

13.07.06

DESCRIPTION:

JOB SAFE PRACTICES
Stockroom - Dock leveller & scissor lift

ITEM	HAZARD H/M/L	INJURY/RISK	RESPONSIBILITY
<p>Under no circumstances are staff permitted off the dock when a vehicle is moving in the area.</p> <p>Ensure the equipment flaps are securely placed on the truck before unloading.</p>	Working near moving vehicles	Crushes, bruising, entrapment	<p>Store and Department Management – To inspect and maintain equipment and to inform, instruct, train and supervise staff.</p> <p>Store staff – To work safely, to report unsafe conditions and not operate faulty or unsafe equipment.</p> <p>All staff – To identify and report unsafe conditions and implement the Out of Service tag procedure</p> <p>Note –Before using the dock leveller and scissor lift, staff must be trained and familiar with the dock leveller and scissor lift operating instructions.</p> <p>Ensure the load is within the safe working limit of the equipment.</p>
<p>Ensure hands are free of pinch points at all times.</p> <p>Do not manually lift or adjust flaps.</p> <p>If the lever mechanism is faulty, report it to the Store Manager or manager on duty.</p>	Moving parts	Entrapment	
<p>Place only one pallet on the equipment at a time.</p> <p>Do not move the platform when someone is on it.</p>	Working at height	Falls	

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