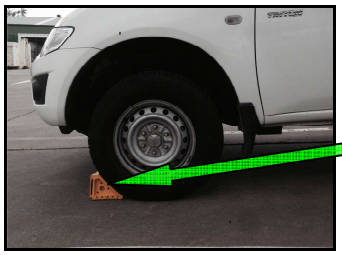
WORK INSTRUCTION

Subject:	Stabilising Vehicles with Wheel Chocks	**Number:**	WI007	**From:**	Safety & Compliance Manager
To:	All Traffic Control Staff and Line Marking staff	**Date:**	16/03/2015		

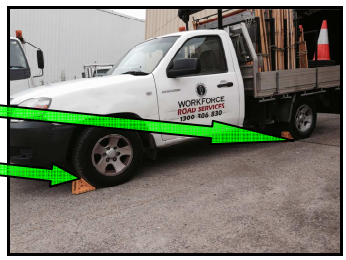
Any vehicle (manual or auto) that cannot be parked "in-gear" with the handbrake engaged, whenever the driver exits the vehicle, must be stabilised with wheel chocks to minimise the risk of the vehicle rolling away.

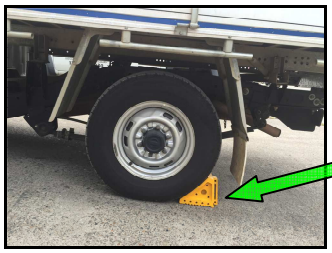
Procedure: Using wheel chocks to stabilise a vehicle

1. Ensure that the vehicle is parked on a firm surface - wheel chocks may not hold on soft ground or mud.
2. **Wheel Chocks shall be used only after the vehicle:**
   - ✓ is completely stopped,
   - ✓ the handbrake is fully applied,
   - ✓ the engine is shutdown,
   - ✓ the vehicle is placed in Park if automatic or in-gear if manual (Reverse gear for a downhill slope or 1st gear for an uphill slope)
   - ✓ lights and arrow-board are activated
3. Check that it is safe to exit the vehicle before exiting to install wheel chocks.
4. Chock the **front and rear wheel** on the **non-trafficked side of the vehicle** (in front of the front and rear wheel for a downhill grade and behind the front and rear wheel for an uphill grade).

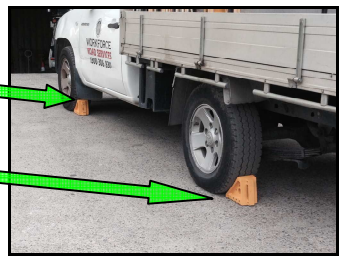


FACING DOWNHILL
Chock **in front** of both wheels on the passenger side (non-trafficked side)

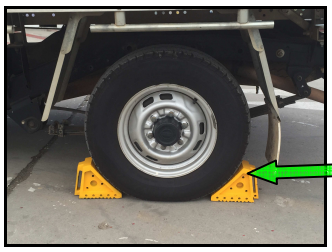




FACING UPHILL
Chock **behind** both wheels on the passenger side (non-trafficked side)



5. If uncertain of the direction of the slope, place a wheel chock **in front and behind** one rear wheel.



LEVEL / UNCERTAIN
Chock **in front and behind** the rear wheel on the passenger side (non-trafficked side)



6. Position the wheel chocks snugly and squarely against the centre of the tyre tread of the wheel.
7. After both wheel chocks have been positioned the vehicle may be taken out of gear and the engine started if required.

8. **Wheel Chocks shall only be removed after the vehicle:**
   - ✓ engine is shut down,
   - ✓ the handbrake is checked and fully applied,
   - ✓ the vehicle is placed in Park if automatic or in-gear if manual (Reverse for a downhill slope or 1st gear for an uphill slope).
   - ✓ lights and arrow-board remain activated
9. Always remove the wheel chocks before attempting to move the vehicle and never drive over them.

If the vehicle can't be parked in-gear it must be chocked.

Refer to SWMS and Toolbox T-027 for additional instruction about stopping and parking vehicles.



WORK INSTRUCTION SIGN OFF

This work Instruction has been communicated to the undersigned and relevant feedback noted.

Subject:	Stabilising Vehicles with Wheel Chocks	**From:**	Safety & Compliance Manager
To:	All Traffic Control and Line Marking staff	**Date:**	16/03/2015

Comments/Feedback:

EMPLOYEE NAME (please print)	SIGNATURE	DATE
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