

Transport Guide

Transport Safety Standards Handbook



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1. INTRODUCTION

Adaptalift is committed to addressing the significant risks associated with the loading, unloading, and transportation of mobile plant, equipment, and parts, striving to eliminate or mitigate these risks wherever practicable.

This guide is designed to provide transport operators and drivers with clear expectations and guidance when visiting an Adaptalift facility for any transport-related activity.

2. PRE-ARRIVAL

- Before arriving on-site, transport operators must confirm the weight and dimensions of the mobile plant, equipment, or parts to ensure the correct transport vehicle and load restraints are allocated.
- Transport operators must consult *Appendix 1: Transport Suitability Chart* to verify that our facility can accommodate the intended transport vehicle.
- Transport operators should provide drivers with a copy of the relevant Traffic Management Plan (TMP) prior to arrival. *Refer to Appendix 6: Traffic Management Plans.*
- Compliance with mandatory Personal Protective Equipment (PPE) policies is required. Drivers must wear the appropriate PPE to access operational areas.



3. ON ARRIVAL

Upon arrival at an Adaptalift facility, drivers must sign in using the Adaptalift Site Access System and complete a brief site-specific induction. Drivers are required to await instructions from an Adaptalift representative before proceeding to a loading zone or beginning any loading or unloading activities.

4. GENERAL SITE SAFETY RULES

General site safety rules apply in all Adaptalift facilities. Transport operators must ensure all drivers are made aware of the following rules:



Site Speed Limit is 10 Kpm



Mobile Phones must not be used in operational areas unless standing stationary in a safe zone.



Operators must look out for pedestrians and fully stop plant or vehicle before allowing pedestrian to approach.



3m separation distance between plant & pedestrians must be maintained at all times.



Operators must sound horn at blind corners and doorways.



Pedestrians must use designated walkways where available.

5. SUB-CONTRACTING

Where a contractor sub-contracts any Adaptalift transport activity, they must ensure the sub-contractor driver completes the Adaptalift (sub) Contractor Driver Induction Form HSEOFM081 and maintains it on file. This may be audited by the Adaptalift Transport Team at any time.

Sub-contractors are exempt from the Adaptalift Rapid Global process; however, it is the contracting company’s responsibility to ensure all licences, training, risk assessments, and appropriately maintained vehicles and trailers are current and compliant.

6. LICENSING & TRAINING

All transport drivers MUST possess the appropriate High Risk Work Licence or competency (e.g., Yellow Card or Gold Card) for the specific mobile plant they intend to load or unload. While many states do not mandate that transport operators hold a High-Risk Work Licence to load or unload plant requiring such a licence to operate, Victorian WHS Regulation 130 explicitly enforces this requirement.

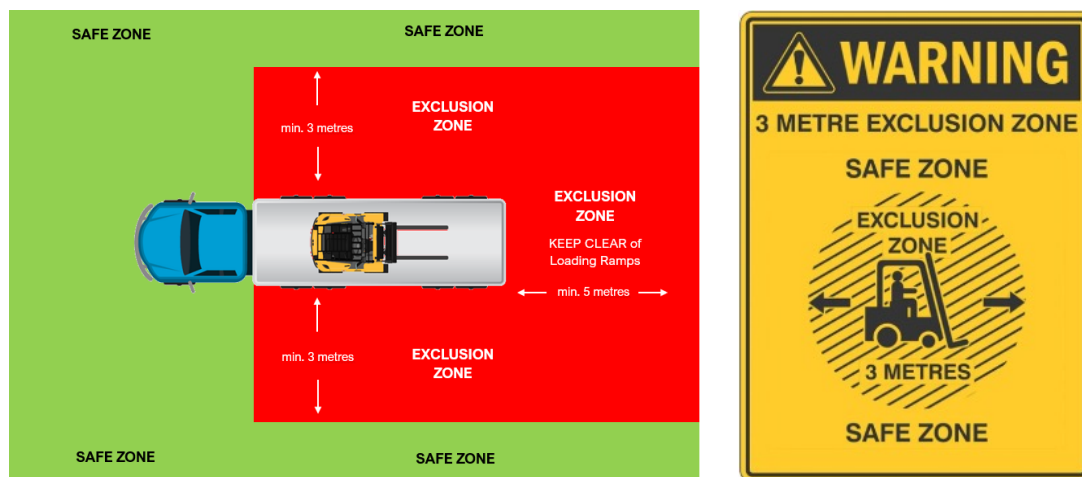
Adaptalift fully supports Victoria’s position, as we believe that high-risk work licensing enhances operator competency and significantly improves the overall safety of loading and unloading activities. In addition, Adaptalift requires applicable competency training for mobile plant that does not necessitate a High-Risk Work Licence, such as scissor lifts, Elevated Work Platforms (EWP) under 11m, and telehandlers under 3T.

