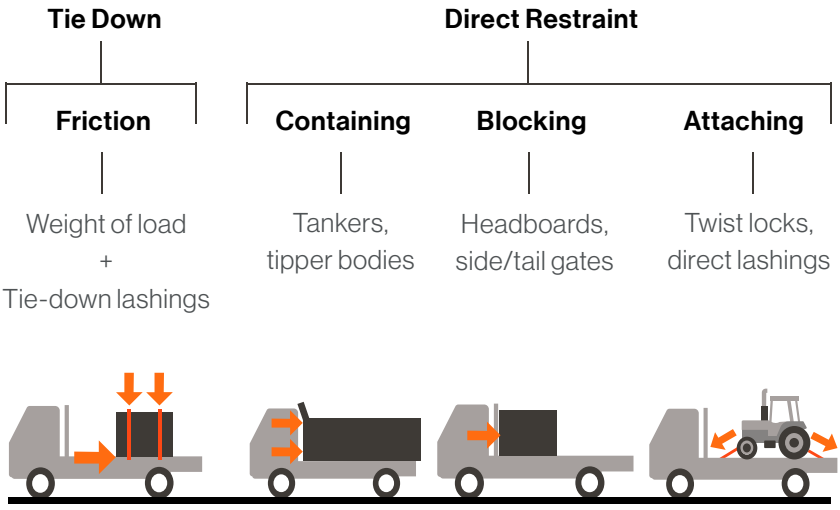
Step 2 – Choose a suitable vehicle for your load type and size

☑ Check your vehicle's load carrying capacity.

Step 3 – Use a restraint system that is suitable for your load

☑ Choose the restraint method that is most suitable given your load and vehicle.

☑ Loads can be restrained by two basic methods: tie-down or direct restraint (i.e. containing, blocking and attaching).



☑ Use a direct restraint method for loads that are difficult to tie down.

☑ Using direct lashings to attach a load is especially suitable where there is little or no friction between the load and the loading deck, such as:

- slippery loads
- loads on wheels

Step 4 – Position your load to maintain vehicle stability, steering and braking

Keep the centre of gravity low and close to the vehicle's centre-line.

The position of a load has a significant impact on the vehicle's stability, particularly its rollover stability. Rollover stability is very sensitive to the centre of gravity of the vehicle. Rollover stability increases by lowering the centre of gravity.

Step 5 – Check your vehicle structures and restraint equipment are in good working condition and strong enough to restrain your load

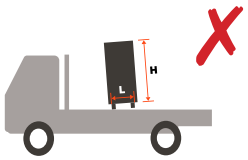
- Make sure that all equipment used in packing, loading and load restraint is serviceable and regularly maintained.
- Inspect the vehicle and restraint equipment before each trip to make sure it is in good working order.

Step 6 – Make sure your load is stabilised

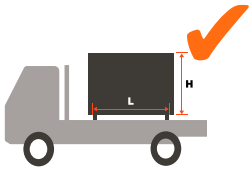
Unstable and tall loads can tip over under heavy braking or cornering, even if they are restrained properly at the base. Paper rolls, 200 litre drums and gas cylinders are all examples of potentially unstable tall loads.

Inspect the vehicle and restraint equipment before each trip to make sure it is in good working order.

A load will also be unstable if it's on a base such as timber dunnage that is narrower than the base of the load.



Length less than 80% height



Length greater than 80% of height

Step 7 – Make sure you understand and use safe work practices when loading and unloading a vehicle

Multiple deaths and injuries occur each year in Australia as a result of incorrectly loading and unloading trucks.

Step 8 – Make sure you use enough restraint to keep you and others safe

Restrain your load to prevent unacceptable movement during all expected conditions of operation.

- Movement is unacceptable if it negatively impacts on weight distribution or the stability of the vehicle.

Step 9 – Allow for changes in vehicle stability, steering and braking when driving a loaded vehicle

- Understand the effect your load type and its position can have on the vehicle's stability, steering and braking capacity.
- Drive at an appropriate speed for the driving conditions.
- Be aware of the height and width of your loaded vehicle.

Step 10 – Check the load and its restraints regularly during your journey

- Check your load and lashings regularly during your journey to make sure the load remains secure.

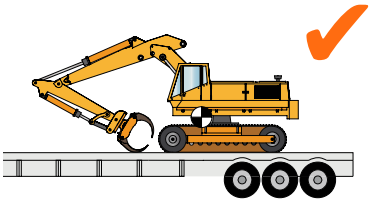
Load Restraint Specifics

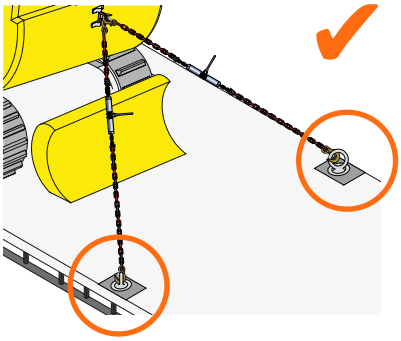
- Transport large/tall vehicles and mobile equipment on low loaders to increase vehicle stability.
- Restrain vehicles and mobile equipment by direct lashings and/or blocking wherever possible. Lashings should be of the same type, same length and equivalent angles to work together.
- Attach two separate lashings to directly restrain vehicles or equipment.
- Do not use a single lashing passed across the deck through a lashing point, as this will not directly restrain sideways movement.

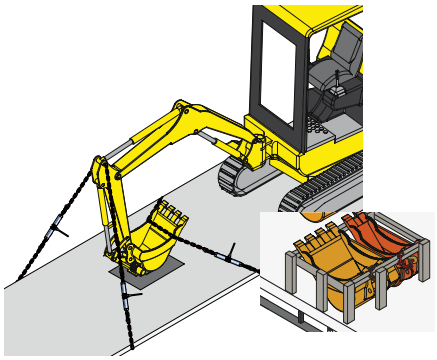
Please Note: *Specific Load Restraint Guides will provide detail of lashing type and configuration in certain circumstances.*

Articulated equipment including boomlifts:

- Engage steering locks where fitted.
- Slew lock pins must be engaged where fitted.
- Operate controls at least twice while the engine is off to relieve residual hydraulic pressure.
- Restrain ALL parts that can move or rotate including auxiliary components blades, rippers, etc).

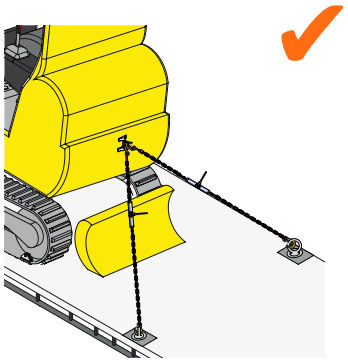






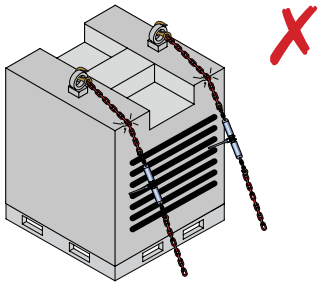
Load Restraint Specifics

- If restraint anchorages are fitted onto/into the surface tray on tilt trays and low loaders, where suitable, use these anchorages.
- Do not use lifting lugs as lashing points
- Lifting lugs are often incorrectly positioned for load restraint (even if identified as tie-down points).



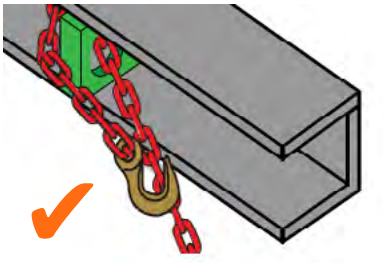
Portable Buildings:

- Complete Pre-Transit Checklist (Appendix 8)
- Apply 4 independent tie downs
- Apply roof straps unless inspection check plate is fitted
- Close and secure lock or cover all windows, doors and openings
- Secure all objects inside buildings
- Ensure external fittings such as air conditioners and hot water heaters are secured and do not protrude to either side of the vehicle when loaded



Shipping Containers:

- Check all doors are well secured. Watch for fuel leaks in large container mounted compressors and generators. If items are not tightly packed into containers they must be securely braced or internally secured to prevent damage, load movement or instability and or loss of load.

