

## MATERIAL HANDLING

### Safe Working Practices:

#### SWP- 42 Vehicle Loading

Before doing any type of work you must carry out an assessment of the task to be undertaken. This will include the equipment to be worked on, the task itself, Personal Protective Equipment requirements, the work area and environment, plus the tools and equipment required to carry out the job safely. Consult your team leader if you are not satisfied the job can be carried out in a safe manner.

This scope of the SWP is to ensure that the loading and unloading of materials handling equipment onto vehicles/trailers is carried out in a safe manner.

If any team member has any need to deviate from this SWP then an individual risk assessment will be required.

#### General

- 1.0 Ensure that the area is clear, free from hazards and there is suitable space and lighting to conduct loading / unloading. For further guidance refer to SWP-01 – Work Area.
- 1.1 All suitable PPE should be worn, industrial safety boots and high visibility clothing as minimum. For more information refer to SWP-32 – Personal Protective Equipment.
- 1.2 Open sided vehicles will not be loaded or unloaded by TMHUK team members unless additional safety precautions are implemented, such as within a full loading bay with protection on both sides.
- 1.3 This process creates the risk of asphyxiation from engine fumes, crushing by FLT rollover /overturn /driving off the trailer or ramp edge, collisions with pedestrians, collision with vehicles/MHE property.
- 1.4 The vehicle driver (LGV) has ultimate responsibility for the load on their vehicle. They must ensure that the weight is appropriately distributed and secured. TMHUK team members will not secure the load nor decide upon the load distribution. The driver must sign to accept this responsibility before the vehicle loading commences.

#### Process

- 2.0 Before loading ensure the ramp and trailer loading deck are clear of straps and debris and the yard is clear of ice, oil or other hazards. Implement spill procedures where necessary.
- 2.1 Do not load trailers with a split ramp that has sufficient gap for a truck wheel to drop into.
- 2.2 Ensure pedestrians and other vehicles are clear of the area.



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- 2.3 Ensure the forks are lifted sufficiently so they will not hit the ramp. Also check the mast height for roof clearance and total running height. It is the LGV drivers responsibility to confirm the height is suitable for taking onto the road.



- 2.4 Drive steadily up the ramp on to the trailer keeping clear of the edge. Adjust the fork height to clear the deck or other MHE already loaded. Park the truck in the position identified by the LGV driver. Allow the LGV driver to secure the truck before loading other trucks unless they have asked you to load all before they are secured. Use a 3 meter rule – no truck is operated if a pedestrian is within 3 metres of that truck.



- 2.5 Apply the handbrake and switch off the engine as soon as possible to avoid the build-up of fumes. Disconnect the power at battery source on electric models.



- 2.6 To unload the truck, ensure that the loading deck, ramp and the yard immediately behind the trailer are clear of debris, oil, ice, pedestrians and other MHE etc. Check that the hand brake is applied before reconnecting the power source or starting the engine.



- 2.7 Start up the truck and check that the forks are raised sufficiently to clear the ramp.
- 2.8 Drive the truck steadily down the ramp on to the yard keeping clear of the edge.
- 2.9 Park the truck in the allocated area within the TMHUK premises.