

Module 1:

Course introduction



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Learning objectives

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



Load the goods safely



Secure and protect the goods appropriately



Unload the goods safely at the destination



Complete relevant documentation



Course structure

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Course duration:
4 - 6 hrs



Who should complete this course?

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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



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Common roles responsible for loading and unloading

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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)



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Common roles responsible for loading and unloading

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(Consignor) ✓



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Brad
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Sean
(Driver) ✓



"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."



Common roles responsible for loading and unloading

Touch to play audio



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Click each person to find out more.

Sarah
(Consignor) ✓



Gavin
(Warehouse Assistant) ✓



Brad
(Loader) ✓



Sean
(Driver) ✓



"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."

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"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."

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"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."



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What are hazards and incidents?

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

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What are examples of a breach of CoR?

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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**.

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What should you do?

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**.



How do you complete the forms?

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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



[Sample Hazard
Observation Report Form](#)



[Sample Incident
Report Form](#)



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

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Summary

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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.

