Loading / Unloading Trucks SOP

PERSONAL PROTECTIVE EQUIPMENT (PPE)


Protective Footwear


Gloves


Hi-Vis Vest

SAFETY PRECAUTIONS



Before delivery/pickup, the following **information** should be provided to the driver:

- ✓ The restrictions on the types of vehicles that can be accepted
- ✓ Presence of any overhead services/power lines
- ✓ Delivery times
- ✓ Site information, including loading/unloading area, parking facilities, reception, restrooms etc.
- ✓ Reporting procedures on arrival and departure
- ✓ Safety procedures on-site, such as wearing high-visibility clothing, etc.
- ✓ Availability and use of equipment
- ✓ Person in charge of loading/unloading
- ✓ Emergency contact details



Where required, provide adequate **traffic management**, including:

- ✓ Traffic cones/barricades/line markings
- ✓ Caution signs/convex mirrors/alarms, etc.
- ✓ Exclusion zone for pedestrians
- ✓ Driver waiting area (visible to forklift operator)



Ensure **transport documentation** is complete, including:

- ✓ Labels
- ✓ Number of packages
- ✓ Weight / volume
- ✓ Signatures are obtained, as required
- ✓ Load is as the documentation describes

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KNOWN HAZARDS

MAIN RISKS:



1. **Vehicle movement**



2. **Falling objects**



3. **Working at height**



4. **Manual handling**



5. **Poor housekeeping**

OPERATIONAL STEPS

PART 1: Pre-Operational Inspection

1. Follow the pre-operational checklist in the manufacturer's operational manual. Check:
    a. fluid levels are okay (oil, coolant, brake, hydraulic, transmission, etc.) and no leaks;
    b. brake, indicator and emergency lighting are functional;
    c. no wear or damage of tyres and pressure is okay;
    d. windscreen is clear and undamaged;
    e. cabin and dashboard are clear of debris and stored items;
    f. brakes are functional (including hand/park brake);
    g. seatbelt is present and fully functional;
    h. other items as specified in the manufacturer's operating manual (such as tailgates, temperature controls, etc.);
    i. inspect load restraint equipment; and
    j. ensure headboards, side gates, loading racks are strong enough for load and in good working order.

PART 2: Entering / Exiting the Vehicle

2. Face the truck whenever you mount and dismount the truck.
3. Use the provided steps / handholds when entering or exiting the cabin.
4. Maintain a 3-point contact with the steps and with handholds (2 hands X 1 foot / 2 feet X 1 hand).
5. Never mount or dismount a moving truck or jump off the truck.

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PART 3: Operation

6. Operate in the vehicle in accordance with manufacturers' instructions.
7. Wear prescribed PPE.
8. Park in designated area. The designated area should be:
    a. clear of overhead power lines;
    b. suitable ground (firm, compacted soil or concrete, no steep slopes etc.);
    c. free from pedestrians; and
    d. have clear visibility and sufficient room for loading/unloading.
9. Turn off the engine and isolate power to the vehicle.
10. Liaise with Load Operator to ensure specific procedure for loading is followed.
11. **Communication:**
    a. Use an effective communication system between the mobile plant operator and the driver.
    b. Use signs, lights, alarms, and the like to indicate loading/unloading is in progress.
12. **Driver:**
    a. Prepare vehicle (e.g., open doors, canvas, remove blocking/bracing equipment).
    b. Check existing load (if relevant).
    c. Provide information to Loading Operator about the type of existing load.
    d. Remain in a designated area away from loading/unloading during the loading/unloading process
13. **Load Operator:**
    a. Ensure sufficient/correct load restraint equipment is available.
    b. Tie-down points are identified by tie-down decals where required.
    c. Verify all tie-down equipment (lashings, chains, shackles etc.) is rated for the task.
14. Erect sturdy barriers, such as fences or gates, around the safety zone – or, if these are unavailable, use chains or tape.
15. Allow driver time to inspect load during loading / unloading.
16. Confirm with the driver when loading / unloading is complete.
17. **Driver:**
    a. Check completed load.
    b. No free spaces between items.
    c. Ensure packages cannot move in any direction and sufficient lashings to secure load.
    d. Load documentation matches load description, including weight, volume, and types.
    e. Prepare vehicle for transport (e.g., close doors, canvas etc.).
18. Replace tarps/covers from ground level wherever possible. Avoid working at heights.
19. Ensure sufficient friction. Check for oil, grease or excessive plastic packaging that could reduce friction and allow load movement.
20. Consider the use of tough rubber mats under load to increase friction where relevant.
21. Ensure gaps or drop-offs on loading docks are protected to prevent falls.

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PART 4: Working At Height

22. Inspect vehicle ladders during the pre-start inspection.
23. Ensure footwear is suitable. Snug-fitting shoes / boots with flat, non-slip soles, no loose soles, long laces, soles that are oily, or caked with mud or other contaminants.
24. Use safety harness as required.
25. Wear an appropriate tool belt to carry tools when ascending or descending the ladder.
26. **Never** ascend or descend a ladder carrying any equipment.
27. Face ladder when ascending / descending or working from it
28. Ensure 3 points of contact always remain on the ladder (2 hands X 1 foot / 2 feet X 1 hand)
29. Ensure only one person is working from each ladder.

TAKE NOTE

⚠ Driver to notify/seek permission from Loading Operator if power is required for any elements of the vehicle.

⚠ Ensure vehicle suitable for load. Check:

- ✓ roadworthy;
- ✓ sufficient space for load;
- ✓ GVM;
- ✓ tyre and load capacity will not be exceeded; and
- ✓ correct design for the type of load (long loads, correct load distribution).

⚠ Ensure load is restrained using performance standards to ensure the load:

- ✓ is positioned correctly;
- ✓ able to withstand acceleration-deceleration in different directions; and
- ✓ movement is limited sufficiently.

⚠ Vehicle maintenance is to be conducted as per manufacturers' instructions and by qualified persons only.

⚠ Carry out inspection, maintenance and repair of all bindings, chains, and restraints

⚠ Ensure curtain tracks and rollers are regularly maintained and follow manufacturer instructions for lubrication.

- ✓ Keep the track clean by using air, water, or vacuum to remove dust.
- ✓ Be aware of increased curtain resistance, as it probably means the track or rollers need maintenance.

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DISCLAIMER:

This **Safe Operating Procedure** (SOP) **does not necessarily cover all possible hazards** associated with the task and should be used in conjunction with other references where necessary.

This is SOP is **designed as a general guide** to be used to:

- ✓ **complement more specific training or instruction**, and
- ✓ **as a reminder** to users of the equipment.

Document Review Details:			
Reviewer Name:		Signature:	
Reviewer Position:		Date:	

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