7. EXCLUSION ZONES

Where practical, physical barriers should be installed to establish and maintain exclusion zones during the loading and unloading of mobile plant. At a minimum, all individuals, including spotters, must remain outside the designated exclusion zones, as illustrated in the diagram below. Spotters should operate within the green safe zones to guide operators effectively.

Key Safety Requirements:

- A minimum separation of 3 metres must always be maintained between pedestrians and operating mobile plant, except for the operator of pedestrian-operated plant.
- If any person needs to approach mobile plant in operation, they must signal to the operator to stop. The operator must wait until the mobile plant has come to a complete stop before the person approaches.
- No person shall stand in the line of fire or travel path of mobile plant in the event of failure or accidental movement (e.g., at the base of a ramp or slope).



Mobile plant operators who see a person approaching must take immediate steps to ensure the mobile plant is safely brought to a complete stop, with gears in neutral and the parking brake applied, before allowing the person to enter within the 3-metre separation distance

8. LOADING & UNLOADING – MOBILE PLANT

Adaptalift, in partnership with Engistics, has developed a set of Load & Unload Guidelines for the safe loading and unloading of mobile plant onto tilt tray and semitrailer vehicles. These guides provide clear, step-by-step procedures for operators and drivers, helping to minimise the risk of equipment damage and workplace incidents while ensuring consistent, safe practices across all transport operations.

Refer Appendix 7 - Loading and Unloading Guide

Adaptalift's policy requires that all mobile plant must be either winched or driven on and off transport vehicles, except for mobile plant equipped with built-in fork tine channels (e.g., scissor lifts) or mobile plant specified in *Appendix 2: Engineered Lifting Plans*.

Key Safety Requirements:

- Engineered Lifting Plans: If an Engineered Lifting Plan is used for loading, the unloading process at the destination must be confirmed prior to loading.
- Tilt Tray Vehicles: Winches **MUST** be used for loading and unloading all equipment on tilt tray vehicles.
- Masts: Masts must be fully retracted before loading or transportation.
- EWP Turntable Locks: Where fitted, EWP turntable locks must be engaged during transport.
- Cross-Docking: For cross-docking operations involving the transfer of plant between trailers, additional controls must be implemented as detailed in *Section 16: Cross-Docking*.
- All operators and occupants must wear seatbelts (where fitted) and full-body harnesses (for all boom-type EWPs) correctly attached at all times during the loading/unloading process, and no person shall attempt to stop, catch, or jump from mobile plant in the event of accidental movement.

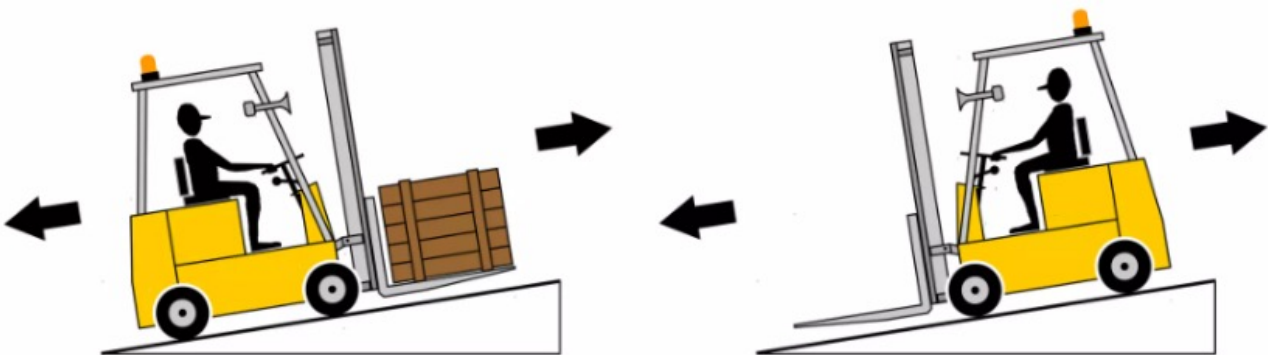
Adaptalift acknowledges that exceptions to these rules may occasionally be necessary. In such cases, the transport vehicle type and loading method must be agreed upon between Adaptalift and the transport operator prior to finalising the consignment.

