




Safe Work Instruction	
<b>Loading/Un-loading Vehicles</b>	Issue date: 17 June 2010

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Example content:

<b>Document no.</b>	<b>Scope:</b> This instruction applied to the safe general operation of loading and un-loading. This instruction is intended to provide an appropriate guide for conducting safe loading and unloading activities within the business.		
<b>Review date</b>	<b>References :</b> OHS Act 2004 part 3.1 Manual Handling		
<b>Responsible supervisor</b>	<b>PPE and precautions</b> All Staff are to be familiar with Manual Handling techniques	<b>Competencies or qualifications</b>	<b>Licences or permits required</b>
<i>Insert name in BLOCK letters</i>	Wear all required PPE such as <input type="checkbox"/> Gloves <input type="checkbox"/>	<input type="checkbox"/> Site specific induction, <input type="checkbox"/>	None.
	Hand protection must be worn.		Appropriate footwear with substantial uppers must be worn.
 <b>Warning</b>	Prior to the commencement of any work activity it is identified that the suggested risk control measures are not suitable or less than adequate and that major changes are required, a risk assessment is to be conducted and new controls nominated and implemented as per the risk management procedure.		
<b>Before commencing</b>	<ul style="list-style-type: none"> <li>Determine path to move items being unloaded or loaded before starting and ensure path is free of obstructions or tripping hazards.</li> <li>Perform stretching exercises of shoulders, backs and arms (as per Manual Handling Training) to reduce the likelihood of an injury.</li> </ul>		
<b>Safety precautions/ techniques</b>	<ul style="list-style-type: none"> <li>Warm up back and shoulder muscles before beginning task.</li> <li>Use trolleys to move the load where possible</li> <li>.</li> <li>.</li> <li>.</li> <li>.</li> <li>.</li> <li>.</li> <li>.</li> </ul>		
<b>After use</b>	<ul style="list-style-type: none"> <li>Return trolley to storage area for later use.</li> <li>.</li> </ul>		
<b>Inspection and maintenance</b>	<ul style="list-style-type: none"> <li>Ensure that all trolley wheels are free from rubbish entanglement</li> </ul>		
<b>Potential Hazards</b>	<ul style="list-style-type: none"> <li>Damage to back, legs, shoulders and arms</li> <li>.</li> <li>.</li> </ul>		
<b>Additional risk controls required</b>			