

**coates**hire  
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**Transport**  
**JSEA**

**SAFETY FIRST: ZERO HARM**

# TRANSPORT JSEA

## PRE-TRANSIT CHECKLIST

Note: For site accommodation, including toilet blocks, you MUST use the "Pre-Transit Checklist – Portable Buildings and Modular Complexes". See your Coates Hire manager for a copy.

### Check your mass and dimensions:

- Measure and record the height of your load.
- If they are not within prescribed limits, do you have the correct exemption document?

### Is the plant in good order?

1. If operating mobile powered plant, perform the pre-start checks as per the plant logbook.
2. Check:
  - All doors, bonnets, and covers are secure and locked in place.
  - There are no obvious missing parts. Bolts, screws, retainers, etc. must all be in place.
  - There are no loose items in the operator's cabin, basket, or on decks.
  - The transport security of:
    - fire extinguisher brackets;
    - spare wheels;
    - spare excavator buckets or similar.
  - The plant has been disconnected correctly, i.e. there are no:
    - cables coming from generators;
    - airlines connected;
    - plumbing connected.

### Are there any environmental risks?

Check:

- All equipment bunds are empty and free of liquids (including water) and debris;
- All seals, plugs and hoses are free of obvious leaks or damage;
- Breather pipes are correctly oriented so they are loaded 'on the high side' of the equipment to minimise the risk of overflow when tilted during loading/unloading.

## Using the Transport JSEA

Note: Hazards and control measures are not limited to those listed on the Transport JSEA. Add additional hazards and controls if identified.

### Vehicle and Load Assessment

Identify vehicle and load mass and dimension suitability, as well as applicable loading/unloading methods and required restraints. Indicate whether specific competencies are required to perform the job and circle the appropriate response contingent on whether necessary documentation is present and the load is restrained suitably. Circle the **Green "Yes" box**, if it is safe, or alternatively circle the **Red "No" box** if it is unsafe to continue.

### Arrival at Site

Report to the site office to establish a site contact/s on arrival. Identify whether it is safe to proceed by circling the **Green "Yes" box**, or alternatively, the **Red "No" box**. List any relevant details of site requirements or instruction and make note of any specific restrictions present at the site location.

### Load/ Unload Assessment

Identify any potential hazards in the load/ unload area. If a hazard exists, indicate appropriate control methods that could be implemented to reduce the impact of the risk or avoid it completely. If the hazard is able to be controlled and it is safe to proceed, circle the **Green "Yes" box**, if it is not safe, circle the **Red "No" box**.

### Key Hazards and Controls

Stop, think and identify potential hazards. Provide relevant information on each hazard, by listing the hazard itself, and appropriate control measures that would limit or reduce the risk. If the hazard is able to be controlled and it is safe to proceed, circle the **Green "Yes" box**, if it is not safe, circle the **Red "No" box**. If you answered "**No**" to any of the questions listed, **STOP** and contact your supervisor immediately.

### Before Leaving Site

Identify whether required documentation is present and that all equipment, loose items and restraints are safely secured. Indicate whether a photo of the load has been taken and make note of load specifics if applicable. If it is safe to proceed with all identified requirements, circle the **Green "Yes" box**, if it is not safe, circle the **Red "No" box**. If it is not applicable, circle the **Yellow "Not Applicable" box**.

### Manage the Transport JSEA

The Transport JSEA is a prompt to identify hazards so they can be controlled before commencing an activity. It will minimise the risk of incidents or injury to you, customers, and the public.

The Transport JSEA is integral to Coates Hire's Risk Management Strategy and compliments Safe Work Method Statements (SWMS) and the Coates Hire Safety Management System.

Some transport companies may have their own JSEA, Take 5, or similar. You MUST use Coates Hire's Transport JSEA unless your Coates Hire Transport Manager or HSEQ Business Partner approves an alternative.

