



DTL-HSE-SWMS-0002

Telehandler Operations

DTL Health & Safety Management System

Doc No: DTL-HSE-SWMS-0002 **Version:** 1.0 — Dec 2025 **Review:** Dec 2026 **Owner:** Annelize Van Tonder (Cost Controller)

Safe Work Method Statement for operating the **Telehandler** — driving, lifting (pipe grab / forks / jib), earthworks and loading, and refuelling. High-risk construction work: brief every worker and have them sign on before work starts.

• **High-risk work.** Do not start until the controls below are in place and all workers are briefed and signed on. Stop work if a control cannot be maintained.

High-Risk Construction Work — tick all that apply

☐ Scaffolding	☒ Dogging	☐ Rigging
☒ Craneage / Lifting operations	☐ Elevating Work Platform operation	☐ Forklift operation
☐ Work at Height	☐ Confined Space Work	☐ Working over or near water
☒ Working near Mobile Plant / Equipment	☐ Hot Work	☐ Working in a contaminated or flammable atmosphere
☒ Operating Mobile Plant / Equipment	☒ Dropped objects	☐ Tilt-up or Precast concrete work
☐ Operating Light Vehicle(s)	☐ Hazardous substance uses and/or storage	☐ Working near road, rail or sea traffic
☐ Work in artificial extremes of temperature	☐ Work likely to involve disturbance of asbestos	☐ Work on or near energised electrical services or equipment
☐ Other (please detail):	☐ Other (please detail):	☐ Other (please detail):

Material Risks — tick all that apply

☐ Arc Flash/Blast Incident	☐ ARD Facility Failure	☐ Automated Equipment Interaction	☐ Confined Space Incident
☐ Dam Flood Event	☐ Electrocution	☐ Engulfed by Product	☐ Entanglement and / or crushed
☐ Exposure to Hazardous Materials/Dusts/Fibres	☐ Extreme Weather	☐ Facility Infrastructure Fire / Explosion Incident	☐ Fatal Bite
☐ Ground / Pit Wall / OSA / Stockpile Failure	☐ Heat Exposure	☐ Integrity Failure of Critical Equipment	☐ Lifting Incident

☒ Material Impact During Movement of Goods	☐ Noise Induced Hearing Loss	☐ Person Falling into Water	☐ Power Disruption
☐ Processing Plant / Equipment Fire	☒ Surface Mobile Equipment Incident	☐ Tyre Handling Incident	☒ Uncontrolled Dropped or Falling Objects
☐ Uncontrolled Release of Diesel	☐ Uncontrolled Release of Stored Energy	☐ Unplanned Initiation and or Impact	☒ Vehicle Interaction Incident
☐ Vehicle Recovery	☐ Working at Height Incident	☐ Fatigue	☐ Mental Wellness

Required-Controls Checklist — tick all that apply

☐ Safety Harness / Fall Arrest	☐ Platform Ladder / Scaffold	☒ Barricading / Signage	☐ Rescue Plan
☒ Spotter / Sentry	☒ 2-Way Radio / Telephone	☒ Fire Extinguisher / Blanket	☒ Spill Kit

PPE, Licences, Permits & Tools

PPE	Licences / Qualifications	Permits / Procedures	Tools & Equipment
- Safety footwear (always) - Safety glasses (always) - Hi-vis clothing (always) - Gloves for all manual handling outside the cab - Hard hat outside the cab - Close-fitting / protective clothing - No rings / jewellery	- RIIHAN309E — Conduct telescopic materials handler operations - RIIHAN318A — Telescopic Materials Handler - Verification of Competency (VOC) if required on site	- Take 5 Procedure (Site) - JHA Procedure (Site / DTL)	- Telehandler - Task-specific PPE - Barricading / signs (if required) - Mobile plant pre-start - Task-specific attachments

1 · Job Setup & Pre-Operational Checks

#	Job step	Hazards	Initial	Controls	Residual
1.1	Conduct a Take 5 for potential hazards and a JHA if required	- Unidentified hazards - Inadequate tools / equipment or change in job scope - Lack of understanding of the job or task	M8	Trained and competent in Take 5's and JHA's	L4

1.2	Consider the operational work area	- Vehicle / pedestrian contact - Vehicle / vehicle contact - Poor communication - Uneven / unstable working surfaces	M8	- Refer to the Traffic Management Plan if applicable - Consider the need for traffic alert notices to be issued - Communicate operational movement to all relevant personnel - Call-up areas established as required - Assess ground conditions for stability (soft or uneven ground etc.) - Take note of structures or other plant operating in the area - Consider if barriers / work-area demarcation are needed - Positive communications	L4
1.3	General manual handling tasks	- Manual handling / musculoskeletal injuries - Crush / pinch points around tailgate	H13	- Assess load and use mechanical aid or team lift if required - Correct manual handling technique — bend the knees, keep back straight, lift with the legs, keep load close to body, avoid overreaching or twisting - PPE — gloves to be worn for all manual handling tasks outside the cab	L4
1.4	General housekeeping in the work area	- Untidy work area presenting trip hazards - Poor hygiene in cab	M8	- Assess work area and always maintain a high standard of housekeeping - Ensure cab of telehandler is kept tidy and all rubbish is removed and disposed of appropriately - Ensure windows and mirrors are clean and asset numbers are clearly visible	L4

