

THAMES

KILNS

LOADER PROCEDURES





Standard Operating Procedures

VOLVO LOADER

SOP Code: CMT-K012

Trainee name: _____

Start date: _____

Training Duration

It is expected to take the trainee approximately **1-2 months** to learn all the required tasks and safety components included in this Standard Operating Procedure. Tick and date progress as the improvements are demonstrated.

Training Progression Overview

Completed Sections (to be checked off by Trainer)

- | | |
|--|---|
| ☐ Function of the Volvo Loader | ☐ Operational Procedures |
| ☐ Hazards | ☐ Competency Sign Off |
| ☐ PPE (Personal Protective Equipment) | |
| ☐ Isolation and Safety Procedures | |

Introduction



Date:

Under Supervision



Date:

Operate Alone



Date:

Fully Competent



Date:

I understand that while I am assessed as 'Introduction' or 'Under Supervision' a fully competent operator must be within sight at all times.

Trainee
Name Signature Date

Department:	KILNS		
Plant:	THAMES		
SOP Title:	VOLVO LOADER		
Current version number:	4	Revision Authorized by	Date
New SOP? (Yes or No)	NO		
Prepared by:	Portia Alexander		April 2025
Verified by:	Paul Bellamy		April 2025
Authorized by:	Anthony Conway		April 2025
Review frequency:	Annually		2026
Review responsibility:	Kilns		

FUNCTION OF THE VOLVO LOADER

- *The role of the operator is to safely use the VOLVO loader as required.*

HAZARDS

A lack of awareness about hazards in the workplace can potentially result in harm or injury to yourself or others. Please familiarize yourself with the following hazards and their related controls so you can keep yourself and your team safe at work!

Should you identify any potential hazards please report them to your supervisor immediately.

Hazards specific to this area include:

Loader drivers must be licensed and authorized by the company to operate the loader.

- **Slip and Trip Hazards** - Keep obstructions out of walkways and clean up spills immediately.
- **Sawdust** – Airborne sawdust and debris can cause eye and respiratory irritation. Always wear the appropriate personal protective equipment when required.
- **Loose Clothing & Long Hair** - Ensure that all loose clothing and long hair is confined at all times.
- **Isolation & Lockouts** - If there are any isolation padlocks in place, always check with the person who has isolated the machinery as to why. NEVER remove an isolation padlock from machinery if you did not place it.
- **Mobile Plant (Forklifts)** - Keep clear of loading and unloading zones. ALWAYS give way to mobile plants. Be wary at all times as the driver might not see you.
- **Pinch Points** - do not place hands or body parts close to any moving parts of machinery.
- **Splinters** - dry timber is prone to having splinters, never slide timber through hands or against the body, ALWAYS wear gloves, mitts or a leather apron for splinters.
- **Packets/Pieces falling** – Make sure packets are sitting in a stable position.
- **Strapping** – Straps may break causing cuts and/or other injury.
- **Never leave a machine while it is running.**



HAZARDS

- **Moving chains and belts** - maintain awareness that these start automatically when the machine is on - ALWAYS isolate before clearing hand and tangle ups.
- **Compressed air** - Never blow compressed air onto skin as it can cause air bubbles to be compressed into the veins causing heart attack and stroke.
- **People** - know the whereabouts of your team members. Always notify or check in with them before undertaking any work that may have an impact on yourself or others.
- **Fatigue** - due to tiredness or repetitive tasks. Rest or rotate tasks to minimise fatigue and take regular breaks. Always tell your supervisor if you are feeling fatigued.
- **Electrical current** - only trained maintenance staff can access the electrical cabinets and machine control centers (MCC's).
- **Debris** - Be aware of debris on the floor such as sawdust or wood chips as you may slip on these. Always ensure that proper housekeeping procedures are followed to prevent general mess.

Should you identify any potential hazards please report them to your supervisor



Date:	Trainee:	Trainer:
Comments:		

PPE (PERSONAL PROTECTIVE EQUIPMENT)

Personal Protective Equipment (PPE)

You are required to wear the following PPE when working or entering into this area:

- Approved Safety Footwear
- Approved High Viz



Date:	Trainee:	Trainer:
Comments:		

ISOLATION & SAFETY PROCEDURES

- **Isolation of Workstation: (Lockout)** This can only be done at the energy source (i.e. motor) or at a designated switch.
- Maintain **3 points** of contact when entering and exiting the loader.
- Seat belt must be worn at all times when operating the loader.
- Be aware of any people around the area and make sure there is not anyone in your way.
- Maintain the 5-metre rule when in operation.
- Drivers **MUST** hold a valid wheels, tracks and rollers licence to operator the loader.
- Speed limit when driving the loader around the yard is 20kph and 5kph inside sheds
- If loader is damaged or faulty and not working as it should, loader is to be locked out and not used. Advise your Manager/Supervisor.
- No personnels are to be carried in the bucket of the loader
- No pillion passengers are allowed in the cab of the loader, unless a certified pillion passenger seat is provided

Loader Startup Checklist

To open engine hood go to access ladder and open small control box. Press the up arrow to lift the hood and down arrow to close it.



Once hood is open:
Check Water

Check Oil

Check Tyres



OPERATING PROCEDURES

Entering / Exiting the loader: Use the steps which are on the lefthand side of the machine.
Always maintain 3 points of contact.

Seat belt must be worn at all times when operating loader!



Once the machine is started switch to release the park brake



Loading Truck:

Drive forward into pile to fill up bucket, tilt the bucket back and reverse from pile and drive forward to truck.

Once at the truck lift the bucket above the truck then drive forward and tilt the bucket forward to empty the load. Repeat until truck is full.

Truck driver must remain in the truck
Or stay at a safe distance where they can be seen by the loader driver.



Loading sawdust fuel in bunker.

When taking sawdust from the shed be aware that the conveyor overhangs the shed.



When loading sawdust into the bunker do not fill over the bars as it puts too much pressure on the moving floor.

Once bunker has been filled with sawdust/shavings close the bunker doors.



COMPETENCY SIGN OFF

I am confident that I now have the necessary skills, knowledge and experience to undertake the processes and operate the machinery as described in this Standard Operating Procedure.

.....
Name Signature Date

_____ has been observed undertaking the work covered by this Standard Operating Procedure and has demonstrated the ability to complete it efficiently and safely.

A Fully Competent Standard in all aspects of the operations has been demonstrated.

Trainer
Name Signature Date

Supervisor
Name Signature Date