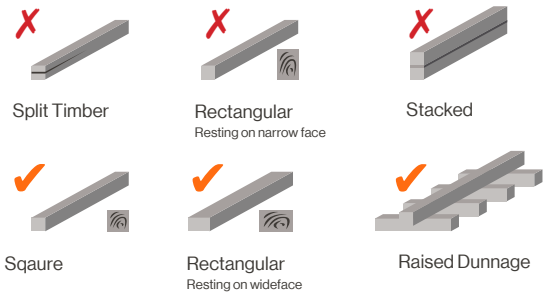


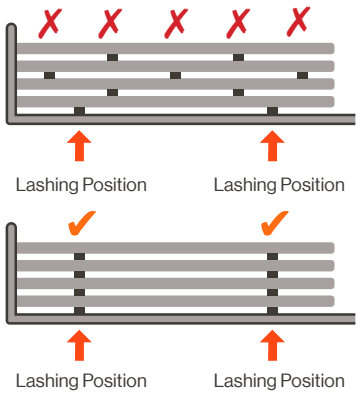
Ensure a Container Weight Declaration (Appendix 9) is completed and available.

Load Restraint Specifics

Steel Plates:

- Single plates must always be placed on hardwood dunnage to increase friction and also to provide better bite for more effective load restraint - a minimum size of 100mm x 100mm must be used.
- Multiple sheets must have interleaved hardwood dunnage.





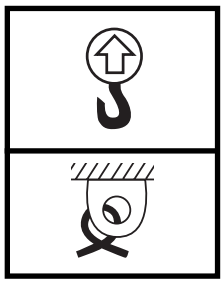
Load Restraint Equipment and Attachments

Attachment Points

Designated recommended attachment points fitted on equipment indicate whether the point is a lifting or tie-down attachment.

Lifting Point

Tie Down Point

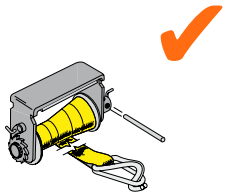


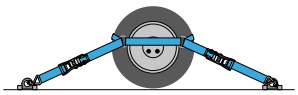
Combination

Load Restraint Equipment and Attachments

Suitable Webbed Strapping Assembles

Designated recommended attachment points fitted on equipment indicate whether the point is a lifting or tie-down attachment.





Webbing lashings are only suitable if restraining light motor vehicles or equipment.

Use purpose-designed restraints with positive connections.

Do not use ropes

Use restraint equipment that is suitable, strong and appropriately applied.

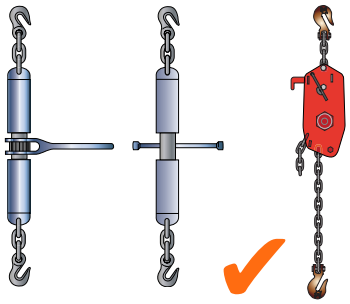
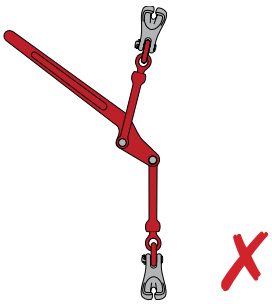
Suitable Load Restraint

Chains

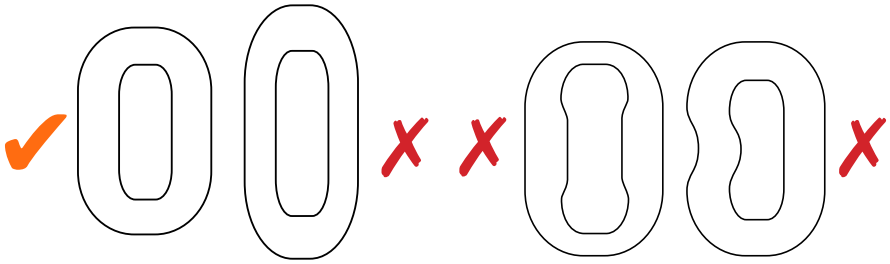
- Transport chain is a highly durable lashing type with low stretch characteristics
- Chain used for load restraint must comply with Australian Standard AS/NZS 4344
- All transport chain made to AS4344 is marked at least every 500mm with its lashing capacity

Attachments

- Fixed lever type dogs are banned at Coates
- Turnbuckles are most suitable for tensioning chains which are attached directly to the load and where a high-strength rating is required.
- For winching or lifting applications: always use a hook which is self-locking or rated D shackles to ensure positive (captive) connection.

Approved Ratchet Type	Unauthorised Fixed Lever
	

Self-Locking Hook Example

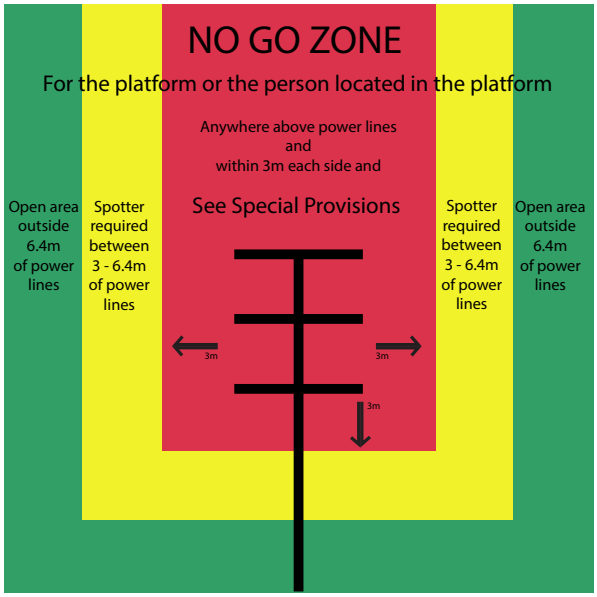


Always inspect load restraints. Do not use equipment, weakened by worn or damaged components, for securing loads.

NB: Diagrams from this document are sourced from the Load Restraint Guide published by the National Transport Commission 2018. The full guide can be accessed on the NTC website.

Vehicle Loading Cranes (VLC)

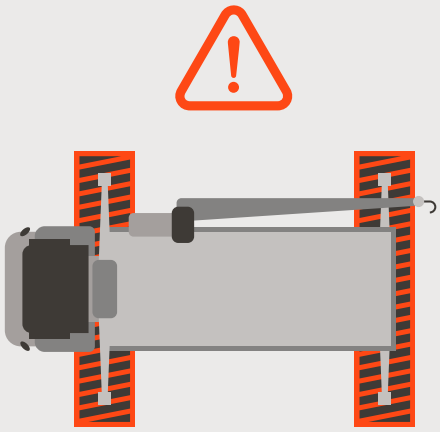
- Always wear an approved hard hat during crane use
- Look up and live! Look for overhead power lines and other hazards
- You must hold a high risk work (HRW) licence to operate a VLC that has a capacity of 10 metre tonnes or more
- Never operate a VLC unless all outriggers are fully extended
- Check the ground surface is stable before using outriggers
- Except on concrete or very hard sealed surfaces suitable packing must be placed under outriggers to distribute the load
- Look for signs of underground services or recent back filling which could affect stability
- People must not get within 3 metres of any load suspended on a crane and for each metre of lift add one metre to the separation distance. Drivers can increase their separation from suspended loads by using a tag line
- Ensure you can always see your load. If your view of the load is obscured, engage an appropriately qualified dogman to assist and guide
- The crane and associated equipment must be rated for the load and task
- If the truck has to be frequently relocated during a delivery or pickup, the crane outriggers must be fully stowed away and the crane Jib lowered to a height no greater than the normal stowed height of the crane and placed within the dimensions of the truck
- Never drive a vehicle with a VLC jib extended
- The VLC must be well maintained and in good condition and have an annual compliance test. Periodic statutory inspections are also required. This test must include thorough inspection and a validation that the crane can meet its rated working load limit. These findings must be written on a test certificate and kept in the truck and shown to Coates when requested
- The crane, outriggers and any associated equipment must be fully stowed and secured before leaving the site
- Remote controls must be used at all times to help maintain a safe working distance from the load



Vehicle Loading Cranes (VLC)

