

SHE-IHG-SWOP

Safe Work Operating Procedure:

Loading & Unloading Building Materials & Products

(Vehicle Loading Cranes/Flatbed Trucks/Tippers/Vans/Utes)



* NB: Use this form for the relevant information only. It is not to be altered in any way.

This SWOP outlines the Metcash/IHG safe and approved work method for loading and unloading building materials & products using IHG approved fleet vehicles on a Metcash/IHG Site.

Key Hazards. What can cause harm?	- Hazardous manual tasks (lifting lowering, repetitive movements, twisting, bending and awkward positions) - Incompetent/untrained operator. - Uneven or slippery surfaces - Operation of powered mobile plant/vehicles - Load – materials being handled/moved - Moving parts	- Mobility - Visibility - Throwing, pressing objects, repetitious movements - Falling objects - Work at height (truck) - Crushing - Transfer of virus/infection from contact with shared equipment/surfaces
Key Identified Controls	 Safety footwear must be worn  Hi vis clothing must be worn, vests closed  Protective gloves must be worn  Long/loose hair must be contained  Close fitting clothing must be worn  No loose/hanging jewellery to be worn  No Smoking	Operator training should include: - Workplace induction - Daily pre – operation checks - Safe Work Operation Procedure - Manufacturer’s instructions (read and understand, where available) - Nature of hazards - Fitting of personal protective equipment - Equipment - Manual handling - Housekeeping - SOT (Safety Observation Tour) - ATR (Associate Technique Review) - Hazard reporting/Lock Out/Tag Out (LOTO) - Exclusion area to be maintained around loading/unloading crane operation

PRIORITY ITEMS

Prior to delivery or pick up, the following information should be provided to the driver:

- All restrictions on the type of vehicle that is suitable for use at the delivery site.
- The load is as documentation describes.
- Where to report on arrival and departure (where applicable).
- Site-specific procedures, such as wearing high vis clothing, using mobile phones etc.
- Site supervisor or management contact (where applicable).
- Presence of any overhead services/power lines for trucks or cranes.
- Delivery times for the site.
- Site information, load and unloading allocated area.

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- Site Traffic Management to be adhered to:
 - Witches' hats/barricades/line markings.
 - Caution signs/convex mirrors/alarms etc.
 - Exclusion zone for pedestrians.
- Emergency contact details.
- Driver to follow site TMP for waiting areas (Visible to forklift operator).
- Ensure transport CoR documentation completed.
 - Labels.
 - Number of packages.
 - Weight/volume.
 - Signatures are obtained as required.
- Delivery SWMS completed.

Loading and Unloading Zones

- The site has applied the LUEZ Principles for loading and unloading
- Drivers must
 - Park in designated area
 - Secure their vehicle – park brakes and chocks
 - Prepare the vehicle for un/loading
 - Notify the receiver/loader when ready
 - Proceed to a designated safe area
- Stay in the Driver Safety Zone while forklift is in motion. These are marked and signposted.
- Follow the instructions of Forklift Operators. They will advise when to open/close gates, remove/apply load restraints.
- Use marked walkways to go to amenities.
- [Add further site-specific details if required]



Figure 5 - Loading bay



Figure 6 - Designated driver safety zone

SAFE WORK OPERATING INSTRUCTIONS

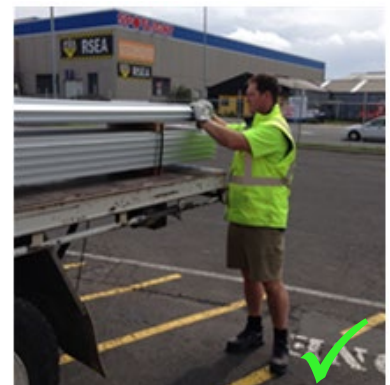
Safe unloading of building materials at site:

*Follow any Pre-operational checklists e.g., Fleet Management Delivery (Truck, Van, Ute) Pre-Trip Checklist:

- Always inspect the load prior to unloading.
- Always Pre- sling loads from the ground.
- Check for any timbers/building products that may have broken or have been damaged during transport.
- If the load has moved or become unstable, plan how to move it safely.
- If access to vehicle has become unsafe, move vehicle to another area and arrange alternative load shifting equipment (LSE).
- Never let unstable loads “tip” or fall onto the ground.
- Use a spotter where required.
- Check site traffic management prior to unloading.
- Know the load that is being lifted.
- Avoid climbing onto truck tray as much as possible.
- If climbing onto truck cannot be avoided, NEVER jump down. Use side steps or ladder.

