



Using Mobile Equipment Standard Operating Procedure

1. Purpose

To provide a safe operation of mobile equipment at Central Coast Region operated facilities.

2. Scope

This Standard Operating Procedure applies to all persons operating mobile plant at Central Coast Region operated facilities.

3. Procedure

3.1 Authority to Operate

Only persons who are current “Adult Members” of Scout Australia Queensland Branch and have been authorised by the ARC Campsites may operate mobile equipment at Central Coast Region operated facilities.

Only persons with a valid drivers’ license accepted by Queensland Department of Transport will be authorised to operate vehicles including but not limited to the classes C, LR, MR, HR, HC, MC at Central Coast Region operated facilities. If a person’s license becomes invalid the individual is to immediately inform the ARC Campsites and they must cease driving these vehicle types at Central Coast Region operated facilities unless further authorised by the Region Commissioner.

3.2 Speed Limits

Unless signposted otherwise:

- A maximum speed of **10 km/h** shall apply to all areas of Central Coast Region operated facilities.
- A maximum speed of **15 km/h** shall apply to the access road into Rowallan Park.

Where visibility or road conditions are poor, a vehicle's speed shall be reduced to maintain control of the vehicle. **DRIVE TO CONDITIONS.**

3.3 Vehicle Movement / Interaction

- No person shall operate a vehicle or mobile equipment at Central Coast Region operated facilities under the influence of drugs, alcohol or if fatigued.
- The driver/operator of a vehicle/mobile equipment shall always give way to pedestrian traffic.
- The driver/operator of a vehicle/mobile equipment shall not drive their vehicle/mobile equipment over unprotected electric cables, air hoses or water lines except at designated crossing points.
- The driver/operator of a vehicle/mobile equipment shall always be aware of all overhead power lines in the area of operation and take appropriate measures to ensure contact of the overhead power lines does not occur.
- No passenger is to ride on/in a vehicle/mobile equipment unless proper seating is fitted.



- Seat belts shall be worn at all times by the driver and passenger(s), of any vehicle/mobile equipment in which seat belts are fitted. Exemption to this rule may apply following a formal risk assessment and authorisation by the Region Commissioner. Use of a vehicle/mobile equipment not fitted with a seat belt must be authorised by the Region Commissioner.

3.4 Traffic Signs

A driver/operator of a vehicle/mobile equipment shall comply with the direction or indication given by all traffic signs erected at Central Coast Region operated facilities.

3.5 Right of Way

Normal road rules apply at Central Coast Region operated facilities except for the following priorities for right of way:

- All vehicles/mobile equipment shall give way to emergency vehicles showing a flashing red/blue lights.
- All vehicles/mobile equipment shall give way to pedestrian traffic.

3.6 Parking of Vehicles and Equipment

- Parking is not permitted on the general access roads.
- All vehicles/mobile equipment shall be parked in a safe position within the designated parking areas.
- Vehicles/mobile equipment parked on an incline must have the hand brake applied and implements lowered to the ground.

3.7 Operation of Vehicles and Equipment

- No persons shall get on or off a moving vehicle or moving mobile equipment.
- Vehicles, mobile plant and equipment must only be operated within its approved design parameters.
- The only passengers permitted to ride on/in mobile equipment (e.g. tractors) shall be an instructor, a person under instruction, a trades person, or a person with permission of the ARC Campsites.
- Pre-start inspections apply to all vehicles/mobile equipment

3.8 Inspections

A visual inspection will be done on all vehicles/mobile equipment prior to use and shall include:

- Checking of tyres
- Fluid levels/leaks
- Fire Extinguisher (as needed)

In addition to the above, the steering and brakes shall be checked once driving off. Any defect rendering the vehicle's condition unsafe shall be reported immediately to the ARC Campsites and the use of the vehicle shall cease until repaired. All defects are to be rectified as soon as possible.

At the end of use of the vehicle/mobile equipment, a visual walk-around inspection shall be undertaken to look for any defects or damage.



The inspections shall be conducted by a person who is authorised and competent to operate the vehicle/mobile plant and/or identifying hazards that might reasonably be expected from operating the plant.

3.9 Recovering Fixed or Mobile Equipment or Plant

When recovering loaded equipment, the following general principles should be applied; the mass of the load, resistance to the pull and the SWL of the slings shall be considered to ensure all involved equipment is designed to withstand the forces expected. Where doubt exists, measures shall be undertaken to lessen the towing force such as unloading the loaded vehicle. In more complex situations, other experienced personnel may need to be consulted.