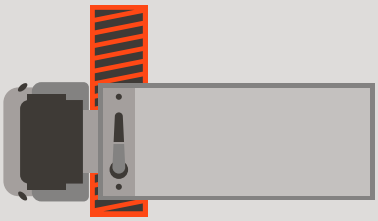
Danger

- As a priority ensure the safety of yourself then others – contact emergency services if a clean-up is required. (e.g. oil on public road)
- Never use the stabiliser legs as a parking brake
- Slide the stabiliser, on both sides of the vehicle, out completely. Then lower the stabiliser legs for support
- Never operate the stabiliser legs, while the crane has a load



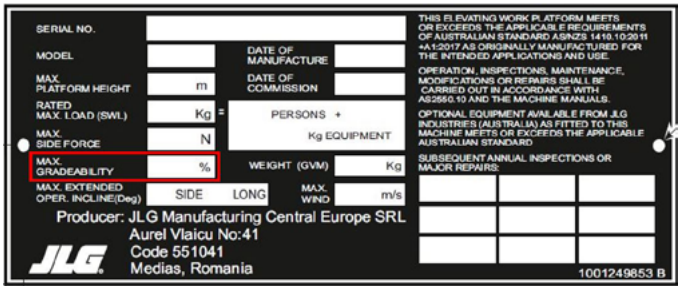
Danger

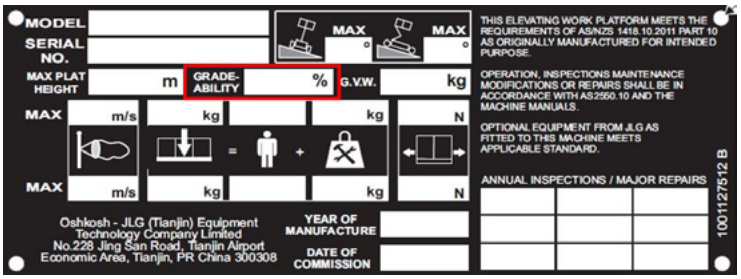
- Do not stand in front of the boom system when operating the crane out of the stowed position

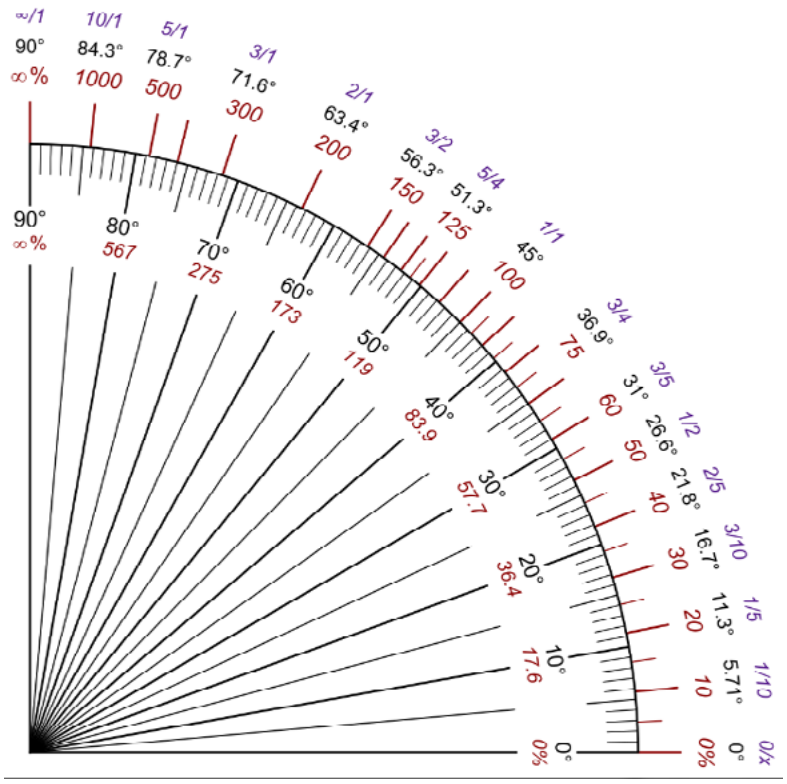


Understanding Gradeability

The gradeability rating of a piece of mobile equipment indicates the maximum gradient it can safely be driven up. This relates predominately to access and materials handling equipment. It is measured in a number of different ways, shown in the graph:







- This is of particular importance when “slab” EWP’s are being used
- Whilst safe to use on a level surface these style of EWP’s are not necessarily designed to be driven up or down steep slopes such as ramps or steep driveways
- The operator must be aware of the relevance of gradeability at all times
- For example 100% gradeability is a 45° slope but 20% gradeability is a 5:1 gradient or 11°angle
- Max Extended Operation on incline in this example is 3° due to stability being compromised by slope

Towable Items

Various types of coupling are used on Coates light trailers.

Coupling light-vehicle type trailers

Start by inspecting all components – **make sure they are compatible and 50mm tow balls are used**.

1. Reverse up as close as possible - if you have a reversing camera you can do this with great precision, otherwise you might need to get out; look and then realign
2. Avoid manually handling heavy trailers – reposition the tow vehicle and use jockey wheel to raise and lower the drawbar
3. The first item to connect are the safety chains using rate D shackles. When uncoupling the last thing to disconnect are the safety chains
4. Position the coupling over the tow ball, then use the jockey wheel to lower the trailer coupling onto the tow ball
5. Engage the coupling handle then close the safety latch and insert the safety retaining clip (pictured below)
6. Now you can connect the electrics and any other connections, check the lights are working (electric brakes if fitted)
7. When Transporting trailers avoid applying excessive tie down for to draw bars – apply restraints to trailer chassis or engineered points if possible, excessive force might damage jockey wheels or drawbars
8. Refer to Connecting Trailers Guide (Appendix 10)

Working at Heights

Other potential causes of injuries are falls from trucks and those associated with loading and unloading activities. Whilst it is not reasonably practical to eliminate these risks, we can minimise them.

Manual handling risks can be minimised by using mechanical lifting aids, dividing the load or asking for help.

Fall risks are more difficult to control and using 3 points of contact when climbing onto trucks or equipment must be adhered to at all times. Where practical, fall restraint equipment such as Elevated Work Platform (EWP) harnesses, hand rails, access ladders, etc. must be used. It becomes very challenging to eliminate the need to climb onto a truck in all circumstances. However, at no time shall any person under Coates' control or direction climb onto equipment loaded on the rear of the truck unless it has purpose designed access points.

In respect to accessing the tray of a truck/trailer, due to the variety of equipment carried nationally and the mix of contractors and owned fleet it is not possible to provide trucks with handrails and other fall prevention measures in all cases. However, some solutions are available and should be used whenever possible, such as pre-slinging loads to eliminate the need to climb.

Some customers enforce that persons must not climb onto trucks – if that is their position drivers are required to ask for their assistance in providing appropriate docks or other access equipment.

