


# Safe Operation of Vehicle Tail-lifts



Title	Safe Operation of Vehicle Tail-lifts	Document Number	ANC.WHS
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Scope	ANC Vehicle Tail-lifts
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<b>Definitions</b>	<p><b>Cantilever</b> – Is a platform that has a set of rams attached to the chassis of the vehicle. This allows it to have a tilt, so it can be angled up or down.</p> <p><b>Tuck Under Cantilever</b> – Is a platform that can tuck away under the vehicle giving the option of it not being used when at a loading dock.</p>	
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Permits / Licenses	Reference	Risk Assessments
No licenses required to operate vehicle tail-lifts	WHS Legislation states risks involving plant and equipment must be reduced as far as reasonably practicable	Applicable to fleet, Plant and task.

## ANC Vehicle Tail-lifts

This document has been designed based on current tail-lifts in operation in the ANC Fleet. It is to inform and guide you through the general safe operation of a vehicle tail-lift, however the actual controls and style of lift may differ from vehicle to vehicle. Please ensure that if you are unfamiliar with the controls due to them differing from those shown in this SOP, refer to the manufacturer's instructions or raise it with the ANC Safety Team. Cantilever and tuck under Cantilever are the most commonly used tail-lifts in ANC's fleet and require similar operation.

The tail-lift may be the only means of loading/unloading your vehicle, so it is imperative that you understand and consider the risks when utilising the lift. You must ensure that the area of operation is clear of pedestrians or obstructions and only operate the platform in safe conditions.

## Tail-lifts Safety Rules

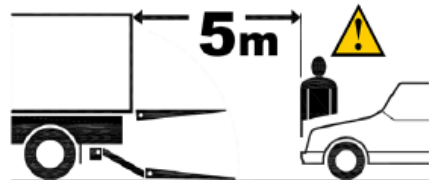

DO's	DON'Ts
<ul style="list-style-type: none"> <li>✓ Always wear high-vis PPE and steel-capped boots. </li> <li>✓ Ensure you are familiar with all machine operations and controls before operating.</li> <li>✓ Before operating. Ensure the vehicle is safely parked with the parking brake engaged.</li> <li>✓ Before operating. Ensure everyone is clear and communicate with anyone nearby you are about to operate the lift.</li> <li>✓ Check tail-lift for defects, leaks and when operating listen for any grinding noises</li> <li>✓ Before operating. Ensure everyone is clear and communicate with anyone nearby you are about to operate the lift.</li> <li>✓ Always ensure the load, tail-lift platform and</li> </ul>	<ul style="list-style-type: none"> <li>✗ Do not linger in the areas around the tail-lift where objects can fall and hit you</li> <li>✗ Avoid working at heights on the tail-lift as much as reasonably possible. Where possible avoid standing on tail-lifts whilst it is being operated. Instead wait until it is in a stationary position to make adjustments.</li> <li>✗ Do not use faulty equipment. Immediately report suspect machinery.</li> <li>✗ Do not move the vehicle while operating or working on the tail-lift.</li> <li>✗ Keep all body parts away from moving parts and pinch points between the truck and tail-lift.</li> <li>✗ If the platform surface is slippery due to water, mud etc- DO NOT use the lift and</li> </ul>

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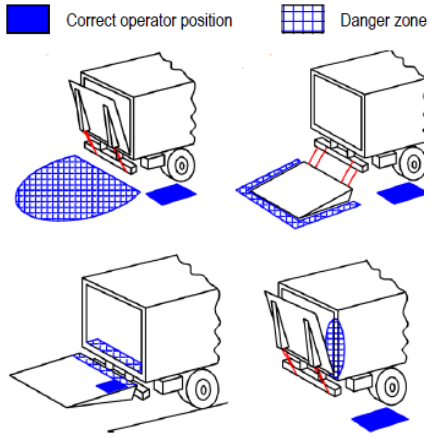



