

Supervisor

You are responsible for ensuring that the loaders safely load and secure loads so that the loads are safe under normal driving conditions.

If you are the person responsible for planning the load you should be aware of:

- The type of trailers used;
- Any particular requirements/problems at the delivery site/s, e.g. unloading to be carried out via the rear doors or a sloping site;
- With a multi-drop vehicle, whether the loading is planned to avoid the driver having to rearrange the load;
- In discussion with the competent person if necessary, the method/s of load securing appropriate to your loads;

You should ensure that the loaders know how to use whatever method of load securing is selected. Some methods may introduce additional risks, such as working at heights, and you should ensure that these risks are controlled.

Depending on your site policy, drivers may or may not be required to witness the loading of their trailers and/or inspect them once they have been loaded and secured. If it is appropriate for a driver to witness vehicle loading, this should be from a safe position, away from vehicle movements. Remember – the driver is responsible for the safe driving of his vehicle once he leaves your site: take account of any concerns he has about the way the vehicle is loaded.

A near-miss reporting system may help you in identifying particular problems with loading and securing. Drivers and delivery sites have to deal with the consequences of poor loading!

Ensure that drivers and delivery sites have the information they need to unload safely. It may be helpful to use a loading docket system – details of the load and the securing system can be recorded on a docket that then travels with the load. Even a simple sketch can be useful, particularly if there is a language barrier.

If a vehicle returns to your site because the load has shifted you – in discussion with your manager and/or the competent person if necessary – should decide how the vehicle can be safely unloaded. Drivers should not be expected to rearrange an unsafe load without assistance.

An overview of the issues and practical suggestions for managing health and safety can be found in the free publication [INDG199 Workplace transport safety – An overview](#) [267kb] .