Attach the completed Transport JSEA to the Coates Hire Delivery Docket or Hire Schedule. If the customer requests a copy, provide a photocopy or duplicate.

## When do I use a Transport JSEA?

**A Transport JSEA must be completed by Coates Hire drivers and approved contractor drivers under the following circumstances:**

- At sites that are not Coates Hire managed locations when delivering or picking up equipment, including customer sites, equipment repairer sites, and supplier sites.
- At Coates Hire managed locations outside business hours.
- At Coates Hire managed locations where the normal, controlled load/unload area cannot be used.

**For all transport movements at Coates Hire managed locations:**

- When loading to deliver the below equipment to a site not managed by Coates Hire (e.g. customer site, repairer, or supplier site). After restraining the equipment to the vehicle, complete Section One and Section Two of the Transport JSEA to capture the following information: customer details, delivery location, asset/s, height of load for the following:
  - Access: Boomlifts 45' and above; Scissor lifts 39' and above;
  - Materials Handling: All forklifts and telehandlers;
  - Trucks: All trucks; and
  - Earthmoving/Compaction: All items 11t & above.
- If, when loading/unloading, a non-standard hazard or risk is identified, complete the entire Transport JSEA.

If hazards and risks are not appropriately controlled, **STOP!** Contact your supervisor or manager.

## When completing a Transport JSEA consider:

- **WHAT** are you going to do? Identify and assess the job.
- **WHAT** materials will you be working with? For example, chemical, biological, weight, size.
- **WHEN** will the job be done? For example, day or night, time of year.
- **HOW** might the job affect people, activities, or equipment?
- **WHERE** will the job be done? For example, at height, remote, or busy location.
- **CAN** I do this job safely?
- **WHAT** can go wrong?

<b>Section 1</b>	<b>Customer and Job Location:</b>		<b>Date:</b>		
	<b>Activity:</b>		<b>Asset/Job No:</b>		
<b>Before Commencing – Vehicle and Load Assessment</b>					
<b>Section 2</b>	Transport Vehicle Configuration/ Suitability	Vehicle Load Capacity: _____ kgs Weight of Load: _____ kgs			
	What load/unload method will be used? (Refer to Drivers Guide as required)	Winch and Drive: <input type="checkbox"/> Winch and Freewheel: <input type="checkbox"/> No Winch (Drive on/ Catcher Chain): <input type="checkbox"/> Drive Only (No Winch): <input type="checkbox"/> Crane: <input type="checkbox"/> Forklift/ Jib: <input type="checkbox"/> Manual Handling: <input type="checkbox"/> Towed Item: <input type="checkbox"/>			
	What load restraint is required? (Refer to NTC Load Restraint Guide)	Chain size (mm)/ Quantity: _____ Other Restraints (SWL)/ Qty.: _____			
	What are the vehicle/load dimensions?	Overall Load Height: _____ m. Width: _____ m. Length: _____ m. <b>STOP! If your load is higher than 4.3m contact your Supervisor. Over dimension loads require a permit.</b>			
	Is a High Risk Licence/specific competency required to perform the task?	<input type="checkbox"/> LF (Forklift) <input type="checkbox"/> WP (Elevating Work Platform) <input type="checkbox"/> CV (Vehicle Loading Crane) <input type="checkbox"/> DG (Dogging) <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> N/A			
	Do I have the appropriate documentation e.g. Pre-Transit Checklist; Container Weight Declaration; Permit?	Yes	No	Not Applicable	
Is the load restrained appropriately? (Refer NTC LRG)	Yes		No		
<b>Section 3</b>	<b>On Arrival at Site</b>				
	<b>Check</b>	<b>Is it safe to proceed</b>		<b>Details</b>	
	Report to site office to establish site contact/s and site specific requirements.	Yes	No		
<b>Section 4</b>	<b>Load/ Unload Zone Assessment</b>				
	<b>Possible Hazards</b>	<b>If a Hazard Exists – What can I do about it?</b>		<b>Is it safe to proceed?</b>	
	Is the load/unload area identified and accessible? Check for unstable, un-level, soft surfaces, trenches & slippery ground conditions.			Yes	No
	Is the load/unload area free of overhead obstructions? Check for power lines, tree branches, awnings or structures			Yes	No
Can I establish an effective safe zone without a spotter?			Yes	No	
<b>Section 5</b>	<b>Key Hazards and Controls (refer overleaf)</b>				
	<b>Hazards – How can I, or other people get hurt?</b>	<b>What can I do about it?</b>		<b>Is it safe to proceed?</b>	
				Yes	No
				Yes	No
				Yes	No
<b>IF YOU ANSWERED “NO” TO ANY OF THE ABOVE QUESTIONS, STOP AND CONTACT YOUR SUPERVISOR.</b>					
<b>Section 6</b>	<b>Before I Leave Site</b>				
	<b>Check</b>	<b>Is it safe to proceed?</b>		<b>Details</b>	
	Do I have the appropriate documentation e.g. Pre-Transit Checklist; Container Weight Declaration; Permit?	Yes		No	Not Applicable
	Is the slew lock/articulation pin engaged?	Yes	No	Not Applicable	
	Are bonnets/canopies latched and secure?	Yes	No	Not Applicable	
	Have I stowed or restrained loose items e.g. chains, dunnage, fire extinguishers etc.?	Yes	No	Not Applicable	
	Is the load restrained appropriately? (Refer NTC LRG)	Yes	No	Not Applicable	
I have a photo of the load.	Yes	No	Not Applicable		
Overall Load Height: _____ m. Width: _____ m. Length: _____ m. <b>STOP! If your load is higher than 4.3m. Over dimension loads require a permit.</b>					
<b>Print Name</b>			<b>Signature</b>		

