

LOADING/UNLOADING WAGONS

Purpose: To remind those involved in loading/unloading pallets of stock from delivery/collection wagons of the safety precautions to be followed.

Main Hazards/risks:-

- Failure of critical functions of the truck
- Unstable loads leading to pallet spills
- Excessive speed or erratic driving
- Pedestrians
- Uneven ground

Equipment required:-

- Safety shoes
- Hi-vis vests
- Gloves should be worn when carrying out manual handling task.
- Seat belts must be worn at ALL times on FLT's.

General Precautions:-

Before commencing work with the FLT, ensure that the pre-shift inspection has been carried out.

Do NOT use a faulty truck.

Instructions:-

1. Supervise the positioning of the vehicle and ensure that the driver has applied the parking brake, switched off the engine and removed the keys from the ignition.
2. Under no circumstances allow the driver to move the vehicle without permission from the Lift Truck driver or his banksman/co-ordinator.
3. The visiting driver may stay in the cab, or alternatively stand behind the yellow barriers outside Despatch or Goods In, after opening his curtains and supporting bars.
4. Under no circumstances are the visiting drivers to close their curtains or supporting bars until instructed by the FLT driver or the shift line manager.
5. At no time should the visiting driver be in the proximity of a manoeuvring lift truck, or on the bed of the trailer whilst loading/unloading takes place.
6. Never lift a driver onto the back of his wagon on the forks of the FLT

Loading:-

7. Before loading, ensure that the vehicle floor is clear of obstructions and in sound condition to take the load and that the driver and any pedestrians are clear of the loading area.
8. Commence loading tight up to the headboard or front of the vehicle. Distribute the total weight evenly from side to side and over all axles.
9. Load from both sides; never push a load from one side of the vehicle to the other.
10. Keep the loads 'butted-up' to prevent movement in transit. All loads must be strapped before the vehicle moves off.

Unloading:-

11. Commence unloading from the rear of the vehicle, working from alternate sides. Do not unload one side of the vehicle as this may cause the vehicle to tip.
12. Ensure that the driver and any pedestrians are clear of the unloading area.

Important Notice: Your Health & Safety Information Sheet is for guidance only. It does not replace our written Health & Safety policies and procedures and you must make sure you are fully aware of these.

Training Courses: For more details on our Health & Safety Training courses available, please contact our learning Zone department via email: learningzone@shrec.org.uk or visit our website: www.shrec.org.uk