SOP TITLE: Loading and Unloading Vehicles

SOP#:SOP001
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REFERENCES

WHS Act 2011; WHS Regulation 2017; COP: Hazardous Manual Tasks; COP: How to Manage Work Health & Safety Risks; COP: Work Health & Safety Consultation, Cooperation & Coordination

PURPOSE

To ensure as far as reasonably practicable that loading & unloading vehicle safety risks are eliminated or controlled

SCOPE

All Who Dares workers required to load & unload vehicles

DEFINITIONS

Refer to SOP Definitions

SAFETY RISKS (HAZARDS)

- Manual handling incidents including:
- Back & neck injuries
- Sprains & strains
- Hernias
- Vehicle incidents
- PPE - Refer *PPE Policy & Procedure*
- Hi-Viz vests to be worn at all times.
- Sturdy, fully enclosed footwear to be worn at all times.
- Hi-Viz wet-weather coats and over trousers to be worn during wet weather, day or night.
- Who Dares caps or hats to be worn in sunny conditions.

PROCEDURE

1. Do not lift more than you are comfortable lifting and do not lift more than 20 kilos.
2. Test the weight by partially lifting.
3. Bend your knees and keep your back straight.
4. Get a team mate to help if possible.
5. Use trolleys when provided.
6. Wear Gloves and boots.
7. Always secure load with straps.
8. The driver must check the load before driving.
9. Check for damaged equipment. Put aside and let Management know.
10. Check signs off TCP. If possible one person check as the other loads.
11. Do not rush, work steadily and efficiently.