- Risk assessment shall be completed.
- The recovery machine is to be positioned to ensure a straight pull if practicable.
- Anchorage to the bogged vehicle shall be to approved towing points only.
- All persons on the ground to agree to a safe position to stand during recovery.
- If possible the bogged vehicle is to have the engine running and be in drive to assist the towing machine.
- When recovered, the vehicle and the recovery gear must be inspected for damage

3.10 Recovering Fixed or Mobile Equipment or Plant after accident or incident

- Recovery shall only commence after an incident investigation has been initiated and approval to disturb the scene has been given by Region Commissioner or their delegate.
- Prior to recovery of fixed and mobile equipment after an incident, a risk assessment must first be conducted to establish the likely hazards involved and the safest means of attempting recovery. A recovery plan should be developed in consultation with appropriate stakeholders, including but not limited to:
 - Region Commissioner
 - ARC Campsites
- A Formal Risk Assessment shall be completed as part of the development of the recovery plan and shall include due consideration to the hazards involved in the recovery process and controls required to eliminate or reduce risk of further damage or injury to an acceptable level.
NOTE: In all circumstances the recovery process must be supervised by the ARC Campsites.
- Major hazards include uncontrolled movement of machinery, fundamental stability, failure of towing equipment, manual handling, unclear communications, load shifting and the presence of un-deployed airbags on light/medium vehicles.
- Recovery plans shall also consider environmental risks and means of stopping, containing and cleaning up any spillage of fuel, oil or other hazards/damaging materials.
- Where a vehicle involved in an incident is carrying 'Dangerous Goods' (e.g. chemicals), specialist advice shall be sought from relevant authorities and specialists should be consulted in the development



of the recovery plan.

- Spillage of fuel, oil or other substances shall be adequately managed to minimise any environmental impact.

In the event of an overturned vehicle, the following precautions shall be applied:

Consideration of the following:

- Possibly utilise external organisation to recover the vehicle.
- Secure equipment from uncontrolled movement during righting operations.
- Push earth mound below equipment to reduce fall distance and shock loading.
- Personnel to stand well clear while righting equipment.
- Use equipment of correct SWL to secure, lift and right equipment.
- Turn off fuel supply and isolate fuel/oil leaks.
- Hose down with foam if fire potential.
- Isolate battery power supply and/or disconnect and remove batteries.
- Wait for components and fluids to cool to reduce burn potential.
- Drain any residual pressure from radiator, hydraulics, etc.
- Secure stored energy sources or release if practicable.
- Use mechanical means for lifting/handling recovery equipment. Use assisted team lifting, maintain good posture at all times during manual handling.

If equipment is disabled and requires winching/lifting and transport, the following precautions shall be applied:

- ENSURE recovery equipment is of adequate rating for weight of equipment to be recovered.
- ALWAYS inspect equipment and surrounds prior to attempting recovery i.e. fit for purpose equipment.
- ENSURE ground is level and firm to avoid roll-away or slumping (uncontrolled movement).
- ONLY USE winch ropes and attachments of appropriate SWL and condition for winching equipment.
- ONLY USE approved lifting/attaching points, designed to take the load of the vehicle being winched.
- ENSURE recovery vehicle park brake is applied and wheels chocked to prevent sudden uncontrolled movement during loading/unloading operations.
- Use spotter to direct loading/unloading operations.
- Maintain positive communication between equipment operators and spotter.
- Where practicable, avoid persons between equipment.
- Personnel to stand well clear when winching and recovering equipment.



- ALWAYS secure equipment on transport vehicle – e.g. tie downs, wheel chocks, lower implements, park brake applied, etc.

3.11 Wet Weather Access

To prevent unnecessary damage to roads etc. from vehicular movement at Central Coast Region operated facilities in wet weather conditions, the ARC Campsites may restrict the access of vehicles until such time the weather improves and the road conditions improve.

4. Audit and Review

The individual Standard Operating Procedure will be reviewed:

- Three yearly.
- When triggered by any event or findings that identify improvements in the controls that effectively manage the identified hazards.

5. Definitions

Competent Person – Person assessed as being able to perform a task.

Light Vehicle – Under Queensland Transport classification, vehicles driven under classes of C (car) and LR (light rigid).

Heavy Vehicle – Includes Rear Dump Trucks, Road-Trains, Water Trucks, Graders, Loaders, Low-Loader, Rollers, Tracked & Rubber-tyred Dozers & Scrapers.

Medium Vehicle – Any vehicle not covered by the Light Vehicle and Heavy Vehicle definitions.

Personal Protective Equipment (PPE) – Clothing equipment and/or substances which, where worn or used correctly, protects part or all of the body from foreseeable risks of injury or disease in the workplace.

Rule – A rule is a rule or Regulation made for the carrying out of requirements of the Workplace Health and Safety Act.

Responsible Person – A person who has the demonstrated skills and knowledge required to perform a task to a standard.

Shall and Should – The word “shall” is to be understood as mandatory and the word “should” as non-mandatory advised or recommended.

SOP – Standard Operating Procedure.



6. Document Information

6.1 Reference Information

Reference information, listed in **Table 6-1** below, is information that is directly related to the development of this document or referenced from within this document.

Reference
Queensland Branch Scouting Instructions
QLD Government: Safe design and operation of tractors Code of Practice 2005

Table 6-1 - Reference Information

6.2 Change Information

Full details of the document history are recorded in the document control register, by version. A summary of the current change is provided in **Table 6-2** below.

Version	Date	Review Team	Details of Change
1.0	01/04/2016	Dougal McWhinney	Document created

Table 6-2 - Reference Information