



VUL-SWP-072a-002- Handling & Transportation and Receipting

STANDARD WORK PROCEDURE (SWP)	
Description	Handling & Transportation and Receipting
Site	Vulcan Mine
Department	Maintenance – Tyres
Purpose	The purpose of this SWP is to provide a documented way of working to achieve an acceptable level of risk. The steps outlined pertain to the titled task only. All other SHMS requirements such as SOPs must be followed e.g.: VUL-SOP-065-PPE, VUL-SOP-089-Dust etc.
A Risk Assessment MUST be conducted to identify the controls for transporting and handling Tyres, Rims & Wheel Assemblies.	
1. Handling & Transportation	
When transporting assembled tyres, wheels and rims, the following shall occur: • Transportation of an inflated tyre were fitted on to a wheel / rim assembly 24inch (600mm) and above must be at a minimum of 25 psi to a maximum of 35 psi. • In the absence of specifically designed vertical transportation trailers, the tyre, wheel, or rim shall lay flat and be secured with tie down straps • The plant hauling the tyres, wheels or rims shall have signage; and • If the load is over-width for the route to be travelled, it shall be escorted. Transporting of tyres and wheel or rim assemblies must ensure the assemblies are secured from falling and rolling during the loading and unloading activities to mobile deck trailers, mounting, and unmounting on the equipment and the stacking and unstacking for storage purposes. Always ensure personnel never stand under or close to a suspended load. Ensure a spotter is used if vision is obstructed.	
2. Chain of Responsibility (CoR)	
Ensure a Chain of Responsibility is developed to ensure Vulcan, and all Contractors involved are aware and accountable for safety and all parties involved in the chain adhere to legislation and the law. A Risk Assessment is required as part of the CoR. The CoR shall be developed in accordance with S26A & S26B of the Heavy Vehicle National Law (HVNL) https://www.nhvr.gov.au/cor-gap-assessment/views/index.php	
3. Tyre Handling Equipment	
Handling and Transporting of tyres and wheel or rim assemblies must ensure the assemblies are secured from falling and rolling during the loading and unloading activities to mobile deck trailers, mounting, and unmounting on the equipment and the stacking and unstacking for storage purposes. Approved tyre handling equipment must be used by trained, competent and authorized personnel to permit the safe handling and transporting of tyre, wheel / rim assemblies and components. The tyre handling equipment must always be operated according to conditions. • Never lift tyres by the bead area using the forklift tyre or a crane hook directly.	



- If the tyre handling equipment is holding/gripping the tyre too tightly, this will distort the tyre and subsequently prevent it to sit/fit in to the correct position of the wheel / rim assembly.

Handling and transporting of tyres and rim or wheel assemblies must be properly secured from falling and rolling at all times including but not limited to the following tasks:

- Loading/unloading on and off a deck trailer,
- Mounting/ unmounting on and off equipment, and
- Stacking/ unstacking in the storage area.

Always ensure the lifting equipment corresponds to the weight lifted.

Always ensure personnel never stand under or close to a suspended load.

Ensure a spotter is used if vision is obstructed.

Always carry load as low to the ground as possible to reduce the risk of uncontrolled movement.

4. Manual Handling

All personnel conducting the manual handling and transporting of tyre, wheel and rim assemblies must follow the proper manual handling techniques.

When working outside personal lifting capabilities, it is important to utilise alternative mechanical aids making the handling task easier. For example:

- Hand trolley
- Vehicle lifting crane
- Forklift

NOTE: Never use a forklift tyre or a crane hook directly to lift the tyre bead area. Any improper handlings can cause irreparable damage to the tyres.

5. Receipting

Equipment arriving on site shall be checked, including contractors' equipment as per ***VUL-MOP-071-Equipment Compliance & Safety Checks***.

The Maintenance / Asset Department must be notified when tyre, wheel and rims deliveries arrive on site, to enable the Tyre and Rim Register to be updated against each asset.

The inspection process will include checks of the tyres and rims and require the service history to be updated in the Vulcan Mine's Tyre and Rim Register including History of tyres, wheels, and rims, where known.