Appendix 1 - Transport JSEA

Section 1	**Customer and Job Location:**			**Date:**	
	Activity:			**Asset/Job No:**	
Section 2	**Before Commencing – Vehicle and Load Assessment**				
	Transport Vehicle Configuration/ Suitability	Vehicle Load Capacity:_____kgs Weight of Load:_____kgs			
	What load/unload method will be used? (Refer to Drivers Guide as required)	Winch and Drive: ▫ Winch and Freewheel: ▫ No Winch (Drive on/ Catcher Chain): ▫ Drive Only (No Winch): ▫ Crane: ▫ Forklift/ Jib: ▫ Manual Handling: ▫ Towed Item: ▫			
	What load restraint is required? (Refer to NTC Load Restraint Guide)	Chain size (mm)/ Quantity:_____ Other Restraints (SWL)/ Qty.:_____			
	What are the vehicle/load dimensions?	Overall Load Height: _____m. Width: _____m. Length: _____m. **STOP! If your load is higher than 4.3m contact your Supervisor. Over dimension loads require a permit.**			
	Is a High Risk Licence/specific competency required to perform the task?	▫ LF (Forklift) ▫ WP (Elevating Work Platform ▫ CV (Vehicle Loading Crane) ▫ DG (Dogging) ▫ Other (specify) ▫ N/A			
	Do I have the appropriate documentation e.g. Pre-Transit Checklist; Container Weight Declaration; Permit?	**Yes**	**No**	**Not Applicable**	
	Is the load restrained appropriately? (Refer NTC LRG)	**Yes**		**No**	
Section 3	**On Arrival at Site**				
	Check	**Is it safe to proceed**		**Details**	
	Report to site office to establish site contact/s and site specific requirements.	**Yes**	**No**		
Section 4	**Load/ Unload Zone Assessment**				
	Possible Hazards	**If a Hazard Exists – What can I do about it?**		**Is it safe to proceed?**	
	Is the load/unload area identified and accessible? Check for unstable, un-level, soft surfaces, trenches & slippery ground conditions.			**Yes**	**No**
	Is the load/unload area free of overhead obstructions? Check for power lines, tree branches, awnings or structures			**Yes**	**No**
	Can I establish an effective safe zone without a spotter?			**Yes**	**No**
Section 5	**Key Hazards and Controls (refer overleaf)**				
	Hazards – How can I, or other people get hurt?	**What can I do about it?**		**Is it safe to proceed?**	
				Yes	**No**
				Yes	**No**
				Yes	**No**
				Yes	**No**
	IF YOU ANSWERED "NO" TO ANY OF THE ABOVE QUESTIONS, STOP AND CONTACT YOUR SUPERVISOR.				
Section 6	**Before I Leave Site**				
	Check	**Is it safe to proceed?**		**Details**	
	Do I have the appropriate documentation e.g. Pre-Transit Checklist; Container Weight Declaration; Permit?	**Yes**		**No**	**Not Applicable**
	Is the slew lock/articulation pin engaged?	**Yes**	**No**	**Not Applicable**	
	Are bonnets/canopies latched and secure?	**Yes**	**No**	**Not Applicable**	
	Have I stowed or restrained loose items e.g. chains, dunnage, fire extinguishers etc.?	**Yes**	**No**	**Not Applicable**	
	Is the load restrained appropriately? (Refer NTC LRG)	**Yes**	**No**	**Not Applicable**	
	I have a photo of the load.	**Yes**	**No**	**Not Applicable**	
	Overall Load Height: _____m. Width: _____m. Length: _____m. **STOP! If your load is higher than 4.3m. Over dimension loads require a permit.**				
	Print Name		**Signature**		

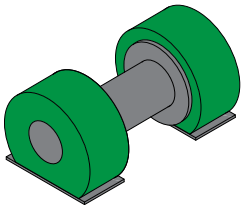
Appendix 1 - Transport JSEA

	Common Hazards	Example Control Measures
Arriving on Site	Unaware of site requirements, e.g. PPE Unaware of site traffic requirements Unaware of drop off/pick up point Unfit for work	• Report to site supervisor or representative to get directions and instruction • Accurate directions supplied from Transport controller, Hire office or Service coordinator • Valid site induction held • Escorted around site by site personnel • Where required Permit to Work issued by site supervisor • Ensure adequate rest period has been taken between shifts • Not effected by alcohol or drugs • Meet site PPE requirements
General	Dust, noise, dropped objects etc.	• Hard hat • Hand protection • Eye protection • Protective clothing & Hi Vis garments • Fire Resistant clothing (Petrochemical plants) • Safety footwear • Hearing protection • Respiratory Protection
Interaction with Traffic, Plant and People	Roadways Vehicles or cyclists Pedestrians, including workers, in the area Equipment working in area Blind corners Moving vehicle/mobile equipment Railway/Tram lines/crossings Shipping/Wharf activities	• Physical barriers or other separation of activities • Qualified Traffic Controller • Roadwork/warning signage, traffic signs • Traffic control plan • Barrier mesh/ tape/Bunting • Witches hats • Use a spotter when moving Vehicle/Crane/Equipment, especially when reversing • Persons stay in safety zones during loading • Travel speed maximum 10km/h or as per site conditions • Engage rotating beacon • Engage hazard warning lights • Motion/reversing alarm • Ensure only essential personnel are in the work area
Site Conditions	Unstable/uneven surfaces/un-level ground Poor site housekeeping Wet ground conditions Waterways/drainage nearby Trenches/Backfilled ground Trees/Flora Buildings, structures and equipment Bridges Other overhead obstruction	• Ground conditions assessed by a competent person • Vehicle/Mobile Plant is on firm level ground • Fully extend outriggers/stabilisers on mobile plant • Suitable packing is to be used under outriggers/stabilisers • Outriggers near a trench are as far away from the trench as the trench is deep • Ensure adequate distance/protection is maintained for all onsite facilities or equipment. • Relocate position of crane or equipment if necessary • Use a spotter • Obtain authority to trim trees/flora if trimming is required • Use track mats • Advise site supervisor of housekeeping issues that will affect the job • Wear suitable protective footwear/clothing
Services and Power Lines	Underground services Overhead Services Live Aerial conductors (power lines) Gas Transmission Lines Above ground pipes Check for all services requiring ground instillation	• Locate power lines • Locate and mark all services • Maintain safe working distance • Observe No Go Zone restrictions • Use a trained and competent spotter • Contact authorities and isolate power if necessary • Ring "Dial Before you Dig" 1100 • Obtain approval for work in gas transmission pipeline areas • Relocate task to another area
Weather and Visibility	Windy or stormy conditions Elec. Storm/Heavy rain Extreme heat Poor visibility, night work Extreme cold/icy cond	• Do not operate equipment or cranes during an electrical storm or heavy rain • Do not operate EWP's or cranes if wind speed rating exceeded • Install artificial lighting if working at night or in dark conditions • Wet weather clothing; adequate clothing during cold/icy conditions • Postpone all work until suitable conditions are present • Ensure hydration levels are maintained to safe working level. • Take appropriate breaks if required • Sun protection e.g. Hat and Sunscreen
Working from Heights	No edge protection Working from a ladder Working above 2 metres Operating a boom lift Climbing on to equipment	• Maintain 3 points of contact when on a ladder • Ensure ladders are adequately secured both top and bottom • Use a person to assist in securing a ladder • Use a work platform or EWP • Pre sling loads • Ensure all surfaces are non-slip, not fragile or unstable • Do not go within a 2 metre distance of an unprotected edge • Employ fall arrest equipment when working from heights
Confined Spaces	Have identified a confined space Required to enter a confined space	• Assess site for confined spaces • Suitably trained, qualified and equipped to enter a confined space • Have obtained a confined space entry permit
Manual Tasks	Task involves manual handling	• Use mechanical lifting aids
Own Use Equipment	Need to conduct an inspection of equipment Need to use hand tools Need to use electrical equipment	• Daily inspection of equipment/cranes and lifting gear has occurred • Daily inspection recorded in a log book; hand tools are inspected before use • Electrical equipment is adequately tested and tagged

Appendix 2 - Winch Capacity Guide

Winch Capacity Guide

This Document



- Covers an engineered assessment of the capacity required of a winch mounted on single axle, dual axle and twin steer tilt trays in use by Coates Hire.
- All equipment used in winching procedures must have a Working Load Limit (WLL) equal to or greater than the required winch tension capacity.

Skid Product - Winch Sizing Considerations

- ✓ Heaviest mass being winched assumed to be skid mounted item weighing10 000kg.
- ✓ Maximum angle of tray tilt 17 degrees.
- ✓ Winch capacity varies with cable length payed out.
- ✓ Worst case load, skid based item being dragged along soft ground.

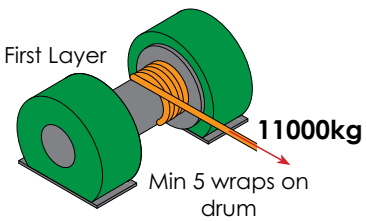
Skid Product - Winch Requirements

- ✓ Maximum 2 layers of cable required to be spooled onto winch.
- ✓ Winch with a minimum rated line pull capacity of 11 000kg for the first layer.
- ✓ Minimum of 5 coils of cable required to be on drum at all times.
- ✓ Approximately 12m of cable length will fill the two layer maximum
- ✓ Maximum slope of ground when loading is 7 degrees per ELRG497

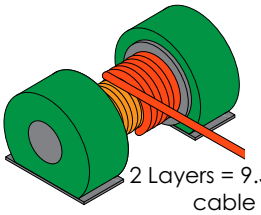
Table 1

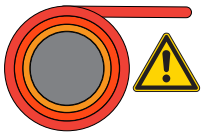
Skid Mass (Kg)	Required winch tension capacity (Kg)
500	1000
2000	2500
4000	4500
6000	7000
8000	9000
10000	11000

Line pull capacity



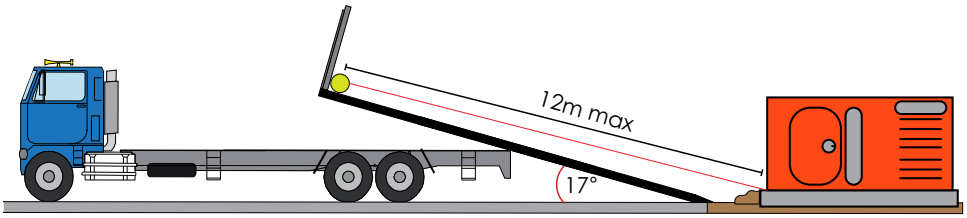
Maximum layers allowable on winch





3 or more layers reduces line pull capacity significantly

⚠ Ensure all risk control measures are in place for identified hazards.