9. DRIVE ON & OFF - TRAILER RAMPS

When driving up or down a trailer ramp, operators must adhere to the following safety procedures:

- **Trailer Capacity:** Confirm that the trailer can safely carry the combined weight of the load(s).
- **Exclusion Zone:** Ensure all pedestrians remain outside the 5-metre exclusion zone when raising or lowering ramps.
- **Ramp Condition and Width:** Verify that the ramps are wide enough and in safe working condition. Note: A minimum of 75% of the tire width must remain in contact with the ramp at all times. Full-width trailer ramps are strongly recommended.
- **Trailer Stability:** Ensure the trailer's brakes are engaged, and, where applicable, the wheels are chocked.
- **Forklift Orientation on Ramps:** When driving on or off with a loaded forklift, keep the load on the uphill side when ascending or descending the ramp.
- When driving without a load, ensure the forks are positioned on the downhill side (e.g., reverse up and drive down).
- **Load Security:** Tilt the mast back sufficiently to prevent the load from sliding or rolling off, which could cause the industrial lift truck to overturn.

Additionally, raised edges or buffers should be installed on ramps where there is a risk of a wheel being driven over the edge.



When loaded, all ways drive up or down slopes with fork pointing towards the highest part of the slope.

When unloaded, always drive up or down slopes with forks pointing towards the lowest part of the slope.

10. LOW CLEARANCE/LOW-PROFILE PLANT

Several models in the Adaptalift fleet have very low ground clearance, making them challenging to load onto tilt trays and other ramps. To address this, rubber matting or commercially designed low-profile ramp extenders can be used to reduce the ramp angle, facilitating the safe and efficient loading of low-clearance equipment. When transporting any of the following units, please ensure rubber matting or low-profile ramp extenders are available:

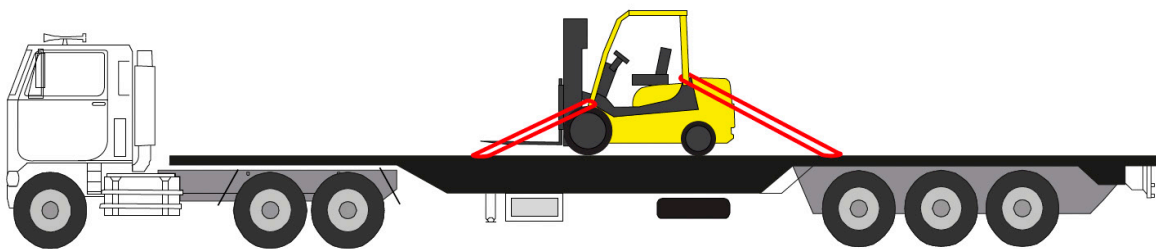
- Dingli Opt507
- Hyster LO2.5 - LO2.0
- Hyster RX30MA
- Hyster N35ZDR
- Liftsmart WRT15
- Yale OS030BE/EF

11. LOAD RESTRAINT

All mobile plant, equipment, and parts must be restrained in compliance with the NTC Load Restraint Guide 2018 and the Official New Zealand Truck Loading Code by NZ Transport Agency.

Adaptalift has collaborated with Engistics to create a certified Load Restraint Guide specifically for the most frequently transported mobile plant. This guide should be referenced to establish appropriate load restraint methods for each transport activity.

For details, refer to Appendix 3: Load Restraint Guide – Australia and Appendix 4: Load Restraint Guide – New Zealand



Important Notes:

- Chains must be used to restrain all plant exceeding 3,000 kg.
- Automotive wheel lashing methods are strictly prohibited.
- Eye tow hooks or similar hooks must not be used for load restraint.

12. ROAD REGISTERED – TRADE PLATES

If mobile plant is to be driven on a public road for loading or unloading purposes, it must either be road-registered with a visible registration plate or display a valid trade plate. Under no circumstances should unregistered mobile plant be driven on public roads.

Important Note:

Laden forklifts are strictly prohibited from being driven on public roads.

13. WEATHER PROTECTION

To protect battery-electric forklifts from weather damage during transport, follow these key steps:

- **Cover the Forklift:** Use tarps, weatherproof covers, or shrink wrap to protect the forklift from rain, snow, and extreme temperatures. Ensuring all coverings are appropriately secured for transport.
- **Secure the Battery Compartment:** Ensure the battery compartment is sealed to prevent water or debris from entering.
- **Check for Battery Condition:** Before transport, verify the battery is properly secured and not exposed to excessive moisture or cold that could affect performance.

