LOADING AND UNLOADING

Safe system of work: loading and unloading

One copy per bay type or loading area. Write short steps in the order they happen. Give a copy to regular hauliers with the booking confirmation.

Site	Bays or area covered	Written by	Date

Section	What we do here
1. Scope and roles: which vehicles and people this covers; the named role in charge of each vehicle movement	
2. Before arrival: load information exchanged; arrangements agreed in writing; size limits and times sent to the haulier	
3. On arrival: where drivers report; site rules and map; PPE; where they wait	
4. Securing the vehicle: method (restraint, chocks, lights, keys or paperwork held); who applies and releases it; how the driver knows it's safe to leave	
5. The load: check for shifting before restraints come off; if it has shifted, stop, keep the vehicle where it is, competent person decides	
6. Working at height: how people get onto and off the load bed, or "no one goes on the load bed"	
7. People: who may be in the loading area; exclusion zone; where the driver waits or watches from	
8. Stopping the job: anyone, including the driver, can stop for safety; who to tell	
9. Checks and review: supervisor observation (how often, incl. nights); near-miss reporting; review triggers	

☐ Review triggers: ☐ incident or near miss ☐ layout change ☐ new vehicle type ☐ change of haulier arrangements

Agreed for the site	Agreed for the haulier	Next review date