



Loading, Unloading & Load Safety Policy

Accidents can occur during loading and unloading of vehicles, for example employees being struck by part of a falling load, being struck or run over by a moving or overturning vehicle or falling from a height such as a vehicle tail lift. Hopton Haulage Ltd aims to combat any risk of injury whilst loading and unloading vehicles as we believe that all accidents can be prevented by following our training and our policies.

- Full attention to be given to loading and unloading, this includes not being on the phone or having any distractions that could cause lapse in concentration.
- Before any unloading or loading is carried out you should wear your PPE, this includes Hi-Viz, safety boots and hard hat. If needed cordon off area to increase safety.
 - Loading/unloading should be carried out in an area away from passing traffic, pedestrians and other people not involved in the loading/unloading operation.
 - Loading/unloading should not take place so near to overhead electric cables that there is a possibility of vehicles and loading equipment making contact with them, or of electric arcing between the cables.
 - Loading/unloading operations should be carried out on firm level ground. Taking extra care of drain covers and loose gravel/stones. Where there may be a slope it should not be so steep to make the operation unsafe.

NOTE: If you are having any concerns with the loading area please call the office before loading or unloading and we will arrange a solution.

- Ensure loading equipment such as dock levelers, scissor lifts and vehicle tail lifts are adequately guarded (where necessary) and only operated by trained, authorized personnel. Drivers are not to operate any of the customers loading equipment that they are not trained to, insured to or authorized to.
 - Loading/unloading of vehicles should be carried out to ensure that the load remains evenly spread, as far as possible. Uneven distribution of loads could result in the vehicle becoming unstable.
- Ensure that the vehicle has its brakes applied and/or is stabilized, as appropriate, to prevent unsafe movements during loading and unloading operations as well as making sure that the vehicle is locked with key removed to prevent any accidental tampering with brakes.
- Ensure drivers do not drive away until loading/unloading operations have been completed. The person in charge of loading and unloading operations could keep possession of the vehicle keys and/or consignment paperwork until the operation has been completed. This is particularly important where there may be communication problems, e.g., foreign languages.
 - During loading or unloading. Drivers should not remain in their cabs if they are likely to be exposed to danger, e.g., from the risk of goods falling on to the cab and must be supervising the loading process, or if site policy dictates wait in a safe area.
 - Never load a vehicle beyond its rated capacity or its legal limit of gross. Overloading could make the vehicle and unstable, difficult to steer or have its braking efficiency impaired.
 - Check floors of vehicles before loading for damaged or loose boards or obstructions, to ensure that it is safe to load.
- Ensure that loads are secured or arranged so that they do not slide forward if the driver must brake suddenly or slide off if the vehicle has to negotiate steep hills.
- Make appropriate checks on route and before unloading to ensure that loads have not moved during transit and are not likely to fall out when the doors are opened, curtain sides removed, and ropes, sheets and banding taken off.
- If concerned on the weight of the load contact the office and we will investigate and or find a public weighbridge to check, NEVER leave until sure you are safe and legal with your load.
- When securing loads on the vehicle make sure items are secured to the pallet correctly by methods such as banding or shrink wrap before securing it to the vehicle.

NOTE: Failing to adhere to these rules will lead to disciplinary action or termination of contract. This policy will be kept under review to ensure that it continues to meet its aims.

This policy will be made available to all our employees/trainees, those working for or on behalf of Hopton Haulage Ltd and provided on request to any other interested parties. This policy will be reviewed annually, subject to changes in company's procedure or legislation.

Signed: *D. Leahy*

Daniel Leahy – Managing Director

Dated: 01.02.2023

Loading, Unloading & Load Safety	REV 1 – 1.10	Review: 01.02.2024	DATE: 01.02.2023
----------------------------------	--------------	--------------------	------------------