2 · Pre-Operational Checks

#	Job step	Hazards	Initial	Controls	Residual
2.1	Complete pre-start	- Damaged or faulty equipment - Uncontrolled movement - Pinch points - Leaks / spill - Uneven ground and/or trip hazard	H13	- Regular, scheduled maintenance and servicing - Complete pre-start using the relevant Mobile Plant Pre-Start Inspection form - Isolate machine by applying personal lock and danger tag - Park in 'V' drain if available - Identify uneven ground and any trip hazards, removing if possible - If faults are identified, tag out of service, report to Supervisor and do not use	L4
2.2	Check any permit requirements	- Permit required and not issued - Incorrect or unauthorised permit	H13	- Speak to supervisor / management if unsure of the type of permit that may be required - Ensure the correct permit(s) are in place (e.g. Permit to Work, Vicinity Permit etc.) - Ensure permit is valid, authorised and in date	L2
2.3	Access to / egress from vehicle cab	Slips / falls during access / egress of vehicle	H13	- Face the vehicle and maintain 3 points of contact during access / egress - Use built-in steps and grab handles - Do not jump down from cab	M8

2.4	Cab ergonomics	- Poor ergonomics resulting in operator injury - Incorrectly adjusted seat / mirrors etc.	M8	- Adjust seat to suit individual needs and comfort - Adjust mirrors to allow for maximum vision - Ensure seatbelt is worn - Check UHF radio channels are correct for the operating area, volumes adjusted as required and handset within easy reach	L4
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3 · Operation of the Telehandler

#	Job step	Hazards	Initial	Controls	Residual
3.1	Start telehandler	- Machine damage - Excessive engine revs before the engine has sufficiently warmed up	H13	- Allow the vehicle to idle 3 minutes before beginning operations and when shutting down at the end of the day - Always operate within OEM manual / instructions - Monitor temperature gauge	M9
3.2	General driving operations	- Incompetent driver / operator - Failure to comply with road rules - Failure to comply with site rules or Traffic Management Plan - Vehicle collision or rollover	E18	- Competent operator — must possess the required unit of competencies - Operator fit for work - Seatbelt must be worn - Adhere to all public road speed limits and road rules - Adhere to all site speed limits and relevant traffic management plans - Continually assess road / track and drive to the prevailing conditions - Use of a handheld mobile phone whilst driving / operating is strictly prohibited - Ensure handheld radio is available and functioning correctly	H10
3.3	Lifting pipe with pipe grab	- Suspended loads - Dropped objects - Workers in line of fire from stored energy in pipe - HV / personnel interaction - Overloading lifting equipment - Damage to pipe - Uneven ground conditions	E18	- No personnel to walk / work beneath the suspended load - All personnel in the work area clear of line of fire at all times - All personnel in the work area to remain within line of sight of the HV operator while plant is in use - Spotter - Positive radio communications - Ensure load doesn't exceed 75% of the weight of the forks attachment back board at maximum crowd - Load must be balanced and stable prior to employing pipe grabs - Telehandler to travel with forks in lowest position practicable	H10

3.4	Lifting objects with forks	- Suspended loads - Dropped objects - Impaired vision — traversing with load too high - HV / personnel interaction	E18	- No personnel to walk / work beneath the suspended load - All personnel in the work area clear of line of fire at all times - All personnel in the work area to remain within line of sight of the HV operator while plant is in use - Spotter - Positive radio communications	H10
3.5	Lifting with jib	- Suspended loads - Dropped objects - Workers in line of fire from stored energy in pipe - HV / personnel interaction - Overloading lifting equipment - Lifting equipment failure - Uneven ground conditions	E18	- No personnel to walk / work beneath the suspended load - All personnel in the work area clear of line of fire at all times - All personnel in the work area to remain within line of sight of the HV operator while plant is in use - Spotter - Positive radio communications - Qualified dogman / rigger - Operator holds the relevant HRWL as required - Lifting equipment inspected and tagged	H10
3.6	Earthworks and loading with bucket	- Damage to tyres from debris on ground - Vehicle rollover - Dust - HV / HV interaction - HV / personnel interaction - Product landing onto cab of truck - Poor positioning of the truck during loading	E18	- Assess work area prior to operations and remain vigilant of rocks in the working area - Do not enter stockpile with the FEL in an articulated position - Keep loads low when moving - Never load a truck over the cab - Truck driver to remain in cab during loading - Positive communication between truck driver and telehandler operator - Exclusion zone identified and barricaded / demarcated - Utilise horn signals for congested areas	H14
3.7	Working with two telehandlers (SIMOPs)	- Suspended loads - Dropped objects - Ground personnel in line of fire from stored energy in pipe - HV / personnel interaction - Load not balanced - Vehicle rollover - Uncontrolled movement of pipe	E21	- No personnel to walk / work beneath the suspended load - All personnel in the work area clear of line of fire at all times - All personnel in the work area to remain within line of sight of the HV operator while plant is in use - Positive communications - Load lifted in a balanced and controlled manner - Work area designed to provide sufficient room for telehandler operations - Work area back-bladed or graded as required	H14

4 · Shutdown & Refuelling of the Telehandler

#	Job step	Hazards	Initial	Controls	Residual
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Prepared By

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Signature

Date

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Approved By

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Date

27/05/2026

1.0 · 10/12/2025 · Reformatted to DTL standard from the 2iB version — content unchanged · author S. Heron, reviewed R. Scholz, approved T. Knight · next review 10/12/2026 · A. Van Tonder