

Module 8:
Unloading the goods



[Start Module](#) 

Learning objectives

At the end of 'Module 8: Unloading the goods' you will be able to:

1

Explain how to safely unload during transport



3

Describe how to receive goods at a warehouse or depot

2

Explain how to safely unload at the destination

Replay 

« Prev Page

Next »

Module overview

Throughout this course

Covered how to **prepare, load** and **secure** both standard and unusual loads



This module

Final step in the process, which is to **unload** the goods

You may be unloading the goods as:

A driver unloading the goods during transport or on delivery to the customer



A warehouse assistant receiving the goods at a warehouse for storage or at a depot for consolidation with a new load



Unloading during transport – Safety precautions

It's important to **stop** and **check** your **load** at regular intervals during transport.

If you observe any load movement, you will need to **stop**, **unload** and **reload** the goods.

If you have to unload on a public road, follow these **safety tips**:



Always be aware of your **personal safety**



Find a **level area** to stop if possible



Never unload with your **back to the traffic**



Make sure other drivers can **easily see you**

Unloading at the destination - Safety precautions

Once the driver reaches the destination, the unloading safety precautions are the same, whether it is the driver or the warehouse assistant undertaking the unloading.

Click each heading to find out more.

[Before starting unloading...](#)

[During unloading...](#)

[After unloading...](#)

Unloading at the destination - Safety precautions

Once the driver reaches the destination, the unloading safety precautions are the same, whether it is the driver or the warehouse assistant undertaking the unloading.

Click each heading to find out more.

Before starting unloading... ✓

During unloading... ✓

After unloading... ✓

Clear the area of unnecessary people, equipment or obstacles

Make sure people have **heard** and **understood** that you are about to start unloading

Walk around the vehicle and **check** the **load** and load **restraints** for any sign of movement or damage

Select **appropriate** unloading **equipment** for the specific load

Inspect the unloading **equipment** to make sure it is in good working order

Replay 

« Prev Page

Next »

Unloading at the destination - Safety precautions

Once the driver reaches the destination, the unloading safety precautions are the same, whether it is the driver or the warehouse assistant undertaking the unloading.

Click each heading to find out more.

Before starting unloading... ✓

During unloading... ✓

After unloading... ✓

Put **safety first** at all times

Communicate '**unloading in progress**' warnings clearly

Check that **pedestrians** have **not entered** the pedestrian exclusion zones

Wear appropriate **PPE** for the task

Open doors and **un-tension** knots, winches and tensioners **slowly**, watching for any movement of the goods

Unload systematically - Start from the outside of the load and work inwards

Operate unloading **equipment safely** and keep your hands clear of machinery

Use **safe manual handling techniques** if unloading by hand

Promptly **report** and **rectify** any **problems** that arise during unloading

If **dangerous goods** have been damaged or are leaking, you must **report** this **immediately**

If you are only **unloading part** of the **load** at this destination, make sure you **re-distribute** the remaining load

Replay 

« Prev Page

Next »

Unloading at the destination - Safety precautions

Once the driver reaches the destination, the unloading safety precautions are the same, whether it is the driver or the warehouse assistant undertaking the unloading.

Click each heading to find out more.

Before starting unloading... ✓

During unloading... ✓

After unloading... ✓

Clean the **platform** so it is ready for the next load

Remove any dangerous goods **placard labels** from the vehicle

Replay 

« Prev Page

Next »

Receiving the goods at a warehouse or depot

If you are unloading the goods as part of the **receival process** at a warehouse or depot, you will need to complete **additional tasks**.



Check the **goods** against the relevant documentation

Confirm the correct **items** have been delivered, the correct **number** of items has been delivered and they are in a good **condition**

An invoice, a packing slip, a delivery note or a manifest

You will often be required to **sign** the document

Take note of any **differences**



May need to **re-pack** or **re-palletise** them

Re-packing:

Breaking down bulk loads into smaller packages or unitising small loads into bigger packages

Re-palletising:

Sorting and separating mixed products that have arrived on different pallets and palletising them together

May need to **re-label** the goods



If it is a **large** load with a combination of different goods



Organise the load into the **types** of **goods** and **types** of **storage zones**

Make the stowing process **quicker** and **easier**



Move and stow the goods in the **correct storage location**, using **appropriate equipment**

Replay 




« Prev Page

Next »

Summary

Congratulations! You have now completed 'Module 8: Unloading the goods'.

You should now be able to:

-  Explain how to safely unload during transport
-  Explain how to safely unload at the destination
-  Describe how to receive goods at a warehouse or depot.



You can now return to the home page and move on to the last module which will provide a summary of the key points covered throughout this course.