By taking these precautions, you can ensure battery-electric forklifts are shielded from adverse weather during transport, preventing potential damage and maintaining operational performance.

14. ACCESSING EQUIPMENT AT HEIGHTS

Accessing trailers and mobile plant involves working at heights, which presents fall risks. To ensure safe access, follow these key controls:

Three Points of Contact:

- Maintain three points of contact (two hands and one foot, or two feet and one hand) when climbing onto trailers or mobile plant to ensure balance and stability.

Mobile Plant Access:

- Always use the designated access ladders/stairs
- Level tilt trays when access scissor lifts.

Platform Access Ladders:

- For wide or high loads, always use platform access ladders. Ensure they are securely positioned and regularly inspected. These ladders provide stable footing to reduce the risk of falls.

Clear Pathways:

- Ensure access pathways, including ramps and ladders, are clear of obstructions and in good condition.

15. ENGINEERED LIFTING PLANS (INOPERABLE MOBILE PLANT)

Tilt Tray Transport:

- When mobile plant is inoperable and located in an inaccessible area, it should be moved to a loading zone or a 'winchable location' using a suitable tug or forklift with the appropriate rating. The plant should be kept as low to the ground as possible during the transfer to prevent damage.

For inoperable hydrostatic drive mobile plant (unable to be 'free-wheeled'), lifting onto the transport vehicle must comply with *Appendix 2: Engineered Lifting Plans*.

Semi-Trailer Transport:

- For inoperable mobile plant in an inaccessible area, transfer it to a loading zone using a suitable rated tug or forklift, maintaining a low height during transit to reduce risk of damage.
- The plant must be lifted onto the transport vehicle following the guidelines in *Appendix 2: Engineered Lifting Plans*.

Note: Mobile plant with built-in forklift tine channels is exempt from the lifting requirements and can be forklifted on or off at any time.

16. CROSS DOCKING

Adaptalift acknowledges that, in certain situations, cross docking—transferring mobile plant directly from one transport trailer to another—may be necessary for efficient loading and unloading of interstate transport. To ensure safety and compliance, the following guidelines must be strictly observed.

Cross docking is prohibited in public roads or spaces and at Adaptalift customer sites.

Adaptalift recommends that this activity take place at the designated depot of the relevant Transport Operator, using professionally designed loading ramps.



Suitability for Cross Docking

Certain mobile plant may not be suitable for cross docking due to safety risks, such as the possibility of rollovers. Operators must be securely restrained to prevent ejection from the plant.

- **Operator Restraints:** Operators must remain securely restrained in their seats at all times. If suitable operator restraints are not available, alternative loading/unloading methods must be employed.
- **Plant Suitability:** The suitability of the mobile plant for cross docking must be confirmed prior to dispatch.

Cross Docking at Adaptalift

When cross docking occurs at an Adaptalift facility, the following conditions apply:
Transport Operator Requirements:

- Must hold a valid high-risk work license or plant competency certification.
- Must complete a risk assessment, such as a Job Safety Analysis (JSA), Safe Work Method Statement (SWMS), or equivalent.
- Must wear a securely fastened seatbelt throughout the operation.
- Cross docking must occur in a designated loading/unloading zone with a minimum exclusion zone of 5 metres for all personnel except the operator.

Supervision and Safety:

- The process must be supervised by an authorised Adaptalift Representative.
- A Transport Risk Control Record, including photographic evidence of load restraint methods, must be completed.

Vehicle Safety:

- Wheel chocks must be installed on both transport vehicles.

Loading at Adaptalift for Cross Docking at Transport Depot

If loading at an Adaptalift site for cross docking at Transport Operators depot, the intended load must be within NHVR permitted mass and dimension limits and restrained in accordance with the NTC Load Restraint Guide and the Adaptalift Transport Guide.

Where NHVR limits may be exceeded, arrangements must be made for either:

- The plant to be lifted directly on to the interstate transport, by an authorised Adaptalift Representative, in accordance with **Appendix 2: Engineered Lifting Plans**; or
- The plant to be disassembled for transport.

Cross docking must no occur outside of Adaptalift facilities or Transport Operator depots. Under no circumstances is cross docking permitted at any Adaptalift customer sites.