<ul style="list-style-type: none"> <li>✓ rear doors are secure prior to travelling</li> <li>✓ If available use spring kick plates to stabilize any product on the tail-lift before lifting.</li> <li>✓ Ensure you have enough space to operate the tail-lift without doing damage people or property</li> <li>✓ If you are working on the tail-lift remain away from the edges to reduce falling from height risk</li> <li>✓ Ensure working load limit signage is always labelled on the truck near tail-lift</li> <li>✓ When performing kerbside deliveries be aware of other vehicles driving near the delivery point. Use vehicle hazard lights and cones if more space is required.</li> </ul>	<p>clean the platform first.</p> <ul style="list-style-type: none"> <li>✗ If possible, avoid loading on uneven terrain as this can greatly increase the chance of product or people falling from the tail-lift</li> <li>✗ Never try and “save” product or equipment falling between the gaps or off a tail-lift in operation</li> </ul>
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Item	Description	Instructions & Explanations	Illustration
1	<b>Pre-use of Lift</b> As per maintenance schedule of the vehicle, the tail-lifts must also be serviced	Annual maintenance records of the vehicle including an examination of the tail-lift should be kept on Rapid, and found to be 'Compliant'	Overall Status <b>COMPLIANT</b> Course Status <b>COMPLIANT</b> Document Status <b>COMPLIANT</b>
2	<b>Pre-use of Lift</b> Before starting work for the day, conduct a short check for any electrical or mechanical defects	Signs of defects found could be hydraulic leaks or squeaking/grinding/crunching noises when operating the lift	
3	<b>Pre-use of Lift</b> Ensure the truck in a safe position before operating	Before operating the vehicle must be safely parked, parking brake engaged, and the engine switched off	
4	Check the isolator switch in the cabin is lit	This will generate power to the tail-lift.	
5	Safety key for tail lift	Before using the tail-lift some vehicles require a safety key to ensure only authorized individuals operate the tail-lift.	

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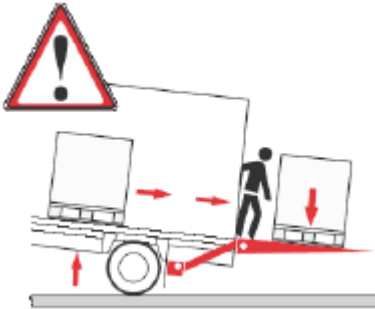


6	<b>Using Manual Handling Equipment (MHE) on tail-lift</b>	Where possible pull rather than push MHE due to vision. Only move one pallet at a time. Be wary of edges and crush points when moving pallets.	
7	<b>Control panel (remote or on truck?)</b>	Control Panels can be remote or on the truck. Ensure whenever you are using the controls that you remain clear from the moving parts and communicate with anyone in the area.	
8	<b>Caution of Tail Lift Danger Zones</b>	The main danger zones for the operator and people around the tail lift are the following: <ol style="list-style-type: none"> <li>1. Zone directly behind the platform, within the radius of the platform</li> <li>2. Crushing zone between the lowering platform and the ground</li> <li>3. Crushing zone between the lowering platform and the rear cross member of the vehicle floor</li> <li>4. Crushing zone between the lifting platform and the rear frame of the vehicle body</li> </ol>	 <p>Correct operator position      Danger zone</p>
8a	<b>Using tail lifts on docks</b>	Truck tail gate is lowered to just above dock height, then backed up under guidance by the loader. The truck then stops in a position which gives the most level application of the tailgate- focus must remain on gaps, steps and trip hazards.	
9	<b>Caution when flipping tail-lift (Tuck-away lift only)</b>	Use both hands controlling the weight of the platform or utilize canvas strap attached to platform. The platforms are heavy, If in doubt, seek assistance.	
10	<b>Spring kick plates</b>	Utilized to stabilize a load being carried on the tail-lift.	

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11	<b>Manual Handling techniques</b>	Always bend at the knees when lifting the tail-lift. Also always maintain 3 points of contact when getting up or down from the tail lift.	
12	<b>Unstable Terrain/Surfaces</b>	Take care of unloading on slopes as it can be easy to lose balance as well as objects could have the potential to move and hit people working on the or around the tail-lift.	
13	<b>Shutdown after using lift</b>	Never leave the lift behind in an open position unattended, ensure the lift is stowed away in its travel position	
14	<b>Tail-lift failure</b>	Report to your supervisor immediately if tail-lift fails and do not try to repair it yourselves, it must be looked at by an authorized repairer	

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