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Page 1 of 3

Appendix 2 - Winch Capacity Guide

Winch Capacity Guide

Wheeled Product - Winch Sizing Considerations

- ✓ Heaviest mass being winched assumed to be wheeled item weighing 16000kg.
- ⚠ Consider payload capacity of vehicle before winching heavy equipment.
- ✓ Maximum angle of tray tilt 17 degrees.
- ✓ Winch capacity varies with cable length payed out.
- ✓ Worst case load, wheeled item being dragged along soft ground.
- ✗ Do not drive Mobile equipment on and off tilt trays without a winch cable appropriately attached. Load/Unload items per Coates Hire procedures.

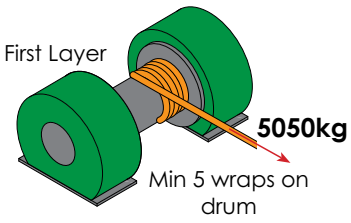
Wheeled Product - Winch Requirements

- ✓ Maximum 2 layers of cable required to be spooled onto winch.
- ✓ Winch with a minimum rated line pull capacity of 5050kg for the first layer.
- ✓ Minimum of 5 coils of cable required to be on drum at all times.
- ✓ Approximately 12m of cable length will fill the two layer maximum
- ✓ Maximum slope of ground when loading is 7 degrees per ELRG497

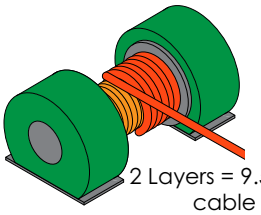
Table 2

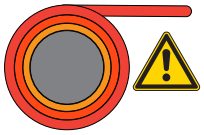
Mass (Kg) wheeled product	Required winch tension capacity (Kg)
500	350
2000	1300
4000	2550
6000	3800
8000	5050
10000	6300
12000	7600
14000	8850
14300	9000
15000	9450

Line pull capacity



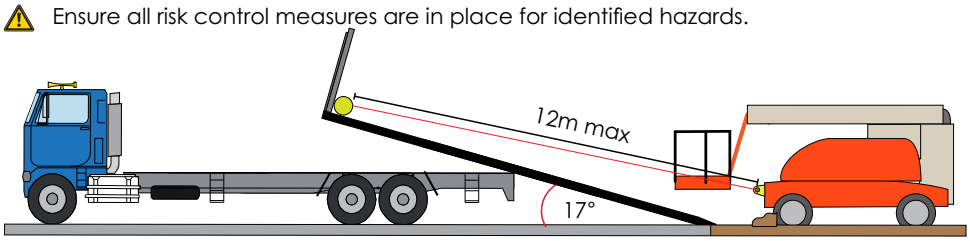
Maximum layers allowable on winch





3 or more layers reduces line pull capacity significantly

⚠ Ensure all risk control measures are in place for identified hazards.



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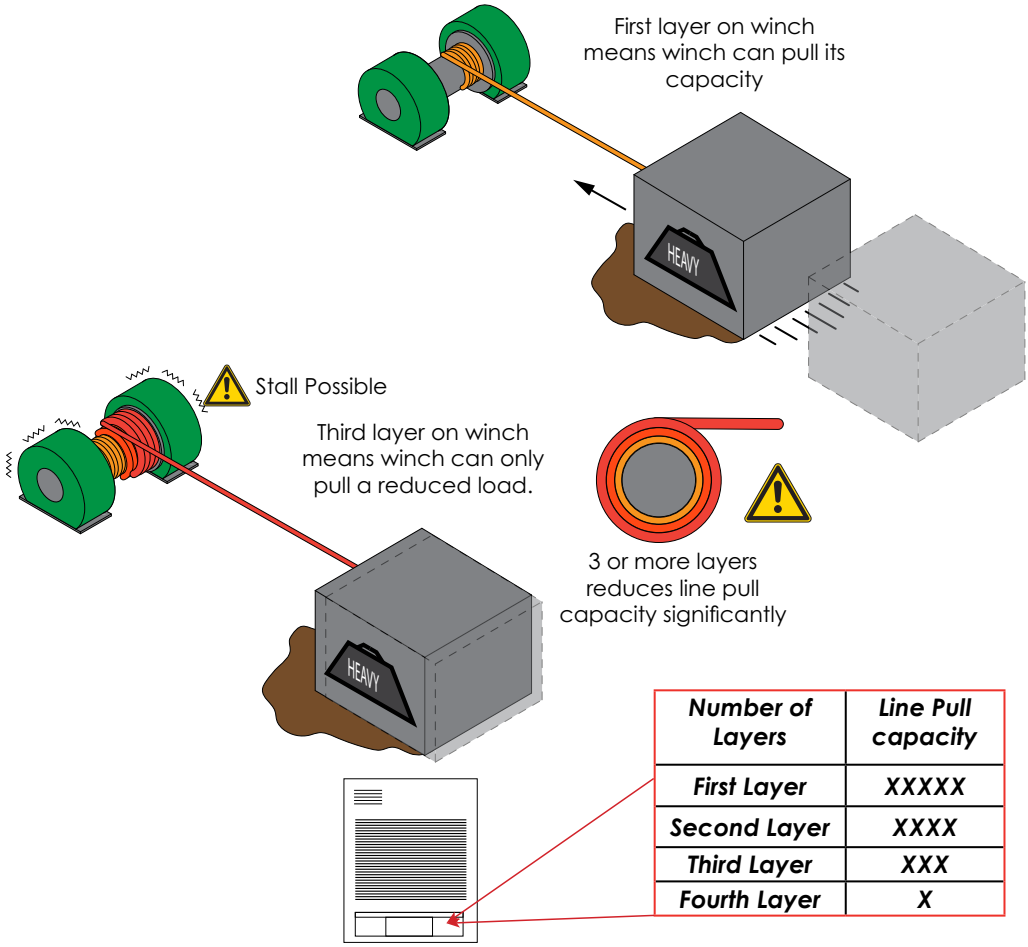
Winch Capacity Guide

Winch Limitations

- ✓ Winch Capacity is based on the load a winch can pull with a single layer on the drum
- ✓ Capacity reduces the more layers of cable there are on the drum
- ⚠ Too much cable on the drum will reduce its capacity and the winch may stall
- ✓ Consult manufacturers specifications to determine winch capacity for the number of layers on the drum.
- ✓ Choose cable length so that when the load is pulled along the ground the winch will have enough capacity to pull load.



Number of Layers	Line Pull capacity
First Layer	XXXXX
Second Layer	XXXX
Third Layer	XXX
Fourth Layer	X

Winch capacities are highly dependent on the type and make of winch. Each winch should have a data sheet showing the rated capacity for different layers of cable on the winch. This data can be used to determine the load the winch can pull in conjunction with the above document.

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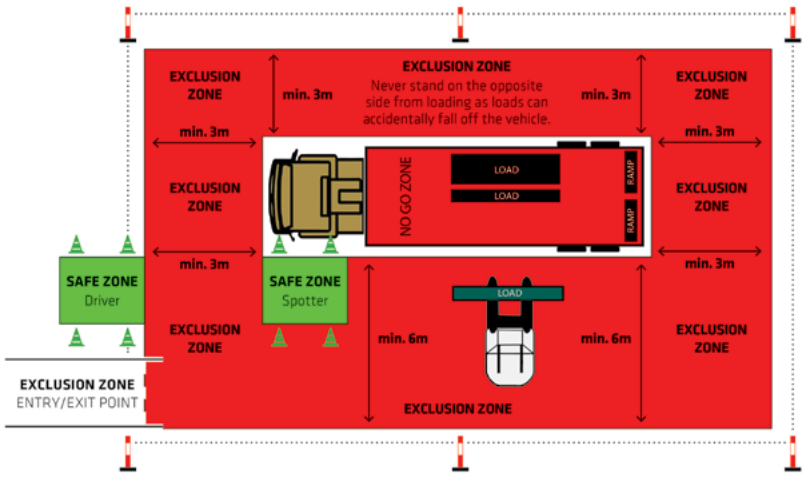
Appendix 3: Forklift and Crane Load/Unload Exclusion Zones

Version 1 Issue Date: 01/09/2017

SAFE ZONES

FORKLIFT AND CRANE LOAD/UNLOAD EXCLUSION ZONES



- Where a forklift/crane is used to load/unload plant or equipment, the forklift/crane operator will be the person in control of the operation.
- Designated load/unload exclusion zones are to be segregated by a physical barrier (eg, concrete, steel, water filled, T-Top bollards with chains, retractable rope/chain etc) to prevent inadvertent pedestrian access.
- If the designated load/unload exclusion zone is segregated by a physical barrier, the driver (Coates Hire or Contractor) can be utilised as a spotter, excepting for site accommodation and traffic barriers where a Coates Hire spotter is required for all movements.
- The driver and spotter Safe Zones are to be delineated with a minimum of 4 green witches hats or by a means that clearly identifies these areas as the "Safe Zones".
- If a mobile crane (with a dogman) is being utilised, the crane provider must supply a SWMS, and all personnel involved in the activity (including the Branch Manager) must sign on to this SWMS. Exclusion zones must be established.
- Forklift/crane access to and from the load/unload exclusion zone will be via an "Entry/Exit Point" adjacent to the driver Safe Zone.
- If at any time during the load/unload activity the forklift/crane operator loses visual contact with the driver and/or spotter in their designated Safe Zones, the activity is to cease immediately, and the forklift tynes are to be placed in a safe position until the driver and/or spotter are re-positioned back in their designated driver/spotter Safe Zone.

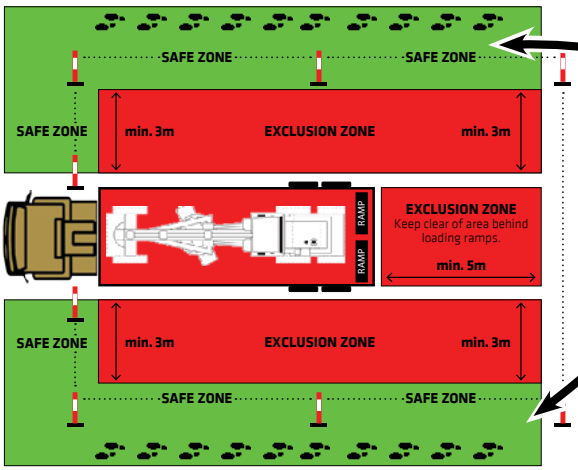
Any deviation from these requirements must be justified via an approved traffic management plan complete with suitable risk control measures.

Appendix 4: Tilt Tray and Low Loader Exclusion Zones

Version 1 Issue Date: 01/09/2017

SAFE ZONES

TILT TRAY AND LOW LOADER LOAD/UNLOAD EXCLUSION ZONES



- When spotting, stand in these 'Safe Zone' areas and move with the load.

  These areas (either side) must be cleared of passing traffic, and have the best visibility of the operator tray and wheels.

- Designated load/unload exclusion zones are to be segregated by a physical barrier (eg, concrete, steel, water filled, T-Top bollards with chains, retractable rope/chain etc) to prevent inadvertent pedestrian access.

Ensure personnel are clear of loading ramp 'swing arc' area:
- **during lowering or raising**
- **when raised but not secured**

Key:
- 'EXCLUSION' ZONE when loading or unloading equipment. Keep out of the zone!
- 'SAFE' ZONE when loading or unloading equipment on ramps.
- Spotter moves with the load.

For further details go to the Transport Safety intranet page.

Appendix 5: Spotter Poster

Version: 4 Issue Date: 25/09/2017

TRANSPORT SAFETY SPOTTING

At Coates Hire Managed Locations During Business Hours:

ALWAYS SPOT

- Loads being **driven, winched or free wheeled** to or from a transport vehicle,
    - Except for site accommodation and other skid mounted equipment being winched to or from a tilt tray
- Loads being **forked or craned** to or from a **transport vehicle** where there is **NOT** a designated load/unload exclusion zone segregated by a physical barrier
- Strictly enforce throughout all loading and unloading activities.

At Coates Hire managed locations after business hours or at a customer site:

- For plant and equipment nominated above, if possible seek the assistance of a spotter
- Complete a transport JSEA on every occasion

IF IN ANY DOUBT STOP AND SEEK GUIDANCE FROM YOUR MANAGER

- **For further information contact your transport or HSEQ Manager**
- **Remain in constant visible communication with the plant operator**

Appendix 6: Operating Tilt Tray Trucks on a Slope: Wheeled or Tracked Equipment

OPERATING TILT TRAY TRUCKS ON A SLOPE – WHEELED OR TRACKED EQUIPMENT

The risks associated with operating a Tilt Tray Truck are increased in certain environments, such as when working on uneven or sloping grounds. Wherever possible, un/loading should be conducted on flat level, dry, clean bitumen or concrete surfaces.

This Work Instruction applies to wheeled or track mounted equipment which CANNOT be loaded/unloaded on a flat, level surface i.e. needs to be loaded/unloaded on a slope.

This work instruction DOES NOT apply to skid mounted equipment.

Relevant Procedures and Forms: Transport JSEA, Truck Drivers Guide

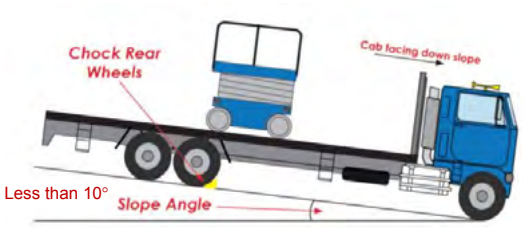
Special Requirements

A tool to measure surface incline is required. Mobile APPs such as the "Angle Pro" are available free of charge from the Google Play Store or the Apple Store.

Apple **Google Play**

Steps

1.1 If there is a slope, park with the cab facing down the slope
1.2 Consider if there is an alternative safe place to load or unload.
1.3 Determine the incline of the slope.
1.4 Refer to Table 1.



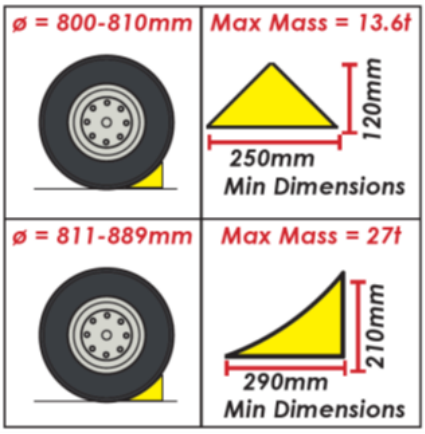
1.1 Un/loading must only occur with cab facing down slopes and slopes must be less than 10 degrees

If the slope is greater than what is described in Table 1 (Mass and Surface considered) STOP

2.1 Contact your supervisor or manager. Never attempt to load or unload with the cab facing up or across a slope.

If the slope is within that described in Table 1 (Mass and Surface considered):

3.1 Apply the handbrake to the truck
3.2 Check that the truck tyre pressures and wear are within manufacturers recommendations
3.3 Place wheel chocks in front of rear wheels (forward rear axle for dual axle trucks) to prevent the truck being able to roll
3.4 Ensure the wheel chocks are an appropriate size and material as per diagram 1.6

