

Safe Work Procedure: Pick Up and Transport of Loads Using a Truck with a Tailgate Lift

Department	Approved by:	Date Created:	Review/Revised Date:
Environmental Services	Regional Director of Support Services	2013/09	2017/06; 2022/06

Potential Hazards:	Personal protective equipment / devices required / other safety considerations
<p><i>Fill in those that apply:</i> Risk for injury: H=High M=Medium L=Low L Awkward/sustained postures (reaching, twisting) M Forceful exertions (pushing heavy carts) L Pinch points L Materials falling (laundry bags and carts) L Surfaces causing falls (elevated, wet, ice) L Moving machinery (doors on trucks, moving the lift) L Other (traffic accidents)</p>	<ul style="list-style-type: none"> • Personal Protective Equipment as per WHS and Infection Prevention & Control • Carts • Truck with a lift • Appropriate non-slip footwear

Training / Reference information

- SCHIPP Module 1 training
- Department Orientation
- Department Manual
- Class 5 Driver’s License

Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

Employers must ensure that workers are trained and follow this safe work procedure Steps to perform this task safely:

1. Check lift weight limits on the vehicle.
2. Lower lift on the vehicle (being careful not to pinch your fingers). Make sure the lift is on level ground. Keep other employees or people and your feet away from the lift when it is in operation.
3. Make sure the load is secure on the lift.
4. Be aware of your position on the lift so as not to slip and fall off the edge.
5. Use cargo straps to secure the load in the box of the laundry truck.
6. Lower the lift to ground level after exiting the truck box.

7. Close the truck box door and secure the lift prior to departing.
8. Practice defensive driving at all times.
9. When unloading make sure the area is clear and unobstructed. Keep other employees or persons away from the lift when it is in operation.
10. Make sure you have good footing when activating the lift as it may be wet or snow-covered.
11. Secure the laundry cart(s) on the lift.
12. Take care not to tip the cart. Should the cart tip, step back and let it fall.
13. Return the truck lift to the secure position. Be careful not to pinch your fingers.

Report any hazardous situations to your supervisor