Cross Docking at Transport Depot for Delivery to Adaptalift

If cross-docking cannot be completed at a Transport Operators depot, arrangements must be made with Adaptalift prior to dispatch to confirm the loading and unloading methods to be used. I.e.

- The plant to be lifted directly on to the transport, by an authorised Adaptalift Representative, in accordance with *Appendix 2: Engineered Lifting Plans*; or
- The plant to be lifted directly on to the transport, by an authorised Adaptalift Mobile Crane Contractor, supported by a fully licenced dogman.
- The plant to be disassembled for transport.

Cross docking must not occur outside of Adaptalift facilities or Transport Operator depots. Under no circumstances is cross docking permitted at any Adaptalift customer sites.



17. TRANSPORT OF PARTS & COMPONENTS

The Adaptalift Packaging Guideline provides clear instructions on how to safely package and secure material handling equipment and spare parts for transport by road in Australia. Created by Engistics and certified to meet national transport regulations, this guide helps loaders and drivers follow the correct packaging methods to prevent freight movement and damage. It covers different types of freight, including forklift tynes, motors, pallet jacks, hydraulic cylinders, and rims.

Refer Appendix 5 - Adaptalift Packaging Guideline

18. INCIDENT RESPONSE

All transport operators/drivers must immediately report any serious hazards or incidents to the Adaptalift Transport Manager or an on-site Adaptalift representative.

In the event of mobile plant overturning, transport drivers and/or on-site Adaptalift representatives must secure the area by cordoning it off and await further instructions from Adaptalift management.

Any overturned mobile plant is classified as a Notifiable Incident under jurisdictional Work Safe Authorities. The plant must not be moved or uprighted unless it poses an immediate and serious risk to a person's safety.

Transport operators and drivers are required to participate in incident investigations and safety audits when requested. Failure to respond to these requests may lead to suspension of services or cancellation of contracts.

Refer Safety/CoR Breach Reporting and Follow Up Action HSE1013

19. SPILL RESPONSE

Transport operators must ensure that appropriate hydrocarbon and corrosive spill kits are available on the transport vehicle. At a minimum, the kit should include:

- Suitable personal protective equipment (PPE)
- Absorbent pads/socks
- Acid neutralisers
- Disposable waste bags

Initial Response:

- Prioritise personal safety, then ensure others are safe. If cleanup is necessary, immediately contact emergency services (e.g., oil spill on a public road).
- Evaluate the situation: what's the spill size, type of substance, potential hazards, and has it spread to surrounding areas like land, water, or drains?
- Identify what's needed to handle the spill (appropriate PPE, spill kit, or additional help if the spill is large or hazardous).

Contain the Area:

- Isolate the spill area to prevent access.
- Put on the correct PPE as outlined in the Safety Data Sheet (SDS).

Prevent Spread:

- Stop the spill from running off into stormwater or other environments.
- Use the spill kit to block drains and protect nearby water bodies or land.

Soak Up:

- Use absorbent pads, such as hydrocarbon or general pads, to absorb the spilled material completely.

Report:

- Notify the Adaptalift Transport Manager and/or on-site Adaptalift representatives. If the spill is on a customer site, inform the relevant site contact.
- The Adaptalift WHSE team will determine if regulatory authorities need to be informed.

Waste Disposal:

- Place the waste in disposal bags from the spill kit, and coordinate with an approved hazardous waste contractor for collection.

Restock Supplies:

- Contact the supplier to replenish any used spill kit items.

20. FURTHER INFORMATION

For more information on Adaptalift's transport processes, contact: VICtransport@adaptalift.com.au



Transport Manager
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National Operations Manager – Rental
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DOCUMENT CONTROL (Office use only)

Printed Documents are uncontrolled. Always access the latest document via ThinkSafe on the Intranet or at www.adaptalift.com.au

DATE	DETAILS	OWNER	AUTHORISED BY
14/03/2023	First Release (HSEOGL022)	Transport Department	Head of Operational Risk
06/08/2024	Addition of Cross-Docking, more Load Restraint Guides and Engineered Lifting Plans.	Transport Department	Head of Operational Risk
04/02/2025	Major Redraft including weather proofing, incident response, spill response, working at heights.	Transport Department	Head of Operational Risk
29/04/2026	Inclusion of Loading & Unloading Guides, Combilift Load Restraint Guide, Updates to all other Load Restraint guides.	Transport Department	Head of Operational Risk