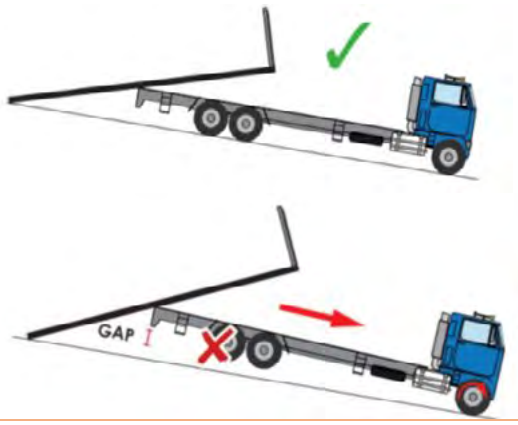


3.3 Wheel Chock size based on Wheel Dimension

Appendix 6: Operating Tilt Tray Trucks on a Slope: Wheeled or Tracked Equipment

3.5 Tilt the tray until it just touches the ground and no further. If the tray is tilted beyond just touching the ground there is a possibility that the drive axles and the tyres being lifted off the ground resulting in the vehicle no longer being braked sufficiently

3.6 DO NOT engage the stabiliser legs/stands if they are fitted to the truck



If Unloading

1. Ensure the winch cable is connected to the equipment and the winch is engaged
2. For skid steer equipment or excavators with a blade, ensure a “Catcher Chain” is in place
3. Remove all other load restraints and safely unload the equipment

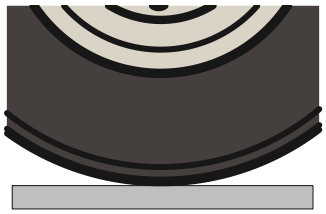
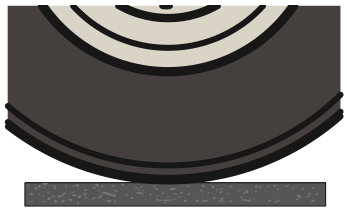
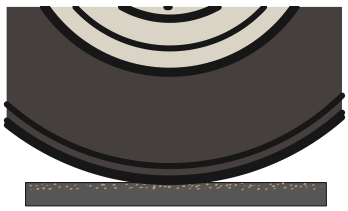
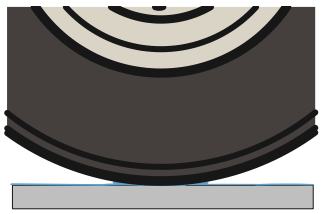
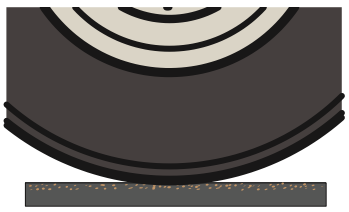
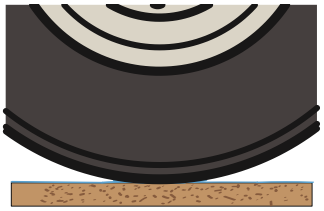
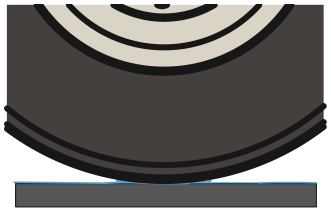
If Loading

1. Position the equipment at the rear of the tilted tray and connect the winch rope.
2. Ensure the winch is engaged
3. For skid steer equipment or excavators with a blade, ensure a “Catcher Chain” is in place
4. Safely load the equipment and apply all required load restraint

Mass (kg)	Friction μ			
	Very Low	Low	Medium	High
	Max. allowable slope angle			
0 - 2000	4°	6°	8°	10°
2001 - 4000	3°	5°	7°	9°
4001 - 5000	3°	5°	6°	8°
5001 - 6000	2°	4°	6°	8°
6001 - 7000	2°	4°	6°	7°
7001 - 8000	2°	4°	5°	7°
8001 - 9000	2°	3°	5°	7°
9001 - 10000	2°	3°	5°	6°
10001 - 11000	1°	3°	5°	6°
11001 - 12000	1°	2°	4°	5°

***Table 1: Maximum load/unload conditions based on mass, surface and incline**

Appendix 6: Operating Tilt Tray Trucks on a Slope: Wheeled or Tracked Equipment

High Friction Interface μ	
	
Dry Concrete	Dry Clean Asphalt
Medium Friction Interface μ	
	
Dry Dusty Asphalt	Wet Concrete
Low Friction Interface μ	
	
Dirt Road	
Very Low Friction Interface μ	
	
Wet Dirt Road	Wet Smooth Asphalt

Appendix 7: Operating Tilt Tray Trucks on a Slope: Skid Mounted Equipment

OPERATING TILT TRAY TRUCKS ON A SLOPE – SKID MOUNTED EQUIPMENT

The risks associated with operating a Tilt Tray Truck are increased in certain environments, such as when working on uneven or sloping grounds. Wherever possible, un/loading should be conducted on flat level, dry, clean bitumen or concrete surfaces.

This Work Instruction applies to Skid Mounted equipment which CANNOT be loaded/unloaded on a flat, level surface i.e. needs to be loaded/unloaded on a slope.

This work instruction DOES NOT apply to Wheeled or Tracked equipment.

Relevant Procedures and Forms: Transport JSEA, Truck Drivers Guide

Special Requirements

A tool to measure surface incline is required. Mobile APPs such as the "Angle Pro" are available free of charge from the Google Play Store or the Apple Store.

Apple **Google Play**

Steps

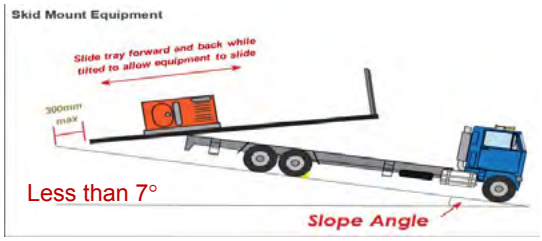
1.1 If there is a slope, park with the cab facing down the slope
1.2 Consider if there is an alternative safe place to load or unload.
1.3 Determine the incline of the slope.
1.4 Refer to Table 1.

If the slope is greater than what is described in Table 1 (Mass and Surface considered) STOP

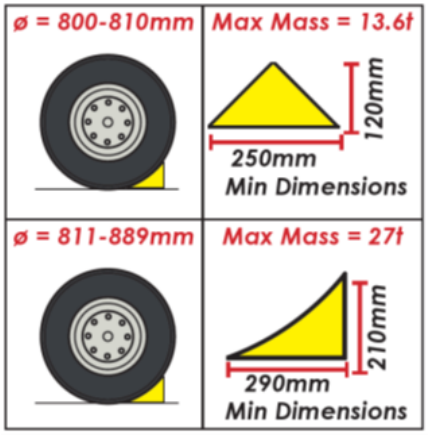
2.1 Contact your supervisor or manager. Never attempt to load or unload with the cab facing up or across a slope.

If the slope is within that described in Table 1 (Mass and Surface considered):

3.1 Apply the handbrake to the truck
3.2 Check that the truck tyre pressures and wear are within manufacturers recommendations
3.3 Place wheel chocks in front of rear wheels (forward rear axle for dual axle trucks) to prevent the truck being able to roll
3.4 Ensure the wheel chocks are an appropriate size and material as per diagram 3.4
3.5 DO NOT engage the stabiliser legs/stands if they are fitted to the truck
3.6 Once tilted, slide tray back and forward to allow equipment to slide



1.1 Un/loading must only occur with cab facing down slopes and slopes must be less than 7 degrees

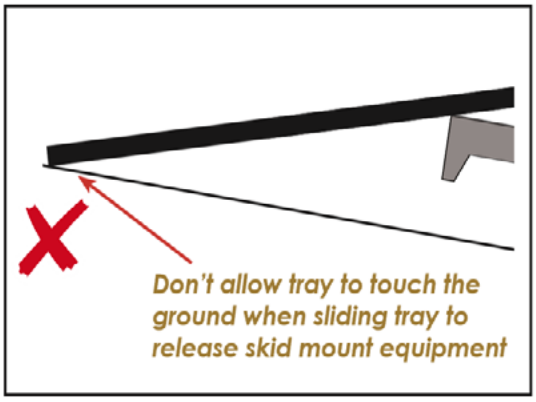


3.4 Wheel Chock size based on Wheel Dimension

Appendix 7: Operating Tilt Tray Trucks on a Slope: Skid Mounted Equipment

3.7 When equipment begins to slide, stop back and forward movement. **Move Tray to max 300mm from the ground**

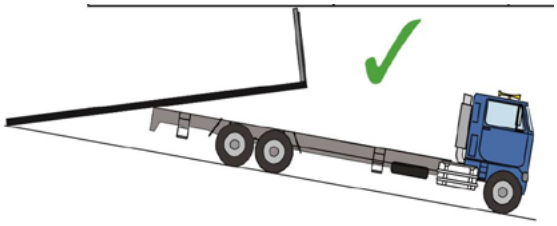
X: Do not allow tray to touch the ground when sliding tray



