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| **Safety Task Card** | | | | |
| **COM 07** | **Use of tugs and ride on equipment** | | | |
| **Workplace Safety Hazards** | | | | |
| What are the hazards? | | | How might they be harmed? | |
| Uneven or sloping surfaces  Trapping hands between equipment and fixed structures or doors  Overloaded or unbalanced loads  Driving too fast and/or cornering too sharply  Defective or incorrectly fitted couplings  Battery acid leakage in the event of an accident  Manual handling | | | Back, muscle and upper limb strains  Impact injuries  Tug overturning and collisions with other vehicles, pedestrians and fixed objects, resulting in:   * Death and serious injuries to driver (and occupants) of vehicle * Death and serious injuries to drivers of other vehicles and pedestrians * Damage to vehicle and property.   Struck by falling/moving object  Acid burns | |
| **Safe System of Work** | | | | |
| * All operators to be trained in correct use of equipment. * Follow manufacturer’s user instructions, where these are available. * Equipment to be maintained by competent persons and in accordance with manufacturer’s guidance where available. * Tugs and ride on only to be operated by trained employees aged 18 years or over. * The maximum number of containers that may be towed at a time should be established and communicated to all drivers, taking into account site layout and conditions. Wherever practicable, designated safe routes around the site should be established, documented and communicated to all drivers. * Drivers to notify their line manager of any circumstances including medical conditions or medication being taken that may affect their ability to drive. * Drivers must not drive equipment whilst under the influence of alcohol or drugs. * Drivers to carry out visual daily basic safety checks before using vehicles (brake operations, horn, mirrors, light operation, indicators and reversing alarms where fitted). * All ride on equipment to be fitted with an audible and visual alarm system. * All operators outside should be provided with the correct PPE for the environment and conditions. * Drivers to complete the Weekly Vehicle Checklist. * Drivers to check security of couplings between tug and trailer and between trailers before moving off. * All defects that may affect health and safety to be reported and remedied before further use. Records of all repairs and servicing to be maintained. * Drivers to obey normal road traffic regulations, Highway Code, site-specific regulations as appropriate when driving the vehicle. * Sufficient time must be allowed for the journey to be made without the need for undue speed. * When tugs are left unattended they must be parked in a safe place with the parking brake on and the ignition keys removed. * Implement the Safe System of Work/Control Measures in the Charging Lead-Acid Batteries, Ref. COM 01, Risk Assessment and the safety precautions and the manual handling safety precautions. | | | | |
| **Site Specific Actions**  List any actions required in addition to the above safe system of work | | | | |
| Equipment used on site (refer to asset list location): | | | | |
| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. | | | | |
| Unit Manager Name | | Signed | | Date |
| **Safety Card Training Record** | | | | |
| **COM 07** | **Use of tugs and ride on equipment** | | | |
| I confirm that I fully understand the risks and control measures associated with the task  and that I will follow the Safe System of Work at all times. | | | | |
| Operative Name | | Signature | | Date |
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