

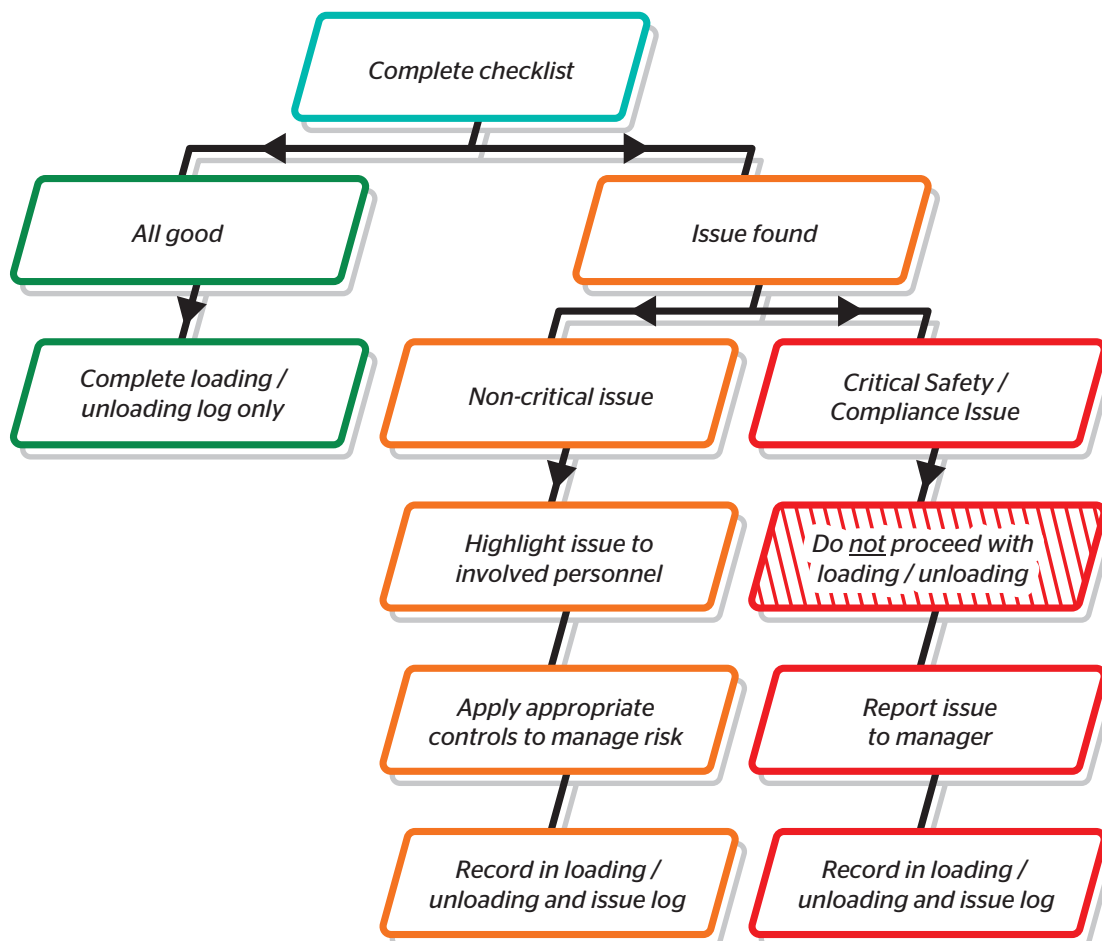
Safe Loading and Unloading Checklist



Use this checklist to manage risk during loading and unloading procedures. All personnel are required to follow this process during loading and unloading.

Where personnel identify a risk which is not captured in the scope of this document, they should report it to their manager who will determine if updates are required to this checklist. This should be done through formal safety feedback processes where available.

A critical safety / compliance issue is one which someone reasonably believes poses an imminent and serious risk to health and safety.



General

1.	Is the vehicle/ trailer combination type suitable for the load type, size and mass?
2.	Is the load platform and other working areas clean, dry and free from grease?
3.	Are all involved personnel wearing appropriate PPE?
4.	If a shipping container is involved, do you have a copy of the CWD (Container Weight Declaration)?
5.	Is the vehicle/ trailer appropriately positioned, level and stable with park brake engaged?
6.	Are appropriate people and equipment available to load/unload?
7.	Does any of the cargo require special lifting devices or cranes?
8.	Have the load and restraints been regularly checked during the journey?
9.	Any low power lines? Look up and live
10.	Has an appropriate loading/unloading exclusion zone (LUEZ) been established?

Loading

1.	Is cargo clean, well packed and secured in cartons or appropriate packaging?
2.	Is documentation (eg con notes/manifest) completed for all cargo being moved?
3.	Are all necessary permits and licences held by the driver?
4.	Are there any items that may have stored energy? (eg springs under tension with warning labels)
5.	Is the height, length and width of the load within legal limits?
6.	Is the load restraint system suitable to safely restrain the load?
7.	Is the total weight of the cargo within the vehicle's carrying capacity/axle loadings?
8.	Is the load positioned to maintain vehicle stability, steering and braking?

Unloading

1.	Has any cargo moved in transit?
2.	Are all items effectively secured?
3.	Are top loaded items stable?
4.	Could any cargo move or become unstable if the load restraint devices are removed?
5.	Is there suitable equipment available to unload the vehicle/s?
6.	Is there any spillage of product being transported?
7.	Does the vehicle manifest indicate it is carrying Dangerous Goods (DG)? (if yes, refer to DG checklist)

If you find any issues during the inspection, you need to record them in the fault log below and report them to the appropriate person depending on the severity of the issue:

For critical faults:

Manager	Phone number

Date	Issue	Non-critical	Critical	Resolution date
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

The Heavy Vehicle National Law (HVNL) and regulations imposes a primary duty in the chain of responsibility. Businesses are required to comply by identifying their risks, and develop and implement control measures tailored to their circumstances. This Form is a **guide only** and does not contain a definitive list of Heavy Vehicle National Law and regulatory requirements. To meet your obligations under the HVNL and regulations you are required to seek independent advice to assess your circumstances

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