



STANDARD OPERATING PROCEDURE

SOP Vehicle Loading & Unloading

DO NOT use this machine unless you have been instructed in its safe use and operation and authorised by your Supervisor



Safety Glasses *(in mandatory areas)*



Protective gloves required *(when handling equipment)*



Hi-Vis/ Protective Clothing required



Head protection required *(crane lifts)*



Safety Boots required



Seat belt at all times when operating mobile plant



Safety Harness required
(where using fall arrest structures for trailer access or EWP for access to rigging gear)



Barricading *(assess type required for task)*

PRE-OPERATIONAL SAFETY CHECKS

Establish a Loading/Unloading area

1. Area should be level to help maintain stability of the truck and trailer. The ground should be free of potholes and debris.
2. Area should be free of overhead electric lines.
3. Area should be clear of other traffic – vehicles or foot. Pedestrians, the truck driver, or other employees not involved in the loading/unloading process should be clear of the area.
4. Area should have sufficient lighting for early morning or evening loading or unloading.
5. If possible, the designated area should be a one-way route to prevent the need for vehicles to back up. If a driver is required to reverse the vehicle, a spotter should be used where pedestrians and property are at risk or vision is restricted.

Guidelines for Truck Drivers

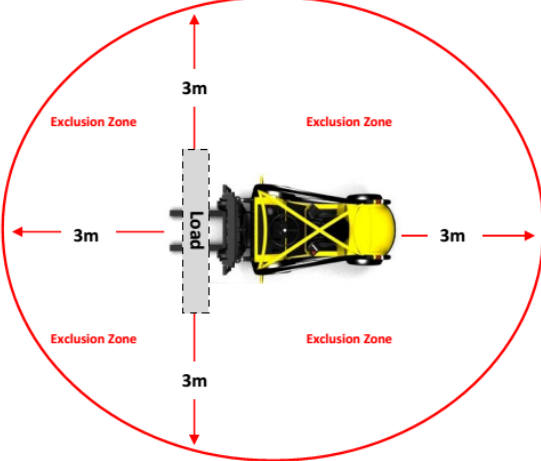
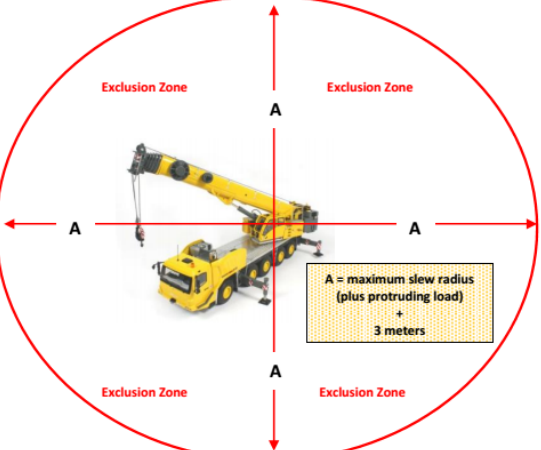
1. The driver should secure the vehicle, apply brakes and turn off the engine, as appropriate, to prevent unsafe movement during the loading/unloading operation.
2. When unloading, the driver should proceed to the designated area and remove tarps, straps or other load securing devices. Secure this material so it is not an obstruction to the forklift/crane operator during the unloading process.
3. The driver should proceed to a designated area (safe zone) agreed with forklift/crane driver located away from the truck and outside of the loading/unloading area. The driver should remain in that area during the operation.
4. **NO** material should be loaded/ unloaded, nor should any forklift/crane be operating in the area around the truck until the driver has completed all of the tasks above and moved to the designated safe zone.

Guidelines for Forklift & Crane Drivers

1. A documented pre-start inspection must be completed before the first operation of the plant. If you were not the original person to complete the pre-start inspection but it has already been completed and you are about to use the plant for the first time you must visually confirm the plant is fit for use. Any lifting equipment/attachments to be used must also be inspected, determined fit for use by a competent person and have a current inspection tag attached. Where this is missing contact HSEQ Team to confirm the item is on the current lifting register.
2. Operating a forklift or crane shall only be performed by individuals who are trained and qualified to do so, including applicable forklift/crane SWMS, SOP's or other relevant procedures. Initial training should be completed prior to authorisation of the driver to operate the forklift/crane via a verification of competency.
3. Have a clear understanding of the material being loaded/ unloaded. Unloading a pallet of stock is different from unloading a row of pipes or Telecommunication Cans.
4. Check the load – Make sure that the load has not shifted, banding is still in place, and the overall load is in good condition and not likely to move or fall during the unloading process.
5. No one, including other workers, should be on the opposite side of a truck from a forklift/crane while it is moving material.
6. A forklift/crane driver must stop the loading/ unloading process if the location of the truck driver cannot be confirmed or someone else enters the loading/ unloading zone.
7. A spotter shall be used if vision is restricted or if unloading high loads where you are unable to verify that the load is secure for lift e.g. high stack of pipes and confirming forklift tyres are all the way through to safely lift the load.

Exclusion Zones

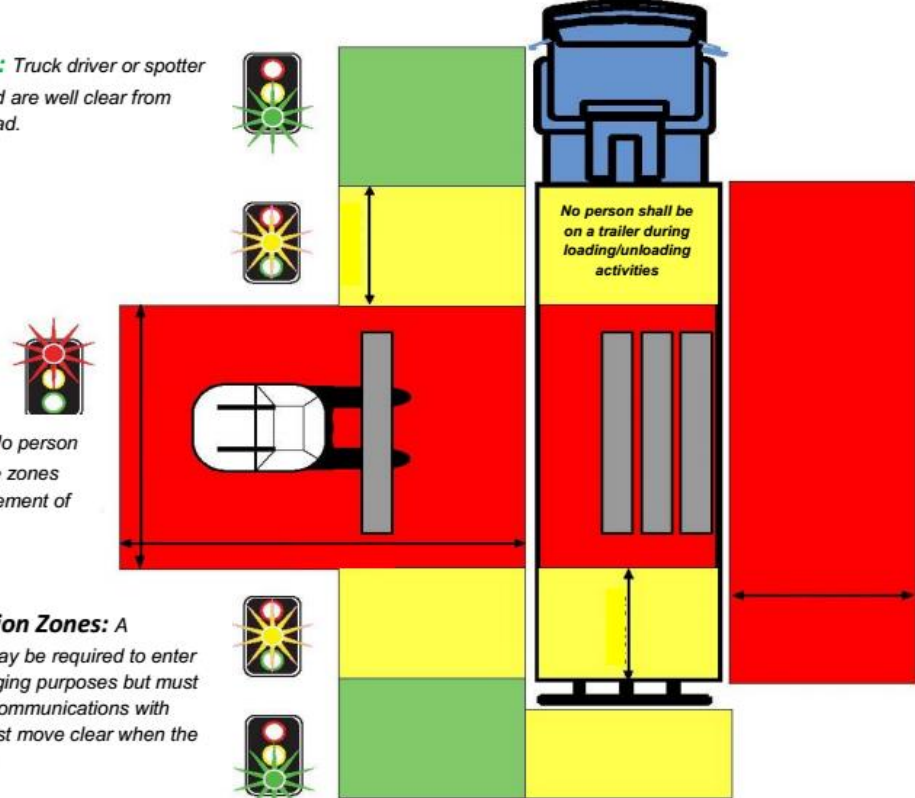
- Exclusion zones shall be enforced and complied with at all times. No person shall be put at risk by entering these areas during loading/ unloading activities.
- Spotters can be used for monitoring the work area to ensure no unauthorised person enters. In some cases your work area will need to be barricaded by the use of witches hats, safety mesh, fences or safety tape.
- You must make an assessment of the work area and space required, taking into account other activities nearby. Where a person, vehicle or mobile plant can enter your area and a spotter/s cannot control all access points, barricading must be put in place before commencing the loading/ unloading activity.

Non Slewing Mobile Plant	Slewing Mobile Plant
<p><i>Non-Slewing mobile plant includes any machine that is <u>not</u> equipped with a rotating boom or jib. (E.g. Forklifts, Non-slew Mobile Cranes, Scissor Lifts, Backhoes, Skid Steers)</i></p>  <p style="text-align: center;">3m 3m 3m 3m</p>	<p><i>Slewing mobile plant includes any machine that <u>is</u> equipped with a rotating boom or jib. (E.g. Slewing Mobile Cranes, Boom Lifts, VLC, Excavators)</i></p> <p><i>Exclusion Zones shown below apply while machine is engaged in lifting, slewing or earthmoving operations. When the machine is travelling / tracking from one location to another, the minimum 3m exclusion zone shall be maintained.</i></p>  <p style="text-align: center;">A A A A</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> <p>A = maximum slew radius (plus protruding load) + 3 meters</p> </div>
<ol style="list-style-type: none"> 1. The Exclusion Zone is a 360° arc around the machine extending a minimum distance of <u>3m from the machine and any protruding load.</u> 2. Persons on foot and other vehicles/mobile plant must not enter the Exclusion Zone while the machine is operating. 3. Machine operators must immediately cease operation in the event the Exclusion Zone is breached. 4. In the event it is absolutely necessary to enter this area the following precautions must be taken. <ol style="list-style-type: none"> a. Communication must be directly engaged between the operator and the approaching party. b. The operator must cease operation, lower elevated loads and secure machine from movement. <p><i>** Exemptions apply for Dogman/Riggers when placing or removing lifting equipment and spotting a load. In both instances visual contact must be maintained.</i></p>	<ol style="list-style-type: none"> 1. The Exclusion Zone is a 360° arc around the machine extending a minimum distance of <u>the maximum slew radius (plus any protruding load) plus 3m.</u> 2. Persons on foot and other vehicles/mobile plant must not enter the Exclusion Zone while the machine is engaged in lifting, slewing or earthmoving operations. 3. Machine operators must immediately cease operation in the event the Exclusion Zone is breached. 4. In the event it is absolutely necessary to enter this area the following precautions must be taken. <ol style="list-style-type: none"> a. Communication must be directly engaged between the operator and the approaching party. b. The operator must cease operation, lower elevated parts/loads and secure machine from movement. <p><i>** Exemptions apply for Dogman/Riggers when placing or removing lifting equipment and spotting a load. In both instances visual contact must be maintained.</i></p>

Green Zones: Truck driver or spotter can be seen and are well clear from movement of load.

Red Zones: No person shall be in these zones during any movement of a load.

Amber-Caution Zones: A dogger/rigger may be required to enter this zone for rigging purposes but must maintain clear communications with driver. They must move clear when the load is moving.



No person shall be on a trailer during loading/unloading activities

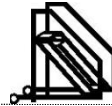
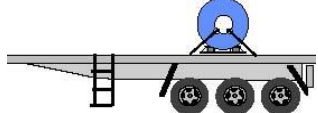
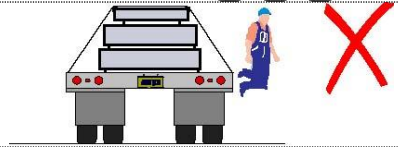
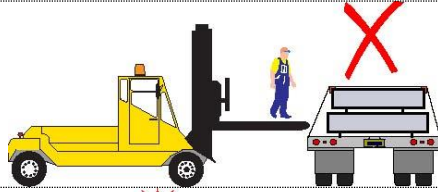
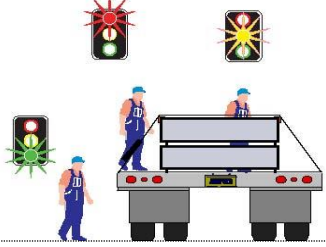
OPERATIONAL SAFETY CHECKS

Heights (Access & Egress)

Be aware that every time you are up on the tray of the truck you are at risk of a fall; Falls off trucks are one of the greatest sources of loading/ unloading injuries:

Where ever possible utilise truck loading platforms so you have protection around the edge of the trailer. Fall restraint/ arrest must be used if access is required onto a load for rigging or strapping purposes where there is no other safer alternative. A work at heights competency is required if using this system. Avoid climbing up on the trailer. If you must get on the trailer without a truck platform ensure you have safe access and egress.

Please follow the below safe work practices:

<ul style="list-style-type: none"> Do not climb up without a safe way of getting down 	
<ul style="list-style-type: none"> Use mobile work platform if available 	
<ul style="list-style-type: none"> Use truck mounted ladders if fitted 	
<ul style="list-style-type: none"> Never jump down from a truck 	
<ul style="list-style-type: none"> Never use the forklift or it's tynes to get on and off the trailer 	
<ul style="list-style-type: none"> Tie down from the ground level where ever possible, or standing at the centre of the trailer if necessary, BUT NEVER while standing near the trailers edge 	
<ul style="list-style-type: none"> Watch out for trip hazards on trailers such as equipment, product stacks and other trip and slip hazards on trailers 	
<ul style="list-style-type: none"> Never walk backwards on a trailer or bend over near the edge 	

Communications

Along with a clear plan for the Loading/ Unloading comes the need for the crew to communicate simply and very clearly at each step.

- Look directly at your partner when giving an instruction or coordinating actions.
- Work to the agreed plan, or stop and tell your work mate(s) of the change.
- If a load shifts or changes – **STOP** work, reassess the work plan / contact your supervisor. Do not continue if unsafe!

Load Movement

Always be aware of load movements during loading or unloading and never stand in the path of the product. Never place any part of your body under a suspended load.

Load Stability

Ensure all packing of loads or securing of loads onto pallets etc, are secure and will not move or collapse. Loads must be stable and secure when loaded onto trailers to prevent any movement during travel.

Always be cautious when unloading, especially when removing restraint devices as loads can move during travel. If a load has become unstable during transport, make sure the load is secured to prevent movement during unload.

Key points for Loading and Unloading activities

General:

- Is the truck/trailer correctly positioned and level?
- Are wheel chocks in place where there is any chance of roll away?
- Is there any damage to the truck or trailer?
- Are the appropriate people and equipment available for loading/unloading?
- Does the product require special lifts or a crane to handle the load?
- Are load straps in good condition (not frayed, worn or torn)?
- Does the area require barricading or the use of spotter/s?

Loading:

- Has the driver been moved to the safe zone?
- Are all helpers in sight of the forklift/crane operator?
- Are the load restraints suitable to secure?
- Does the total weight of the cargo exceed the truck's carrying capacity?
- Is the load well packed in the appropriate packaging?
- Is documentation completed for all cargo being dispatched?
- Has the driver double-checked all restraints for specific load requirements?

Unloading:

- Has any freight moved while in transit?
- Are all items effectively secured to a pallet, cradle or flatbed trailer?
- Are top-loaded items stable?
- Could any freight move or become unstable when the load restraints are moved?
- Has the driver been moved to the safe zone?

HOUSEKEEPING

1. Store materials and loads clear from loading/ unloading area to ensure clear access is available for mobile plant and vehicles to manoeuvre in.
2. Do not leave timber dunnage, bolsters or other packing materials on the ground. Move and store these items in designated areas clear from operations.

POTENTIAL HAZARDS

- Uneven Ground
- Fall from Height
- Pedestrians
- Speeding
- Pinch Points
- Falling Object
- Manual Handling
- Weather
- Crush Zone
- Load Shift
- Cuts/ Abrasions
- Heat Illness
- Trip Hazard
- Overhead Risk
- Wastes
- Crane stability

REFERENCED MATERIAL

- ✓ Load Restraint Guide 2018 <https://www.ntc.gov.au/heavy-vehicles/safety/load-restraint-guide/>

CONSULTATION & REVIEW

Description	Originator	Reviewed	Approval
Development of SOP	G. Clarke	A. Turnbull	D. McMahon
Review version 1, no updates	G. Clarke	A. Turnbull	D. McMahon

