

	Standard Operating Procedure		
	Procedure Name:	Yard Operations	
	Author:	Steve Smallman	
	Approved By:	Albie Wheeler	
Version	1.0	With Effect from	1/9/12
Review Date	1/8/13	Document Number	SOP 02
Risk Assessment	Name	RA SOP 02 Yard Operations	
	Date	6/8/12	

1. Aim of procedure

To identify and document safety processes to be undertaken by all personnel in and around the Wheeler Cranes Depot.

2. Scope of application

Geographically, this SOP is limited to the Wheeler Cranes Depot, however, the principles within this SOP may well apply outside the Depot confines.

The procedure applies to all Wheeler Cranes personnel and to visitors to our site. The procedure will be in place until reviewed or revoked.

3. References

COP moving plant on construction sites

AS2550

4. Pre-requisites

Wheeler Cranes personnel are to be inducted using the Wheeler Cranes induction package.

Site Visitors are to be briefed by their escorting personnel.

5. Procedure

1. With the exception of office based personnel, all Wheeler Cranes employees will report for duty in safety boots and hi-vis clothing. Hi-vis must be clean and relatively unfaded.
2. Office based personnel/site visitors working in the yard during periods of high vehicle movement or reduced visibility are to wear hi-vis clothing or as a minimum a hi-vis vest. Periods of high vehicle movement are generally 0600-0730 of a weekday morning.
3. Personnel working in the yard are to be alert and observant at all times. This means that personnel are not to walk around the yard wearing earphones for personal entertainment devices.
4. Personnel are not to walk around the yard while talking on mobile phones. Personnel answering phone calls are to position themselves in a safe location, out of traffic areas, prior to commencing telephone conversations.



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5. Personnel are not to talk on mobile phones either hands free or otherwise when driving cranes within the yard. The distraction of a conversation on a mobile phone makes their use unsuitable within the yard.
6. All Vehicles are subject to a general speed limit of 10 kph within the yard. No vehicle is to exceed this speed within the yard.
7. All vehicles being reversed in the yard are to be guided:
 - a. Guides and drivers of vehicles are to discuss the movement prior to commencing the movement.
 - b. Primary communication is to be by means of hand signals, however, where appropriate radio communications may be used.
 - c. Guides are to control the movement of the vehicle and will be responsible for the safe control of the vehicle movement.
 - d. Guides are to position themselves at a point where they have:
 - i. clear vision of the rear of the vehicle and
 - ii. clear vision of the intended travel path and
 - iii. can communicate by hand signals or other means with the driver of the crane
8. Vehicles are to be driven in such a manner as to minimise dust generated from the site. When the gravelled portion of the yard is extraordinarily dusty, the yard will be watered using the fixed sprinkler in place.
9. Vehicles are to be parked in accordance with the parking plan.
10. Franna cranes are to be parked with the boom raised and the hook removed.
11. All vehicles are to be parked ready to operate, i.e. fuelled, roadworthy, all items secured, load tied down and all items returned/removed to the point where the vehicle is in its required configuration.
12. Personnel working on plant in the yard may use tools from the general tool store, however, must return tools immediately after use.
13. Personnel using equipment must return it to its storage location immediately after use. This is especially important for additional lifting equipment taken to sites, as the presence of excess equipment may cause issues with road mass compliance of some cranes.
14. Personnel assigned to yard duty will empty garbage bins in the workshop and at the fuel store as part of their day's work.
15. Personnel engaged in noisy work, e.g. grinding or rattle gun work, are to wear hearing protection while ever engaged in the work. Common courtesy, as well as your duty of care, requires personnel to warn others in the immediate vicinity prior to generating excess noise.
16. The yard forklift is only to be driven by personnel with a forklift ticket or operating under a logbook while learning to use the forklift.



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17. Where cranes are used in the yard for lifting purposes, all appropriate PPE and safety procedures must be followed. Operations must be in accordance with AS2550 and the manufacturers operating procedures.
18. Where lifting equipment is used in the yard, it must be inspected and used in accordance with AS 2550 and/or other relevant standard.
19. Misuse of equipment, particularly fire extinguishers, is forbidden, any instances of misuse of equipment will be the subject of disciplinary action.
20. Housekeeping, i.e. cleaning up after ourselves, is a priority in the yard. Personnel are not to leave items lying around. Apart from loss of the items themselves, they can do damage to tyres, become a trip/slip hazard to personnel or create a health or environmental danger if damaged.
21. Refuelling operations are to be conducted adjacent to the bunted fuel store and in accordance with the Refuelling Procedure (SOP 16).

6. Approval

Albie Wheeler
Managing Director
13/9/12



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7. Acknowledgement

Name	Signature	Name	Signature