

**Key Control Data Sheet**

Procedure Number: RSK-PRO-KCD-242

Scope of Application: Ok Tedi Mining Limited

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Document Owner: Manager – OHS & Training

**Why is the Control Important** – Operators leaning through a broken or missing side window on the boom side of telehandlers or variable reach trucks and accidently operating the boom levers can be fatally injured by being crushed by the boom as it is moved up or down. This can be prevented by ensuring the operator is aware of the hazard and the side window on the boom side is treated as a critical machine guard. On OTML owned machines this window should be fitted with mesh to prevent the operator leaning out through the window.

**Exemption** – Straight-masted forklifts that do not have a boom operating up and down past the driver’s side window.

**Operational Requirements**

## Performance Metrics

|  |  |
| --- | --- |
| The window on the boom-side of telehandlers or variable reach trucks is designated as safety-critical equipment as it is designed as a guard to prevent operator access to the boom. | On OTML owned machines a mesh cage is placed over side window on telehandler to prevent operator leaning out into the path of the boom. |
| Operators of telehandlers warned of the dangers of operating their machines with the side screen broken or missing. Side window on the boom side fitted with signage indicating machine guard. | Any telehandler with damaged side windows is removed from service until the glass is replaced. |

## Utilisation

Telehandlers are counterbalanced forklifts with telescopic booms that can achieve tasks that are beyond the abilities of straight-masted forklifts.

They have a powered wheeled chassis onto which is mounted a telescopic boom, pivoted on the chassis, which can be elevated from below the horizontal to an angle approaching the vertical forwards and upwards from the vehicle.

The boom operates past the operator cabin side window as it is raised and lowered.

## Safety Critical Defeat Requirements

No defeats permitted.

## Testing & Verification

Telehandler must have its safety and operational condition checked and recorded before use, at least once per day, e.g. a pre-start inspection. Operators carry out daily checks of the condition of the cab windows prior to starting work each day.

At least every 6 months Supervisor to:

* verify telehandler operators are competent and licensed

External third-party inspections of lifting equipment including statutory certification as required.

## Maintenance

Any telehandler with damaged side windows is removed from service until the glass is replaced.

## Training & Competency

Employees and contractors operating telehandlers must be authorised as competent and, as required, licensed.

Telehandler operators must be trained on the type of equipment they operate including:

1. Design
2. Layout
3. Operating functions
4. Limitations of use
5. Safety features
6. Maintenance and inspection requirements
7. Emergency procedures

Training recorded in operators log book.

**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 | Provide mesh cage over side window on OTML owned telehandler to prevent operator leaning out into the path of the boom. | Report damage to boom side windows on telehandlers or variable reach trucks as soon as it occurs and stop the job until the window is replaced. |
| 2 | Ensure the window on the boom-side of telehandlers or variable reach trucks is designated as safety-critical equipment as it is designed as a guard to prevent operator access to the boom. | Check side window on the boom side fitted with signage indicating machine guard. |
| 3 | Remove from service any telehandler with damaged side windows until the glass is replaced. | Keep completely within the telehandler cabin when operating the machine to keep away from the boom path. Do not lean out of the side windows while operating. |
| 4 | Verify that any person required to operate a telehandler is trained and assessed competent in conduct of those operations. | Operate telehandler within technical capabilities and limitations of the machine. Do not operate equipment if not trained. |
| 5 |  | Stop work if personnel enter exclusion zone under suspended load or raised boom. |

## Skills Requirements

Licence / permit to operate telehandler, as required.

## Permits

No additional requirements.

## Task Specific PPE Requirements

No additional requirements.

## Special Task Related Tooling

No additional requirements.

**Design Requirements**

## Design Standard

Telehandler must comply with:

* AS 1418.19 – Cranes, hoists and winches – Telescopic handlers

Note: AS 1418.19 specifies the design requirements for telehandlers fitted with forklift tynes or attachments for applications such as earthmoving buckets or jibs.

Equipment safeguards must be designed, constructed, installed, maintained and inspected in accordance with a recognised guarding standard (eg AS 1101 - Safety of Machinery).

Responsible Engineers must ensure all equipment safeguards are appropriately designed and constructed

## Safety Parameters

Not applicable.

## Design Life

Not applicable.

## Safe Separation

Not applicable.

## Special Requirements

No additional requirements.