

HS505 Safe Work Procedure (SWP)



DGL management must consult *HS808 Writing Safe Work Procedures Guideline* when developing a SWP.

Author:		Title:	
Jason Logan		Logistics Supervisor	
DGL Site:		Department:	
Unanderra NSW		Logistics NSW (LOU)	
Document Number:	Version:	Issue Date:	Next Review Date:
SWP No. ¹ ULG-402	v.1	28/04/2021	28/04/2023

1. Safe Work Procedure Title and Description of Activity

Title: Unloading Cargo from Trucks

Description of Activity:

Unloading of goods from vehicles with by the use of forklift truck

2. List of Identified Hazards and Implemented Risk Controls During Risk Management

HS Risk Management Form Number: HS504_SWP ULG-402

Hazards:

Uneven/slippery surface; Lifting/carrying; Reaching/overstretching; Vehicles; Forklifts; Workload; Mental stress; Contamination; Hazardous chemicals; Hazardous waste; General weather; Contained spills.

Controls:

PPE; Workplace Design; Hazard & Incident Reporting; Manual Handling; SWP; Driver green zone; HRW Licensed Operators; SWMS; Break Times; provide extra assistance; Bunded Area;

3. List of Resources Required

PPE:

- | | | |
|---|---|--|
| <input type="checkbox"/> Protective Helmets | <input checked="" type="checkbox"/> Protective Clothing | <input type="checkbox"/> Protective Gloves |
| <input checked="" type="checkbox"/> Safety Glasses | <input type="checkbox"/> Face Shield | <input type="checkbox"/> Splash Goggles |
| <input checked="" type="checkbox"/> Protective Footwear | <input type="checkbox"/> Hearing Protection | <input type="checkbox"/> P1 Mask |
| <input type="checkbox"/> Half-Face Respirator | <input type="checkbox"/> Full-Face Respirator | <input type="checkbox"/> Supplier-Air Respirator |

Other (*specify*):

Click or tap here to enter text.

Chemicals:

Sulphuric Acid; Spent Pickle Liquor; Caustic; Chromic Acid; Lime Slurry; Hydrated lime; Burnt lime

Tools/Equipment:

Forklift

4. List Step by Step Instructions for Undertaking the Task

Pre-Operation

- 1.1 Ensure correct PPE is being worn before starting task.

¹ Use the initials for the respective department followed by a 3 digit number. For e.g. SWP No. **BBU###** is for Battery Recycling NSW.

- 1.2 Where applicable, ensure truck driver has obtained a gross truck weight ticket from the DGL weighbridge.
 - 1.3 Ensure truck driver is wearing correct PPE (i.e. boots, safety glasses and hi-vis clothing).
 - 1.4 Ensure any other personnel working in the area are notified of the operations about to take place. If the vicinity is too close to other operations, wait until the area is safe and clear to carry on task.
 - 1.5 Ensure correct forklift is used to carry out the task and is in operational condition.
 - 1.6 N.B. Forklift is not to exceed the 10km/h speed limit.
 - 1.7 N.B. Prior to unloading one-off or unique loads, complete a Take 5 risk assessment.
 - 1.8 N.B. Report any obvious vehicle defects or abnormal driver behaviour.
- Operation
- 2.1 Ensure the truck is completely stationary and parked before approaching.
 - 2.2 Collect any required paperwork then direct the truck driver into the appropriate parking bay or position to be unloaded safely and give authority to unlash cargo.
 - 2.3 Once the driver has presented the vehicle for unloading:
The driver/s are to be directed to wait in the driver safe zone. Ensure the location of the driver is always known to prevent any possibility of injury.
 - 2.4 Prior to lifting any cargo, consideration must be given to the specific hazards associated with the cargo, packaging or lifting support e.g. pallet.
Types of hazards to consider include:
 - Stability of the cargo.
 - Restraint of cargo on the pallet (NB: plastic shrink wrapping alone must not be relied upon to ensure cargo and pallet integrity).
 - Integrity of pallet/package.
 - Strength of bag/handles and lifting equipment suitability (i.e. fit for purpose and certified).
 - Any damage or issue that may compromise safety during unloading.
 - 2.5 Commence unloading cargo by forklift, ensuring that the cargo is within the safe work limit of the forklift and in accordance with SWMS 001.
 - 2.6 While removing cargo from the truck, ensure an exclusion zone of 3 metres is maintained between personnel. If anyone needs to enter within 3 metres the forklift must stop until they have left the area again.
 - 2.7 Take corners slowly and wide around blind spots, sound horn to give pedestrians or other vehicles warning of your approach.
 - 2.8 If the truck driver is required for a task in the work zone i.e. Move gates/curtain ONLY staff participating in the unloading process are to direct the driver to leave the safe zone to carry out the task. All forklift movement MUST come to a halt until the driver is back in the safe zone. Ensure the location of the driver is always known to prevent any possibility of injury.
 - 2.9 On completion of unloading the driver may return to the work zone to secure their vehicle. When applicable instruct the truck driver to proceed to weighbridge to print a tare weight ticket once their vehicle is secure.
- Post-Operation
- 3.1 Return forklift tines to level ground whenever the forklift is not being operated.
 - 3.2 Complete and issue all appropriate paperwork to the truck driver. Place required paperwork in the in-tray in the site office for filing.
 - 3.3 Report any issues or defects with loads to be dealt with accordingly.
 - 3.4 Clean up any damaged pallets or pieces of broken timber that may have been generated during unloading.

5. List Emergency Shutdown Procedures

- | | |
|-----|---|
| 1.0 | Cease all unloading activities. |
| 2.0 | Park forklift in safe location with tines resting on the floor, hand brake applied and turn off forklift. |

6. List Emergency Procedures for Dealing with Fires, Chemical Spills or Exposure to Hazardous Chemicals

Fires:
In the event of a fire ring Emergency services on 000

Chemical Spills:
Refer to SDS for Chemicals handled incase of Spills.

Exposure to Hazardous Chemicals:
Refer to SDS for exposure limits prior to unloading

7. List Clean-up, Housekeeping and Waste Disposal Requirements

Clean-up/Housekeeping:
Clean as required

Waste Disposal:
Dispose of any waste in suitable container

8. List Reference Documents (eg. legislation, codes of practice, standards, manufacturers manuals etc.) Used in the Developing this SWP

WHS Act 2011
SWMS 001 - Forklift Operation; SWMS 002 Hazardous Chemicals; SWMS 009 - Mobile Plant

9. List Competencies Required (eg. qualifications, certificates, licencing, training)


Training; SWP; LF Forklift Ticket

10. List Name and Competency of Assessor

Name of Assessor: [Click or tap here to enter text.](#)

Competencies:
1. Complete task as detailed in SWP ULG-402
2. LF Ticketed

11. Management Approval and Review

		
	Keith Mau	11/05/2021
Signature of Operations Manager	Print Name	Date
Responsibility for SWP Review: Click or tap here to enter text.		