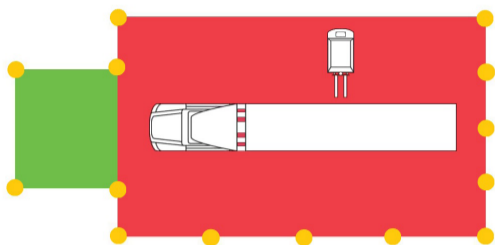


# HY QUICK GUIDES

## Loading and Unloading Vehicles

Quick Guides highlight relevant information to help manage common activities in accordance with HY's processes.

### Example of establishing a LUEZ



■ Exclusion zone - no one enters while mobile plant is operating
 ■ Safety zone
 ● Bollards - holding barriers to delineate zone

### Loading Unloading Exclusion Zone (LUEZ) – Separation of people and mobile plant

- Loader (i.e. forklift or crane operator) has authority within the LUEZ
- Barricades used (as minimum) to delineate the LUEZ
- Loader must stop activity if an unauthorised person enters LUEZ

### Driver Safe Zone – Safe place for driver to observe loading/unloading

- Drivers must remain in the Driver Safe Zone unless removing or securing restraints, or operating unloading equipment
- The Driver Safe Zone is to be identified with signage, located within the line of sight of the Loader, and established in an area not impacted by loading/unloading activities



### Working at Height – Activities undertaken without risk of fall

- Undertake loading and unloading activities from ground level or solid work platform
- If this is not possible, controls must be used to prevent fall from height
- Provide safe access to/from height



### Lifting – Safe lifting of loads by crane

- Use equipment that is suitable for the load that is to be moved
- Method of lifting (e.g. lifting points, slinging of load) must be approved by a competent person (e.g. rigger/dogger) prior to lift
- Transport chains must not be used for lifting or unloading (they are not designed for this purpose)



### Loaded Vehicle – Vehicle is safe for the travel route

- Vehicle loaded and load restrained so that it is stable, safe and remains fit for purpose
- Loads do not exceed legal mass and dimension limits
- Loading ensures compliance with gross and axle weights