This load requires hand load from **ground only** as our team members can easily reach material to unload.

PHOTOS/DIAGRAMS



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Safe manual handling – one or two person hand unload:

- TAKE 5 and PLAN prior if the delivery will be a hand unload
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- Reduce the need to access tray on the truck by loading for easy and safe access
- Deliveries by hand should only contain lightweight materials
- If other materials (non-lightweight) require hand unloading, and or packaging labelling displays two person lift, ensure a teammate is available to assist
- Where safe to do so, cut packs on the truck and prepare packs to unload safely by hand. N.B break down timber packs, DO not try to move in bulk by hand.
- Check ground surface before unloading for uneven surface/damage/muddy
- Use PPE (gloves) when handling sharp product and/or timber
- Use two-person lift, plan and communicate
- Always get as close to the load as possible



Driver to notify supervisor/manager immediately if unloading of product has been identified as unsafe

Access to vehicles:

- Only team members who are authorised should have access to vehicles
- Where possible, avoid climbing onto the tray
- Delivery plan should minimise the amount of time spent on the tray
- Load must be inspected prior to accessing the tray
- Access only via steps, a loading gantry or mobile platform
- Never jump off the vehicle
- If required, inspect tray to ensure that it is safe to walk on. Ensure no obstructions that may lead to tripping
- Three point contact entering/exiting truck cabin
- Vehicles should have appropriate fall prevention in place for example fall protection devices can include approved fitted safety rails.



Site Conditions:

- Make sure the area where unloading of building materials is safe by the following:
 - Flat, even ground, must be solid for crane trucks supporting arms
 - Access to unload area can be done safely
 - Look for any obstructions in the loading area (including parked cars)
 - Look for pedestrian exclusion zone, these must be used and adhered to
 - Site traffic management plans must be followed



Ensure load is restrained using Load Restraint Guide by National Transport Commission to ensure load is positioned correctly, able to withstand acceleration, deceleration in different directions and movement is limited sufficiently.



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Please note the following rules which must be adhered to at all times during unloading operations:

- Climbing on to vehicle trays or loads is a high-risk activity that should be avoided whenever and wherever possible.
- All loads are to be pre-slung before being loaded onto trailers.
- All trailers are to carry portable ladders mounted in carriers or on chassis.
- All delivery and yard staff are prohibited from climbing on to vehicle trays and/or loads unless absolutely necessary and only then, if using integrated ladders or extension ladders fixed to side of vehicle.
- Packs should be cut on the vehicle to facilitate hand unloading. Do not attempt to lift whole packs.

Safety Tips:

- Prior to delivery/pick up, the following information should be provided to the driver:
- All restrictions on the type of vehicles that is suitable to use, at the delivery site.
- Presence of any overhead services/power lines.
- Delivery times for the site.
- Site information, load and unloading allocated area.
- Where to report on arrival and departure (where applicable).
- Site-specific procedures, such as wearing high Vis vests, using mobile phones etc.
- Site supervisor or management (where applicable).
- Manual Handling Bodies for the future training applied while doing tasks.
- Take rest periods
- Use two hands and alternative grip
- Avoid manually lifting where possible - Use Lifting aids & tools if any are available at the delivery site
- Size Up the load
- Stable and firm grip using both hands
- Stay Close to the Load
- Use your legs as much as possible to lift the load
- Maintain a straight spine
- Step in the direction of travel (do not twist your spine)

Site Traffic Management

- Site Traffic Management to be adhered to:
 - Witches hats/barricades/line markings
 - Caution signs/convex mirrors/alarms etc.
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Maintenance & Cleaning	Follow LOTO procedures, record service / repairs information in Maintenance Log.  Maintenance is to be conducted as per manufacturer's instructions and by qualified persons only. On completion: • Remove all traffic management measures – witches' hats, barriers, or signs. • Ensure that the work area is left in a condition that does not create any risk to other persons. • Place all packaging away in suitable area. • All excess material / scrap to be removed from work area / disposed of correctly • Ensure Cab is free of rubbish and vehicle kept in a clean condition • Report hazards immediately
Associated Documents	<i>A reference list of applicable Australian and New Zealand Standards, Codes of Practice and Metcash SHE System Framework Procedures, will be made available upon request.</i>