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TOOLBOX TALKS

Load safety

Aim of toolbox talk

The aim of this toolbox talk is to communicate this company's safe loading/unloading policy to loading staff and all drivers (including sub-contracted and agency) of ensuring that vehicles are safely loaded, loads in normal and emergency situations do not cause a hazard, that appropriate load restraints are used and vehicles are not overloaded.

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How this toolbox talk will help you

This toolbox talk covers how to load a vehicle safely, who's responsibility this is and when load safety checks should be carried out. It also highlights what a risk assessment is and what it should include.

Our company goal is to minimise the risk of incidents or injury to the public.

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Why is this talk needed?

- You are bound by law to pay attention to the weight, size and security of any load carried on your vehicle
- During 2013/14, DVSA issued over 2,000 prohibitions to vehicles which presented a road safety risk because of how their load was secured

22,000 road impact incidents

There were 22,000 road impact incidents in England in 2013 caused by objects falling from vehicles.

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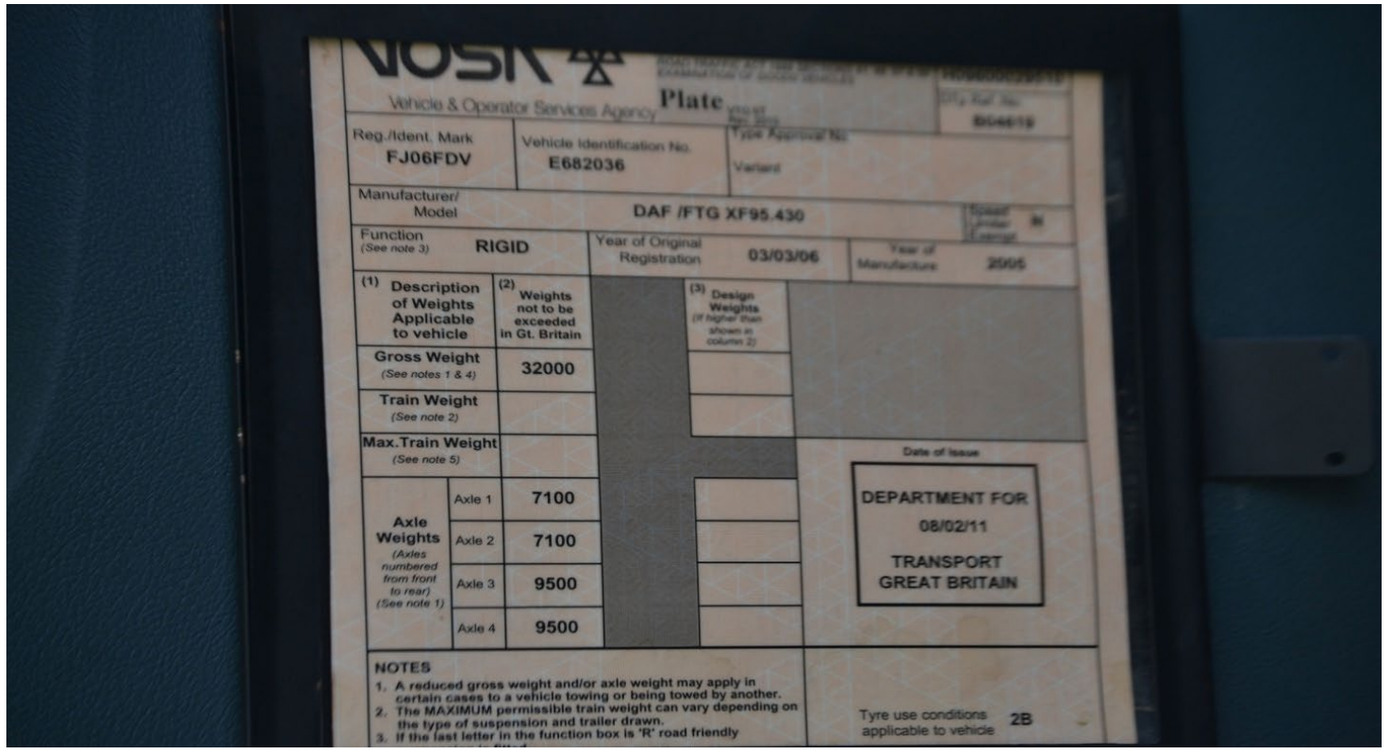
Penalties for overloading:

5% to 10% - £100

10% to 15% - £200

15% to 30% - £300

More than 30% - Prosecution



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Who needs to make sure vehicles are loaded safely?

