



Record of Toolbox Talk/Staff Briefing

Date:	Topic:	Conducted by:
	Safe Use of Remote Controls	
Requirement:	<i>Always check site rules</i>	Reason:
		<ul style="list-style-type: none"> • Some sites have specific rules in place to prevent the use of radio remote controls – for example if petrochemicals or sensitive hospital equipment are present or nearby. In such an event, it will be necessary for you to use an alternative method such as the umbilical cord or manual levers. • The umbilical cord is also intended for use in the event of a battery failure so ensure you carry yours at all times and that it remains in good condition.
Requirement:	<i>Always use the belt/neck strap provided.</i>	Reason:
	<i>Checks to be made before use:</i>	<ul style="list-style-type: none"> • The belt or neck strap is provided for several reasons, including: <ul style="list-style-type: none"> ○ enabling the Operator to make full use of both hands in operating the machine as opposed to holding onto the control handset; ○ ensuring the Operator retains possession of the handset at all times; ○ and preventing the handset from getting damaged or inadvertently left on-site. • Some companies have specific policies regarding using “only” the neck strap or “only” the waist belt. If this is the case, make sure you follow whatever policy is in place and ensure you are wearing the strap or belt at all times when the remote control is not in its storage position. • In addition to the strap and umbilical cord and as part of the pre-operational checks carried out on the lorry loader, you should also check some other items on the remote control handset. Examples of these include: <ul style="list-style-type: none"> ○ ensuring all the control lever decals are present and legible; ○ that the emergency stop button is intact and functioning; ○ and that you have a spare battery on charge at all times.



Requirement:	<i>Be aware of the working area, including the proximity of you and others to the load and vehicle.</i>	Reason:	<ul style="list-style-type: none"> • Your own positioning as the Operator is the key to this. When selecting your position, ensure you have a clear view of the vehicle, the load and its intended path at all times. • If this is not possible, then a signaller should be used, or further persons may be required for example to ensure the working area is not breached.
Requirement:	<i>Never stand between the load and a fixed object such as the vehicle or a wall.</i>	Reason:	<ul style="list-style-type: none"> • In addition to the previous point concerning your own positioning, make sure at all times you are not in such a place where an incorrect or unintended movement of the lorry loader can inadvertently trap or crush you. • <i>This includes never walking under the boom - whether a load is attached or not!</i>
Requirement:	<i>Never walk whilst operating the remote control.</i>	Reason:	<ul style="list-style-type: none"> • <i>Operating whilst walking is highly dangerous;</i> as the operator is unable to concentrate on where he is going and keep his eye on the load at the same time. • If you need to re-position, then isolate the controls before moving. Once you are suitably situated and standing still, make a quick all-round check before re-engaging the controls and proceeding. <i>There should be no exceptions to this!</i>
Requirement:	<i>Always ensure the remote is de-activated when not in use.</i>	Reason:	<ul style="list-style-type: none"> • In addition to the previous point, it is equally important to ensure the remote control handset is isolated at all times when not in use. • Inadvertently catching the handset with a coat sleeve or other article when attaching or removing a load for example can have potentially fatal consequences. • Just simply isolating the controls <i>can totally prevent</i> the risk of crushing or trapping.
Requirement:	<i>Always store the control unit in a suitable place when not in use.</i>	Reason:	<ul style="list-style-type: none"> • Remote control handsets are not only dangerous in the hands of untrained persons, they are also extremely expensive to replace if they get lost or damaged. For this reason, unless you are wearing the remote control handset in the prescribed manner, you should always ensure it is in its designated storage place.



			<ul style="list-style-type: none"> • Nowadays, it is not uncommon for the crane installer to fit a specially designed docking station and even a warning device to prevent you driving away without the remote stowed. • However, and whatever is fitted to your truck, you are responsible for ensuring your remote control handset is either worn properly or stored properly at all times.
Requirement:	<i>Summary</i>	Item:	<ul style="list-style-type: none"> • A good general guide is that if you are wearing the controls whilst not in use then isolate the levers at all times. If you are not wearing it – put it in the cab or its designated docking station! • Remember, you as the operator are solely responsible for ensuring you operate the lorry loader in accordance with the training you have received; the company’s safe system of work; and the loader crane manufacturer’s instructions. Remote controls can be a great tool if used properly and safely. • If you see another Operator using a remote controlled lorry-loader incorrectly please help them to protect themselves by sharing the advice contained within this short video.
Record of any questions raised by those present at the briefing and answers provided.			
Question:		Answer:	

I confirm that I have received this toolbox talk/staff briefing on the subject and points listed above. I understand the information provided to me and I am signing to acknowledge that I have received a copy of this document and have been informed a copy has been placed also on my employee file.

I have been shown the video entitled Safe Use of Remote Controls Yes / No

I have received the leaflet entitled Safe Use of Remote Controls Yes / No

Name:

Signed:

Date: