

Standard Operating Procedure		Freight Loading/Unloading	
Division	Warehouse and Logistics	Date:	29 Jun. 2016

## Freight Loading and Unloading Procedure

### 1. Purpose

This document presents working references material supporting John Readings standards and requirements for the safe loading, and unloading, of trucks carrying general freight leaving, or arriving, at a John Readings facility or warehouse operation. The procedure and accountabilities will vary with the commodity, the location of storage facilities and other site-specific rules and regulations that may need to be considered.

### 2. Scope

This document applies to all John Readings personnel, truck drivers, visitors and contractors.

### 3. Load Risk Assessment Form

- It is mandatory that before the start of any loading and unloading operation, a full Load Risk Assessment Form is completed,
- A Job Hazard Analysis (JHA) must always be carried out when loading and unloading an unfamiliar commodity, or in an unfamiliar location, or in inclement weather,
- A sample of a Load Assessment Risk Form is attached, but as regulations may change from site to site to suit particular conditions, this should be taken as an

example only, and each site should finalise its Load Assessment Risk Form format in co-operation with the site HSE department.

#### 4. Completion of Load Assessment Risk Form

- The Load Assessment Risk Form is to be completed by an authorised John Readings representative accompanied by the truck driver,
- Where the authorised John Readings representative is not the person who will operate the forklift or crane, the operator should also take part in the load assessment,
- No unloading operation, including removal of gates, and releasing tension in load securing devices is to commence until the Load Assessment Risk Form is complete and the authorised representative and the truck driver (if present) are satisfied that all risks have been identified and controls put in place,
- Any identified hazards and the corrective actions required to be taken, must be detailed on the Load Assessment Risk Form. Load Assessment Risk Form is to be signed off by the responsible John Readings representative and the truck driver,
- Load Assessment Risk Form is to be filed for a minimum period of 12 months and will be subject to audit.

#### 5. Exclusion Zones

- Pedestrian exclusion zones are to be set and demarcated in accordance with the site traffic management plan,

- No one is to enter these pedestrian exclusion zones during the loading/unloading operation unless the forklift or crane operator has signalled that it is safe to enter and the forklift or crane operation has ceased all movement, engine is shut down,
- Unloading operators will immediately stop work if the location of the driver cannot be confirmed or any pedestrian or vehicle enters the exclusion zone,
- The truck driver is to remain outside the exclusion zone in a designated location (safety zone) during the unloading operation unless instructed by the loading/unloading operator.

## 6. Standards

The following standards must be applied when performing the task of unloading any vehicle:

- If not inducted, truck drivers as a minimum, must report to site security for visitor induction and be escorted when on site,
- The person escorting is to ensure that the truck driver is fully aware of entry regulations and the Traffic Management Plan in operation at the site,
- The truck driver must be wearing correct PPE in accordance with site standards,
- Drivers are to obey instructions of the authorised John Readings representative responsible for loading/unloading activities at all times,
- Visiting truck drivers are not to operate forklifts or cranes,
- The site Traffic Management Plan must be adhered to at all times,

- Trucks are to be loaded/unloaded on level surface or safe surface that is as close to level as practicable,
- Truck wheels are to be chocked and the truck be fundamentally stable,
- Truck engine must be switched off, keys removed from the ignition and the truck be made fundamentally stable,
- Fork truck and crane operators must be trained tested and licensed and meet all site compliance standards,
- Fork truck and crane operators are to ensure that their equipment is of suitable capacity to unload the freight,
- If a hazard is identified during the Load Assessment, the Warehouse Supervisor, (or in their absence, their delegate, or senior warehouse personnel) is to be contacted to assist in an agreed corrective action.

## 7. Loading/Unloading Team

The loading/unloading may consist of:

- A trained loading/unloading operator (i.e. forklift/crane operator),
- Dogmen or riggers assigned to assist the crane operator,
- The truck driver.

Operators are not to work alone when unloading trucks.

## 8. Completion of Unloading

- Once unloading is complete drivers are to physically check that their truck is empty, ensure that consignment notes are checked off against material unloaded and verify that there is no damage sustained to the consignment,
- Any damage is to be reported to the Warehouse Supervisor, (or in their absence, their delegate, or senior warehouse personnel) who in turn is to inform the transport company,
- Drivers are to ensure that all load restraint equipment is secure before driving off,
- If only part of the freight has been off loaded, the driver is to ensure the remaining freight is fully restrained.

See attached load assessment risk form (applies to both loading and unloading).