

**Key Control Data Sheet**

Procedure Number: RSK-PRO-KCD-222

Scope of Application: Ok Tedi Mining Limited

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Document Owner: Manager – OHS & Training

**Why is the Control Important** – Use of stands and jacks that are designed to be fit for purpose and operated within their rated capacity, that are inspected and maintained to ensure integrity and operated with exclusion zone under and in the path of lifting operations controlled to prevent access will prevent injury to personnel from being struck by collapsing or shifting loads.

**Exemption** – Stands do not include fixed structures such as floors and parts of a building.

**Operational Requirements**

## Performance Metrics

|  |  |
| --- | --- |
| The rated load capacity marked on stands or jacks are not exceeded to prevent overloading or stressing equipment. | Stands and jacks are inspected before use. |
| Designed and build stands for a specific purpose (e.g. bulka bag stand) must have either design calculations for rated load or be subject to proof loading to verify their capacity.  | Jacks are not used to support loads for extended periods. In a workshop vehicle stands are used to support a vehicle raised by hydraulic jack when personnel are required to work under the chassis of the vehicle. |
| Exclusion zones under and in the path of lifting operations are controlled to prevent access. |  |

## Utilisation

Applies to equipment during procurement and to equipment already in use including hired installations.

## Safety Critical Defeat Requirements

Use of supplied vehicle jacks (in accordance with the Vehicle Manufacturers Handbook) to support a vehicle for a short duration during tyres changes in an emergency breakdown situation. Vehicle is not left suspended for longer than is required to change the tyre.

Use of supplied vehicle jacks during specialised off-road vehicle recovery techniques involving jacking and moving of vehicle.

## Testing & Verification

Design calculations for rated load capacities must be available for stands designed and built equipment for a specific purpose e.g. bulka bag stand or the equipment must have been tested by proof loading.

## Maintenance

Proprietary stands and jacks assembled, inspected and maintained in accordance with the manufacturer’s user manual / maintenance instructions (where available).

## Training & Competency

Mobile plant & equipment operator training (including: licensing) to prevent uncontrolled / unplanned movement of equipment on a stand from contact by operating equipment.

**Task Requirements**

The following are the key day to day requirements operators/maintainers and supervisors must follow to ensure the control is being used correctly.

## Task Requirements

|  |  |  |
| --- | --- | --- |
| No. | Supervisor | Operator/Maintainer |
| 1 | Verify rated load capacity marked on stands or jacks. | Inspect and maintain stands or jacks fit for purpose. |
| 2 | Verify stands are designed to be fit for purpose. | Do not exceed rated load capacity marked on stands or jacks. |
| 3 | For internal designed and built stands for a specific purpose there are either design calculations available to support rated loads or the stand has been tested by proof loading. | Support vehicles on vehicle stands rated for the load after lifting a vehicle by a jack if the load is to remain suspended and personnel are required to work underneath the chassis of the vehicle. Chock the wheels of the vehicle that have not been lifted off the ground. |
| 4 |   | Support loads lifted by jacks by a stand rated for the load after lifting. Do not use a jack as the method of on-going load support. |
| 5 |  | Follow the procedures or work instructions for safe use of vehicle stands including using stands in pairs, on a hard level surface, not exceeding stand working height and ensuring any locking mechanism is fully engaged.  |
| 6 |  | Do not use faulty equipment. Immediately report suspect equipment to your Supervisor for assessment. |

## Skills Requirements

Licence / permit to operate forklift, or other mobile equipment placing loads on stands.

## Permits

Permit to Work required for non-routine activities involving jacking of vehicles.

## Task Specific PPE Requirements

No additional requirements.

## Special Task Related Tooling

Suitably rated vehicle stands for use in supporting vehicle following jacking, if required to work under vehicle.

**Design Requirements**

## Design Standard

The stand, jack or hoist must be designed to support the relevant loads.

The design of stands must take account of calculated loads and known potential external stress factors.

Hydraulic trolley jacks comply with applicable standards (e.g. AS 2615 Hydraulic Trolley jacks, ASME B30.1)

Vehicle jack complies with applicable standards (e.g. AS 2693 Vehicle Jacks)

Vehicle support stand design complies with applicable standards (e.g. AS 2538 Vehicle Support Stands).

## Safety Parameters

Not applicable.

## Design Life

Not applicable.

## Safe Separation

The moving parts of the hoist or its load have a minimum 600mm clearance to any fixed structure or other equipment that moves.

## Special Requirements

When using 2 post vehicle hoists:

* Personnel are aware of the centre of gravity for each type of vehicle to be serviced to enable them to correctly position the lifting arms and ensure the load is in equilibrium prior to lifting.
* An understanding of centre of gravity changes and the likely consequences if components are removed or added while servicing.
* Excess material, loose tools and anything that may roll or move are removed from utility trays prior to servicing.