

<b>SWMS Title:</b>	Operation of Low-Level Order Picker (LLOP) and Loader	<b>Description of Task / Activity:</b>	Operation of Low-Level Order Picker (LLOP) / Loader
<b>Partner Site:</b>	Coles Distribution Centres		
<b>SWMS prepared by:</b> Darren Morris	<b>Position:</b> Regional HSE Manager QLD	<b>Date:</b> 31/01/2023	<b>SWMS reviewed by:</b> Paul Nichols
<b>Authorisation:</b>			
<b>Authorised by:</b> Operational Business Unit Manager or Delegate		<b>Date:</b> 31/01/2023	

Hierarchy of Control	Risk Matrix		Risk Assessment Process									
			<b>RISK ASSESSMENT PROCESS</b>									
	<b>Step 1 Determine Probability</b>		<b>Step 2</b>			<b>Step 3 Calculate Risk</b>						
			<b>CONSEQUENCE</b>			<b>Consequence</b>						
			<b>LIKELIHOOD</b>	<b>PERSON</b>	<b>ASSETS</b>	<b>ENVIRONMENT</b>	<b>Likelihood</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	A	Practically impossible	1	Minor Near Miss	Under \$500 Damage and Minimal Productivity Disruption.	No Damage	A	1 Low	3 Low	6 Low	10 Medium	15 High
	B	Not Likely to Occur	2	First Aid Treatment Injury	\$500–1000 Damage and/or Slight Production Disruption.	Minor Damage	B	2 Low	5 Low	9 Medium	14 High	19 Extreme
	C	Unusual but Possible	3	MTI or Short Term LTI	\$1000–5000 Damage and/or Production Disruption.	Reversible Damage	C	4 Low	8 Medium	13 Medium	18 High	22 Extreme
	D	Quite Possible	4	Long Term LTI	\$5000–10,000 Damage and/or Project Contingency Plan Required.	Serious Damage	D	7 Low	12 Medium	17 High	21 Extreme	24 Extreme
	E	Almost Certain	5	Fatality, Permanent Disability	More than \$10,000 Damage and/or Large Reorganisation of Project.	Major Damage	E	11 Medium	16 High	20 Extreme	23 Extreme	25 Extreme

Required PPE (Personal Protective Equipment)									
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							

1. Hazard / Hazardous Event	2. Current Controls
Pedestrians and motorised material handling equipment	<ul style="list-style-type: none"> <li>• High visibility vest / Jacket with reflective tape and safety footwear to be worn at all Coles Distribution Centre Sites.</li> <li>• Adherence to Site Traffic Management Plan.</li> </ul>
Competency	<ul style="list-style-type: none"> <li>• Ensure all operators have undertaken appropriate training to operate the LLOP/Loader.</li> </ul>
Checks Prior to Operation	<ul style="list-style-type: none"> <li>• Always conduct a pre-operational check prior to operating equipment (whether manually or via Infolink)</li> <li>• Secure wheelie bins placed onto pallets or other using tie down straps and secure loose strap ends.</li> </ul>
Driving and Operating	<ul style="list-style-type: none"> <li>• Display courtesy to other vehicles and pedestrians – give way when required.</li> <li>• Maintain a safe distance from other vehicles and team members. Always ensure the vehicle can be brought to a safe stop.</li> <li>• Ensure the directional arrow is in the neutral position, if relevant to the vehicle, before driving off or changing direction.</li> <li>• LLOP/Loader not to be left in the full lock position at any time.</li> <li>• When operating LLOP consider load shift or other obstacles in the travel path.</li> <li>• For best visibility when reversing, turn your whole body not just your neck.</li> <li>• Drive at a safe speed that ensures control of the LLOP/Loader at all times.</li> <li>• LLOP/Loader must always be driven in the standing position, and not driven while seated.</li> <li>• Ensure the LLOP/Loader comes to a complete stop before stepping off. Do not jump off a moving vehicle.</li> <li>• Keep all body limbs within the pallet rider / LLOP/Loader whilst in operation.</li> <li>• When loading the industrial bins onto LLOP/Loader, tynes must enter from the side.</li> <li>• Do not load the industrial bin from the front or the back of the bin, the bin must be loaded from the side.</li> <li>• Once industrial bin has been loaded, ensure the bin is centred and secured on tynes.</li> <li>• Tynes must be lifted to full height to avoid wheels contacting the ground.</li> <li>• If pallets are jammed on the tynes, always keep all limbs clear and use forklift tynes to assist with release.</li> <li>• Use your horn when approaching other operating MHE, team members, at ends of aisles or doorways.</li> <li>• At the end of the aisles, you must STOP and sound your horn.</li> <li>• Unless necessary, always ensure that you travel with the tynes trailing for increased manoeuvrability and vision.</li> <li>• Ensure the load is stable and secure before moving off. Do not attempt to lift weights above the lifting specification of the equipment (refer data plate).</li> <li>• During normal operation, machinery is stopped and slowed by using the plugging mechanism, not the emergency brake.</li> </ul>

- If collision is imminent remain within the parameters of the machine and brace yourself for impact, do not jump off the machine.
- Approach pallets with the tynes square to the pallet.
- When lifting or lowering pallets, while in reverse, use the rear switches as per your training, keep fingers and limbs away from pinch points to prevent potential crush injuries.
- Do not drive over pallet boards or rubbish on the floor.
- Avoid uneven or slippery/wet surfaces where possible.
- Do not drive under empty racking at any time.
- LLOP/Loader is not to be reversed into or out of an aisle.

### 3. Additional Information

- For Additional Information contact the HSE Team.

**4. Activity Risk Rating:** **Medium (C3)**