



Truck Loading/Unloading Policy

1. Purpose

- 1.1 The purpose of this Truck Loading/Unloading Policy (Policy) is to outline the safe and efficient operation of forklifts by Residential Scaffold Australia Pty Ltd & RoofSafe Solutions Pty Ltd (collectively referred to as 'RS') in the workplace to ensure the safety of personnel, materials, and equipment.

2. Commencement of the Policy

- 2.1 This Policy will commence from 01 May 2024. It replaces all other Truck Loading/Unloading policies (whether written or not).

3. Application of the Policy

- 3.1 This Policy applies to employees and contractors (including temporary contractors) of RS, collectively referred to in this Policy as 'workplace participants'. This Policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.

4. Unloading Preparation

- 4.1 Workplace participants must sign and adhere to the Safe Work Procedure prior to participation in truck unloading.
- 4.2 Ensure all necessary Personal Protective Equipment (PPE) is worn, such as Hi-Vis clothing, gloves, and steel-toed boots.
- 4.3 A designated competent person will oversee the unloading process to ensure all workplace participants are operating safely and efficiently.
- 4.4 The truck must be parked on stable ground and the brakes fully engaged. If necessary, wheel chocks may need to be used.
- 4.5 The driver must exit the truck and move to the designated "Waiting Zone" where they will remain until instructed to return to their vehicle.
- 4.6 The truck driver will confirm the contents to be unloaded along with any specific instructions.



5. Unloading Procedure

- 5.1 Ensure that all workplace participants maintain a safe distance from the truck and the loading/unloading area during unloading. Keep walkways and emergency exits clear at all times.
- 5.2 Contents are to be removed through the use of a forklift by qualified personnel only.
- 5.3 Place unloaded contents in designated storage areas based on their type and size.
- 5.4 Contents must be lowered to the ground carefully to avoid damage. When stacking stillages, ensure the legs are properly secured to prevent collapse or tipping.
- 5.5 Inspect each item as it is unloaded for any defects or damage. Any damaged items are to be unloaded in an isolated area for further assessment.
- 5.6 Record the receipt of unloaded items, including quantities and any discrepancies, where required.
- 5.7 Monitor the loading/unloading area for any signs of damage or hazards caused during the unloading process.

6. Loading Preparation

- 6.1 Workplace participants must sign and adhere to the Safe Work Procedure prior to participation in truck loading.
- 6.2 Ensure all necessary Personal Protective Equipment (PPE) is worn, such as Hi-Vis clothing, gloves, and steel-toed boots.
- 6.3 Verify that the contents to be loaded are all accounted for and properly prepared and packaged for transport.
- 6.4 A designated competent person will oversee the loading process to ensure all workplace participants are operating safely and efficiently.
- 6.5 The truck must be parked on stable ground and the brakes fully engaged. If necessary, wheel chocks may need to be used.
- 6.6 The driver must exit the truck and move to the designated "Waiting Zone" where they will remain until instructed to return to their vehicle.
- 6.7 The truck driver will liaise with the designated person to plan the loading sequence to optimize space utilization and weight distribution on the truck.



7. Loading Procedure

- 7.1 Ensure that all workplace participants maintain a safe distance from the truck and the loading/unloading area during unloading. Keep walkways and emergency exits clear at all times.
- 7.2 Contents are to be loaded through the use of a forklift by qualified personnel only.
- 7.3 Distribute weight evenly across the truck bed to maintain stability. This must be coordinated by the truck driver.
- 7.4 Secure contents to the truck using straps, chains, or other suitable restraints to prevent shifting during transit.
- 7.5 The truck driver and designated competent person must conduct a final inspection of the loaded truck to ensure that all contents are properly secured, and the load is balanced.
- 7.6 Verify that all necessary documentation for the load is provided to the truck driver.
- 7.7 Communicate with the truck driver to confirm readiness for departure. Once ready, ensure the traffic zone is clear for truck to depart.
- 7.8 Monitor the loading/unloading area for any signs of damage or hazards caused during the loading process.

8. Emergency Procedures

- 8.1 In the event of any accident, injury, near miss, or equipment malfunction, immediately stop work and notify a supervisor.
- 8.2 If a load becomes unstable or falls, do not attempt to catch it. Move to a safe location and alert others in the area.

9. Breach of this Policy

- 9.1 Any breaches of this Policy by an employee may result in RS taking disciplinary action, against that person.
- 9.2 Any breaches of this Policy by a contractor may result in RS terminating the contract for services.



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Variations

RS reserves the right to vary, replace or terminate this Code from time to time.

All RS policies and procedures will be reviewed every two to three years and distributed to staff. RS is committed to providing an environment which is safe for all staff. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.

Signed 

Dated 01.05.2024

Residential Scaffold Australia & RoofSafe Solutions