- Both you and all loading staff are required to know how to load a vehicle safely
- You must make sure that the right type of vehicle is used for the load and that the load is distributed evenly and secured correctly
- You should make sure that the vehicle is loaded so the load remains in a safe condition during loading, transit and unloading
- If you did not witness the vehicle being loaded then you should check that the load is in a safe condition before you move it

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What is a risk assessment

A risk assessment is a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking. The risk assessment should cover the following:

•Are loading/unloading operations carried out in an area away from passing traffic, pedestrians and others not involved in the loading/unloading operation?

•Is the load, the delivery vehicle and the handling vehicle compatible with each other?

•Is loading/unloading carried out on ground that is flat, firm and free from potholes?

• Are the vehicles braked to prevent unsafe movements during loading/unloading?

• Are systems in place to prevent vehicles driving away while they are still being loaded/unloaded?

• Has the need for people to go on to the load area of the vehicle been eliminated where possible and if not, is safe access provided and used?

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Points to emphasise

- During an average year there are around 2,000 successful prosecutions for unsafe loads
- The maximum penalty for an unsafe load is a fine of £5,000, three penalty points and a disqualification
- You should be fully trained on the correct methods of loading and unloading a vehicle safely including correct use of restraints and aids
- The Driver & Vehicle Standards Agency (DVSA) and the police have powers to issue fines (graduated fixed penalty scheme) to any driver in charge of a vehicle that is overloaded or if the load is insecure

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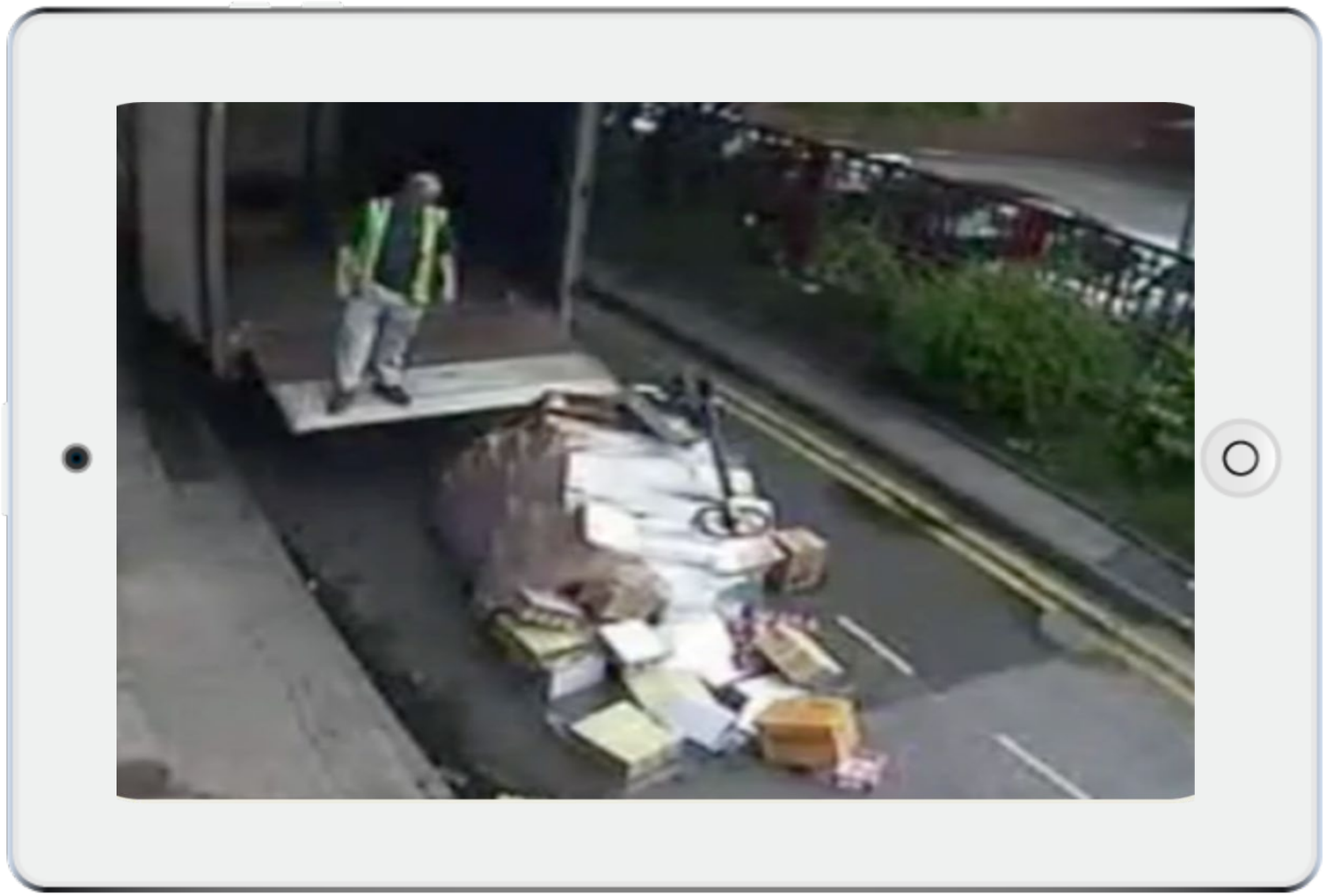
Dynamic risk assessment



