

SAFE OPERATING PROCEDURE

Do not use this equipment unless you have been properly trained and instructed in its safe use and have been given prior permission.



**CLOSED IN
PROTECTIVE FOOTWEAR
MUST BE WORN**



**PROTECTIVE
CLOTHING MUST
BE WORN**

PRE-OPERATIONAL SAFETY CHECKS:

1. Ensure equipment pallets are in good condition.
2. Emplace a safe traffic management plan.
3. Liaise with the supplier before commencing work, plan the unloading of the container based on how the container was packed.
4. Ensure the weather conditions are safe for work to take place.
5. Ensure the safe work practises are in place to ensure staff do not becoming fatigued, particularly during hot weather periods.
6. Prepare fans for cooling when appropriate, ensure there are adequate supplies of water to prevent dehydration.
7. Ensure you are wearing the appropriate PPE, and sun safety protection when conducting work outside.
8. Ensure the work area is clear of: slip/ trip hazards, manual handling risks, electrical hazards, traffic hazards, collision of people and plant.
9. Ensure that there is adequate lighting for safe unpacking of the container; set up portable lighting if necessary.
10. Establish a safe plan for unloading the particular condense of the container.
11. Never enter a container if there is a risk of objects moving or collapsing.
12. If heavy rain is forecasted organise unloading for another time.
13. Ensure all equipment and machinery being used has been set up correctly and is in safe working order.

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OPERATIONAL SAFETY CHECKS:

1. Work cautiously and continue to assess for risks as you unpack. If conditions change, stop work and conduct a risk assessment; replan the working taking place.
2. Where practical, use mechanical aids over manual handling.
3. Only licensed employees are authorised to use plant equipment.
4. Remain aware of your surroundings - people, vehicles, containers and buildings.
5. If you do not have the expertise or equipment to safely unpack the particular contents of a container, stop work and advise the supervisor on duty.
6. Allow for extra breaks when hot.
7. Use a ramp for easy access.
8. Always check the weight of a carton or box before moving, have another staff member assist in lifting/heaving items when appropriate.

HOUSE KEEPING

1. Store all equipment used in the appropriate storage location once work is complete.
2. Leave the work area in a safe, clean and tidy state.

POTENTIAL HAZARDS

- Risk of falling goods - workers may be struck by falling goods if goods have moved during transport. To reduce this risk develop a safe method for opening the container and unpacking goods.
- Environmental hazards such as overheating.
- Manual task hazards such as skeletal problems as a result of repetitive movements. To reduce this risk use mechanical aids when possible, and take breaks to stretch regularly.



UNLOADING OF A CONTAINER

SAFE WORK PROCEDURE

I confirm that I have read the attached Unloading of a Container Safe Work Procedure following my training, and confirm that I am competent to unload a container.

DATE:	NAME:	SIGNATURE:

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