



LOADING / OFFLOADING TRUCKS

RA NO

DATE

H.T.I Score	10	Medium-Regular monitoring, Supervision
Contract		
Persons involved in RA	Name	Signatures
Foreman		
Second Foreman		
Safety Officer		
Representative		

Documentation Required	Training Required	PPE and Safety Equipment Required
OHS Act and Construction Regulations	General induction - all employees	Hard Hat
Appointment 6(1)	Toolbox talks	Safety Footwear
Appointments Plant/ Vehicle Operators	First Aider	Gloves
Appointment First Aider	RA Training	
Competency Operator		
Competency First Aider		
Plant/ Vehicle registers		
Appt Stacking and Storage Supervisor		
Appt Ladder Inspector		
Ladder Register		
PPE issue register		

Activity Steps		Hazards and Risks	Preventative Measures	Rating
1	PPE	Not using correct PPE could cause injury to hands, legs and feet.	PPE equipment to be used, Safety Boots, Gloves, Hardhat. Employees to sign for PPE on PPE issue register	10
2	Cement	Inhalation of cement dust during handling can cause lung function impairment	Dust masks to be worn during handling of cement bags/ products	12

3	Housekeeping	Obstacles on ground may cause tripping and falling with the load on top of Employee could cause serious injuries.	Ensure that the lay-down area is free of obstacles and large enough to stack material being off-loaded in an orderly way. Stacking and Storage Supervisor to ensure good stacking and housekeeping standards are maintained.	10
4	Stacks	Stacks could collapse and cause injuries or damage to property or material if they are not stacked correctly	Stacking and storage to be controlled by an appointed Stacking and Storage Supervisor. Stacking must take place in the prescribed manner.	12
5	Climbing on stacked material.	Material may dislodge causing employee to fall causing injury to all parts of the body.	Employees are not allowed to climb on material that has been stacked & should always handle material on top of stack first.	8
		Topmost level of stack may be too high to reach safely from the ground causing employees to climb on stacks and possibly injuring themselves.	Safe access to be provided to enable employees to handle topmost material on stacks.	12
6	Distribution of load	Weight not distributed evenly makes it difficult to control. Material not positioned properly may fall off truck. Material falling off truck may get lost, injure people or damage the vehicle of a third party. Truck difficult to control – may leave the road causing an accident with a third party, resulting in property loss, injury &/or fatal.	Driver of truck and loading Supervisor to come to an agreement as to what gets loaded where, take into consideration the weight distribution and requirements of the statutory laws applicable.	11
7	Manual lifting	Workers may injure their backs if loads are too heavy for them. Dropping of load because of its weight. Injury to backs. Dropping load onto fingers, legs or feet.	Determine the weight of individual items and engage sufficient workers to load the material or equipment onto the back of the truck in an orderly way. Use lifting equipment if the item is too unwieldy or heavy for manual lifting	8

		Sudden release of load on one side of load will cause the other party to release the load, possibly onto his legs, feet or hands. Injuries to legs, feet or hands.	The communication between Employees is to be of a high standard. They should release the load being handled at the same time, continuously advising the other parties when they are going to release their hold of the load being handled.	9
8	Securing of load	Unsecured loads could dislodge themselves and cause injury to persons or damage to product or property.	After loading of truck, double check that material is safely secured and incapable of dislodging during transit.	11
9	Using Lifting Equipment	Employees may be injured, property damaged or material lost if incorrect procedures are followed when using lifting equipment.	Employees to be trained in craneage and associated Risk assessments.	11