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How to load/unload your vehicle safely

- Use adequate load restraints
- Spread the load as evenly as possible, during both loading and unloading
- Loads should be secured, or arranged so that they do not slide around
- Make sure safety equipment is considered
- Loads must be suitably packaged
- Use weighbridges to ensure your vehicle is not overloaded

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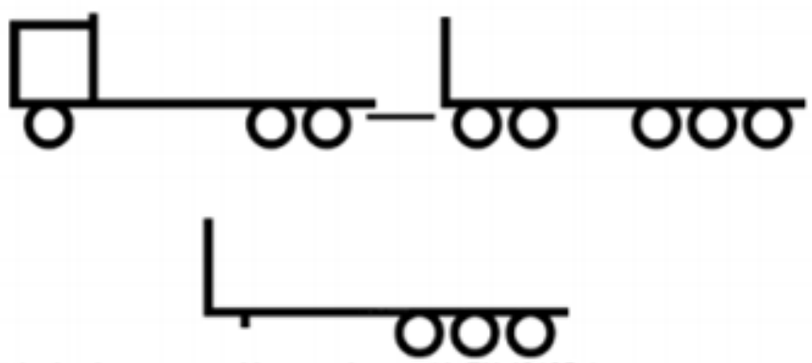
Example loading plan

Company: Address: Telephone: Fax:		 Road only	 Road and Sea — A	 Road and Sea — B	 Road and Sea — C	 Combined traffic
Place of loading: Date of loading:		Freight papers No.:				
Description of loads	Mass in t	Packing			Centre of gravity in relation to front	
Lashing equipment on the road vehicle	☐ Front wall ☐ Side walls	☐ Front stakes ☐ Side stakes ☐ Trough wagon			☐ Lashing points ☐ Lashing winch ☐ Other	
Characteristics of the load ☐ Metal ☐ Concrete ☐ Wood ☐ Other ☐ dry ☐ wet ☐ greasy	Characteristics of the loading surface ☐ Metal ☐ Concrete ☐ Wood ☐ Other ☐ dry ☐ wet ☐ greasy	Resultant friction factor (see table on the back side) μ = ... Load covered by a tarpaulin? ☐ YES ☐ NO			Do sharp edges affect the safety adversely? ☐ YES ☐ NO Edge protectors in use? ☐ YES ☐ NO	
Description of the used load restraint assembly	☐ Web lashing ☐ Wire lashing rope ☐ Lashing chain ☐ Fixing bar ☐ Stowing pad ☐ Side wall anchor ☐ Other					
	Type		Number	LC in straight pull or S_{TF}		
Labelling of the load securing by label(s) on ☐ vehicle ☐ load ☐ CTU (body) ☐ tarpaulin	1					
	2					
	3					
	4					
Description of the securing procedure	☐ Over top lashing ☐ Direct lashing ☐ Blocking ☐ Combination of crossed in methods					
Description of the lashing angles	Angle of over top lashing α = ... °		Angle of direct lashing α = ... ° Angle of direct lashing β = ... °			
Sketch 						
We herewith certify that the load was secured in accordance with EN 12195-1. Date Name of responsible person: Signature						

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Safe loading?

Benefits

If you load your vehicles safely it can:

•Prevent goods from falling onto roads while on the journey

•Prevent goods getting damaged before they reach their destinations thus saving time and money

•Reduce likelihood of accidents occurring

•Reduce the likelihood of fines

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Understanding the toolbox talk

- What is our company goal with regards to safe loading?
- Who needs to make sure vehicles are loaded safely?
- When should the load safety checks be carried out?
- Give examples of things you can do to make sure your vehicle is loaded/unloaded safely?
- What should you do if the load shifts during the journey?

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Safe loading summary:

- To sum up, we need to make sure vehicles are loaded safely, loads in normal and emergency situations do not cause a hazard and that appropriate load restraints are used
- The law requires a load to be arranged and secured so that there is no likelihood of danger, injury or nuisance to any person
- Penalties for overloading can result in prosecution
- It is your responsibility as a driver to ensure your vehicle is loaded safely whether you loaded it or not
- Risk assessments are required by law and are an essential part of identifying sensible measures to control the risks in your workplace

Remember if we get a bad reputation with DVSA, the authorities will make sure that our vehicles are checked more regularly

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Any questions?