	Common Hazards	Example Control Measures
Arriving on Site	Unaware of site requirements, e.g. PPE	<ul style="list-style-type: none"> <li>Report to site supervisor or representative to get directions and instruction</li> <li>Accurate directions supplied from Transport controller, Hire office or Service coordinator</li> <li>Valid site induction held</li> <li>Escorted around site by site personnel</li> <li>Where required Permit to Work issued by site supervisor</li> <li>Ensure adequate rest period has been taken between shifts</li> <li>Not effected by alcohol or drugs</li> <li>Meet site PPE requirements</li> </ul>
	Unaware of site traffic requirements	
	Unaware of drop off/pick up point	
	Unfit for work	
General	Dust, noise, dropped objects etc.	<ul style="list-style-type: none"> <li>Hard hat</li> <li>Hand protection</li> <li>Eye protection</li> <li>Protective clothing &amp; Hi Vis garments</li> <li>Fire Resistant clothing (Petrochemical plants)</li> <li>Safety footwear</li> <li>Hearing protection</li> <li>Respiratory Protection</li> </ul>
Interaction with Traffic, Plant and People	Roadways	<ul style="list-style-type: none"> <li>Physical barriers or other separation of activities</li> <li>Qualified Traffic Controller</li> <li>Roadwork/warning signage, traffic signs</li> <li>Traffic control plan</li> <li>Barrier mesh/ tape/Bunting</li> <li>Witches hats</li> <li>Use a spotter when moving Vehicle/Crane/Equipment, especially when reversing</li> <li>Persons stay in safety zones during loading</li> <li>Travel speed maximum 10km/h or as per site conditions</li> <li>Engage rotating beacon</li> <li>Engage hazard warning lights</li> <li>Motion/reversing alarm</li> <li>Ensure only essential personnel are in the work area</li> </ul>
	Vehicles or cyclists	
	Pedestrians, including workers, in the area	
	Equipment working in area	
	Blind corners	
	Moving vehicle/mobile equipment	
	Railway/Tram lines/crossings	
	Shipping/Wharf activities	
Site Conditions	Unstable/uneven surfaces/un-level ground	<ul style="list-style-type: none"> <li>Ground conditions assessed by a competent person</li> <li>Vehicle/Mobile Plant is on firm level ground</li> <li>Fully extend outriggers/stabilisers on mobile plant</li> <li>Suitable packing is to be used under outriggers/stabilisers</li> <li>Outriggers near a trench are as far away from the trench as the trench is deep</li> <li>Ensure adequate distance/protection is maintained for all onsite facilities or equipment.</li> <li>Relocate position of crane or equipment if necessary</li> <li>Use a spotter</li> <li>Obtain authority to trim trees/flora if trimming is required</li> <li>Use track mats</li> <li>Advise site supervisor of housekeeping issues that will affect the job</li> <li>Wear suitable protective footwear/clothing</li> </ul>
	Poor site housekeeping	
	Wet ground conditions	
	Waterways/drainage nearby	
	Trenches/Backfilled ground	