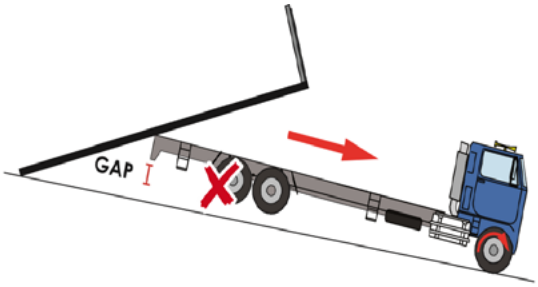
3.8 Once equipment is moving, extend tray to rest on the ground and allow equipment to slide off

Note: If Tray is just touching - all wheels remain in contact

If Tray is tilted too far - drive looses contact



Tray Just touching - all wheels in contact



Tray tilted too far - drive looses contact

If Unloading

1. Ensure the winch cable is connected to the equipment and the winch is engaged
2. Remove all other load restraints and safely unload the equipment

If Loading

1. Position the equipment at the rear of the tilted tray and connect the winch rope.
2. Ensure the winch is engaged
3. Safely load the equipment and apply all required load restraint

Appendix 7: Operating Tilt Tray Trucks on a Slope: Skid Mounted Equipment

*Table 1: Maximum allowable slope angle to load/unload skid mount

Mass (kg)	Friction μ			
	Very Low	Low	Medium	High
0-2000	X	3°	4°	7°
2001 - 10000	X	2°	4°	7°
10001 - 14000	X	1°	4°	7°

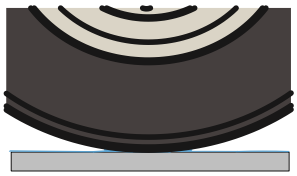
High Friction Interface μ

Dry Concrete

Dry Clean Asphalt

Medium Friction Interface μ

Dry Dusty Asphalt



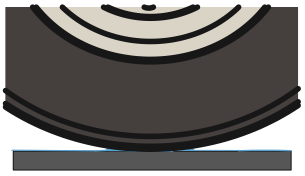
Wet Concrete

Low Friction Interface μ

Dirt Road

Very Low Friction Interface μ

Wet Dirt Road



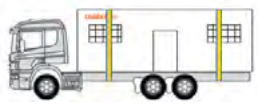
Wet Smooth Asphalt

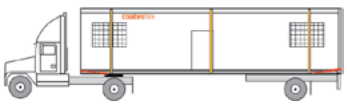
Appendix 8: Site Accommodation Pre-Transit Checklist

Pre-Transit Checklist Site Accommodation

Building Description:	Asset Number:	Branch/Site Details:	Date Inspected:

- ○ **1.** **Modular Complexes: Transit Bracing** is adequate and correctly secured to frames. Check nuts, bolts and screws for adequate fitment and security as per the Transit Bracing Work Instruction.
- ○ **2.** **Modular Complexes: Transit Sheeting** installed and secured when travelling on secondary roads or for long haul distances as per the Transit Sheeting Work Instruction.
- ○ **3.** **Air conditioners and related components** are correctly installed/secured. Remove air conditioners fitted to side walls! For 'Sandwich panel type' buildings, air conditioners are also externally braced to walls. Air conditioners removed from **Modular Complex** are secured to the floor.
- ○ **4.** **Internal single walls/partitions** are secure and correctly braced.
- ○ **5.** **Structure/chassis** is in good condition. No visual signs of damage or extensive rust, no missing or unsecured components and no movement.
- ○ **6.** **Chassis Rails/Skids** Remove any loose stones/debris.
- ○ **7.** **All plumbing** and **electric cabling** has been disconnected. There is no loose cabling or plumbing under the building.
- ○ **8.** **Wall sheeting** and **other external components** are secure and in good condition. There are no loose or missing fasteners such as rivets or screws.
- ○ **9.** **Roof & Roof Sheets, Gutters** and **downpipes** are secure and in good condition. **There are no loose items on the roof.** There is no timber left in electrical cable **riser brackets.**
- ○ **10.** **External/internal doors** are latched, locked and secure. **External/internal windows/screens/bars** are all locked/latched/secured or held in position with a screw.
- ○ **11.** **Internal ceiling/wall sheets** are secure (physically push to confirm). **Fixtures/appliances** are secured on the floor and weight is evenly distributed.
- ○ **12.** **Check Toilets are flushed,** effluent tanks have been **pumped out,** fresh water tanks have been **emptied** and all tank **caps are in place** and secured.
- ○ **13.** **Check Lifting, winching and tie down points** are in good condition. Check for damage, wear & tear, severe distortion corrosion or damage.
- ○ **14.** **Building is securely restrained to the transport vehicle** via the Coates Hire approved method. Refer to the National Transport Commission (NTC) load restraint guide if unsure. Square hardwood Dunnage is used for "curved" trays such as semi-trailers.
- ○ **15.** **The roof of the building is secured** using 2500kg rated webbed strappings (not required if a 'Completed Service Issues' label is present). Fitted between 500mm & 1000mm from the ends of the building, refer diagrams below. *NOTE: Do not overtighten roof securing straps as damage to the building may occur. The primary restraint of the building is via the chassis load restraint points*





Building Description:	
Comments:	
Signature:	**Signature:**
Print Name:	**Print Name:**
Return this form to the branch	

Appendix 9: Container Weight Declaration

CONTAINER WEIGHT DECLARATION

Consignor:	**Date of declaration**
Coates _____Branch *Address*	
Point of Origin ***(If different to above)***	**Consignee:** **(Receiving Site Name & Address)**

Empty weight of the container[1]	Container Tare	**A**	Kg
Combined empty weight of vehicle(s)	Vehicle(s) Tare	**B**	Kg
	A+B =	**C**	Kg
Weight of empty truck/trailer combination	GCM	**D**	Kg
Gross Combined Mass[2]	Net (= D - C)	**E**	Kg
Weight of Goods only – excluding container **Container and contents weight**[3]	Gross Container Weight (= A + E)	**F**	Kg

Container weight = Gross Combined Mass minus (Vehicle + Container Tare)

Container Identification Number	
Name of person making the declaration **ie Branch Manager (Print)**	

[1] *Always obtain tare weight from container placard or markings.*
[2] *Based on weighbridge measure of outgoing load or other specifications.*
[3] *Container weight must not exceed maximum gross container weight marked on container.*

Dangerous Goods Declaration: I hereby declare that all chemicals and chemical residue has been removed for storage container

Name: .....

Signature: .....

List of chemicals used in Storage Container:

UN Number ..... Name .....

UN Number ..... Name .....

Distribution: Copy to be given to the Truck driver Copy to be kept on file with Hire Schedule

Appendix 10: Connecting Trailers Guide

Connecting Trailers

Check:
- 50mm tow ball
- Vehicle towing capacity can support load being towed
- Level surface where possible
- Correctly Rated Bow Shackles are used

1. **Brake** the trailer (chocks, trailer brake)
2. **Wind** jockey wheel **UP** so tow coupler will clear vehicle tow ball
3. **Reverse** vehicle & align vehicle tow ball **below** tow coupler
4. SECURE vehicle (park gear, handbrake on)
5. Cross over **trailer chains, connect** to vehicle tow bar with **RATED BOW SHACKLES**
6. OPEN locking **latch** (if fitted) & **LIFT** coupler **handle** (if required)
7. LOWER **trailer** onto **tow ball** by winding down **jockey wheel**
8. **Engage** coupler handle , LOCK latch, & fit **safety pin**.... or green indicator on
9. Connect trailer **LIGHT PLUG** to vehicle
10. **Fully** WIND UP **jockey wheel**, **ROTATE** and **LOCK** into position
11. **Release** TRAILER BRAKE & **open** REVERSE LOCK-OUT latch (if fitted)
12. Check all **trailer lights** work

To **DISCONNECT** the trailer, complete above steps in REVERSE ORDER.

Notes

Notes

Notes

Coates

Equipped for anything

Contact us

If you have a question regarding this document, please contact your local Coates Transport Manager.

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