



### Module 1:

### Course introduction









(If you experience any issues with text or images displaying on your iPad, simply press the 'Replay' button to reload the page)

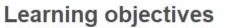
e-learning online inductions online training courses





Touch to

play audio



By the end of this course you will be able to:



Explain your legal obligations during loading and unloading activities



Prepare the goods for loading





Secure and protect the goods appropriately



Unload the goods safely at the destination













### Course structure

Touch to play audio



















Course introduction Overview of loading regulations

Preparing the goods -Standard loads

Preparing the goods - Unusual loads

Loading the goods -Standard loads

Loading the goods -Unusual loads

Securing and protecting the goods

Unloading the goods

Course summary

Optional Quiz

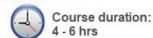
Observation Assessment

Practical Assessment 3rd Party Observation Assessment

Statement of Attainment



Load and unload goods/cargo









e-learning online inductions online training courses





## Who should complete this course?

Touch to play audio



Skills and knowledge in the safe loading and unloading of goods and cargo is essential to maximise the safety of the person conducting the loading or unloading, along with the safety of those around them.

> During the loading or unloading activities



During the transport of the goods

This course applies to anyone who undertakes loading or unloading activities in the workplace and work under some supervision:









Examples of workplaces may include:

Transport and logistics providers

Storage and warehouse facilities Distribution centres

Retail outlets

**Airports** 

Wharves

Rail depots







e-learning online inductions online training courses





Touch to play audio



Let's look more closely at some of the common roles responsible for safe loading and unloading activities. Click each person to find out more.

Sarah (Consignor)



Gavin (Warehouse Assistant)



Brad (Loader)



Sean (Driver)











Touch to play audio



Let's look more closely at some of the common roles responsible for safe loading and unloading activities. Click each person to find out more.

















"I have my own glassware manufacturing company and use a transport company to deliver my products to customers around Australia. When the driver arrives to pick up the order, I often help to load the boxes onto the truck as the glassware is fragile. I need to make sure that I have prepared the goods in appropriate packaging and provided the correct measurements and weights to the transport company. When I am lifting the boxes onto the truck, I also need to make sure that I use correct manual handling techniques so that I don't injure myself."







e-learning online inductions online training courses





Touch to play audio



Let's look more closely at some of the common roles responsible for safe loading and unloading activities. Click each person to find out more.

















"I work as a warehouse assistant for a large retailer. A majority of my day involves either loading our trucks for deliveries to our stores across Australia, or, unloading trucks that are delivering stock to the warehouse. I must make sure that I put safety first during all of my loading and unloading activities. For example, when I am preparing a palletized load, I need to ensure the pallet is strong enough to carry the load and then secure the goods to the pallet so that no movement occurs. I can then stack and secure the pallets on the vehicle so that they cannot move during transportation."







e-learning online inductions online training courses





Touch to play audio



Let's look more closely at some of the common roles responsible for safe loading and unloading activities. Click each person to find out more.

















"I work for an international freight forwarder and my main role is to load a variety of small loads (LCL cargo) into containers at our freight station for export. When I'm loading the container, I need to make sure that I:

- · spread heavy goods evenly over the floor area, and
- · place light goods on top of heavy goods.

If the container is not full, I must secure the load within the container to prevent any movement during shipment."







e-learning online inductions online training courses





Touch to play audio



Let's look more closely at some of the common roles responsible for safe loading and unloading activities. Click each person to find out more.

















"I am a heavy vehicle driver for a local transport company. When I am collecting a load, I have a responsibility to ensure the goods have been safely loaded and secured to my vehicle (whether I am doing the loading myself or a loader is doing it). Ensuring that the load is safely restrained, helps to protect me and other people on the roads, while I am transporting the load. If I am not doing the loading, I need to make sure I stay in the 'Safety Zone' (outside the 'Loading and Unloading Exclusion Zone') while the operator is loading my vehicle."







e-learning online inductions online training courses





### What are hazards and incidents?

Touch to play audio



You may observe a breach of Chain of Responsibility and it is important that you know what to do. A breach may be classed as:

#### Hazard



A 'potential' breach of the legislation

Has the potential to cause injury or illness to people, or to adversely impact the environment or the community

#### Incident



An 'actual' breach of the legislation

Has resulted in a near miss, an incident or an accident



If you unsure whether a situation is a hazard or an incident, you can check with your supervisor or Work Health and Safety Representative.











### What are examples of a breach of CoR?

Touch to play audio



There are many different situations that may be a potential or actual breach of Chain of Responsibility.

Common examples to watch out for:

#### Hazard

A driver is about to depart from the depot and you notice that his load is completely unrestrained on the platform of his vehicle.

A loader has finished loading a single heavy item onto a vehicle. They have loaded it on the right hand side of the platform, and you notice that it is causing the vehicle to tilt heavily in that direction.

You check a load plan and notice that the total mass of the load greatly exceeds the gross vehicle mass for that vehicle.

You double-check a driver's schedule and notice that it doesn't include the minimum rest hours.

A scheduler has a customer that is demanding that the driver meets an unrealistic pick-up timeslot.

#### Incident

A truck driver is involved in an accident, where the other vehicle was damaged by a load that was extending more than 1.2 metres behind the truck and didn't have a warning signal attached.

A fatigued driver loses concentration and swerves onto the wrong side of the road, narrowly missing an oncoming car.

A heavy vehicle driver is stopped and fined by police for exceeding the speed limit.







e-learning online inductions online training courses





## What should you do?

Touch to play audio



Process to follow if you identify a potential or actual breach of Chain of Responsibility may differ slightly between workplaces Follow these general guidelines:

> Notify your manager or supervisor immediately



Complete a Hazard Observation Form or an Incident Report Form



Purpose of notifying your supervisor/manager and recording the details of the situation is not to 'assign blame' or 'dob in your mates'



#### Improving everyone's safety

Management will be able to investigate the cause of the potential or actual breach and implement controls to help prevent the situation from happening again.

Individuals who are found to have breached CoR on purpose may face disciplinary procedures or prosecution.







e-learning

online inductions online training courses





## How do you complete the forms?



Will be slightly different in each workplace, but there are common sections found in most forms:

#### Hazard Observation Form:

- The date, time and location of the hazard
- A description of the observed hazard
- Action to be taken as a result of the reported hazard

#### Incident Report Form:

- The date, time and location of the incident
- The persons involved and witness details
- A description of the incident
- Details of injuries or illness associated with the incident and first aid applied or other action taken







Remember, these are samples only and you should make sure you use the forms specific to your workplace.







e-learning online inductions online training courses





## **Summary**





Congratulations! You have now completed Module 1: Course introduction.

You can now return to the home page and move on to the next module which will look at an overview of the different loading legislation and regulations.