	Trees/Flora	
	Buildings, structures and equipment	
	Bridges	
	Other overhead obstruction	
Services and Power Lines	Underground services	<ul style="list-style-type: none"> <li>Locate power lines</li> <li>Locate and mark all services</li> <li>Maintain safe working distance</li> <li>Observe No Go Zone restrictions</li> <li>Use a trained and competent spotter</li> <li>Contact authorities and isolate power if necessary</li> <li>Ring "Dial Before you Dig" 1100</li> <li>Obtain approval for work in gas transmission pipeline areas</li> <li>Relocate task to another area</li> </ul>
	Overhead Services	
	Live Aerial conductors (power lines)	
	Gas Transmission Lines	
	Above ground pipes	
	Check for all services requiring ground instillation	
Weather and Visibility	Windy or stormy conditions	<ul style="list-style-type: none"> <li>Do not operate equipment or cranes during an electrical storm or heavy rain</li> <li>Do not operate EWP's or cranes if wind speed rating exceeded</li> <li>Install artificial lighting if working at night or in dark conditions</li> <li>Wet weather clothing; adequate clothing during cold/icy conditions</li> <li>Postpone all work until suitable conditions are present</li> <li>Ensure hydration levels are maintained to safe working level.</li> <li>Take appropriate breaks if required</li> <li>Sun protection e.g. Hat and Sunscreen</li> </ul>
	Elec. Storm/Heavy rain	
	Extreme heat	
	Poor visibility, night work	
	Extreme cold/icy cond	
Working from Heights	No edge protection	<ul style="list-style-type: none"> <li>Maintain 3 points of contact when on a ladder</li> <li>Ensure ladders are adequately secured both top and bottom</li> <li>Use a person to assist in securing a ladder</li> <li>Use a work platform or EWP</li> <li>Pre sling loads</li> <li>Ensure all surfaces are non-slip, not fragile or unstable</li> <li>Do not go within a 2 metre distance of an unprotected edge</li> <li>Employ fall arrest equipment when working from heights</li> </ul>
	Working from a ladder	
	Working above 2 metres	
	Operating a boom lift	
	Climbing on to equipment	
Confined Spaces	Have identified a confined space	<ul style="list-style-type: none"> <li>Assess site for confined spaces</li> <li>Suitably trained, qualified and equipped to enter a confined space</li> <li>Have obtained a confined space entry permit</li> </ul>
	Required to enter a confined space	
Manual Tasks	Task involves manual handling	<ul style="list-style-type: none"> <li>Use mechanical lifting aids</li> </ul>
Own Use Equipment	Need to conduct an inspection of equipment	<ul style="list-style-type: none"> <li>Daily inspection of equipment/cranes and lifting gear has occurred</li> <li>Daily inspection recorded in a log book; hand tools are inspected before use</li> <li>Electrical equipment is adequately tested and tagged</li> </ul>
	Need to use hand tools	
	Need to use electrical equipment	