Hazard Analysis and Risk Control Record												
Doc ref:		Ta	sk/Pro	cess	Asse	ssed:	Loading /unloading onto /from trucks & trailer					
Revision:		Lo	cation	:								
Date:		Assessment Team:										
Operation:	Unpacking	Ap	prove	d by:								
Activity Steps	HAZAR	D	INITIAL RISI				CONTROL MEASURES			RESIDUAL RISK		
	Hazard Description and Worst Case Consequences with no	Loss Categor Population Affected	ry/ i on i	· ·	R i s k	Curren	Current and Planned Control Contributing and E t and Planned Prevention res to reduce Likelihood	Measures, taking into Account all scalating Factors Current and Planned Mitigation Measures to reduce Severity	L i k e l	S e v e	Ri s k	
	Prevention or Mitigation Measures in Place		i h o o d		e v e I				i h o o d	r i t y	e v el	

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Pre check equipments used to load/unload goods from or onto trucks or trailer	1)Injuries to workers a)hand injuries (pinch points) b)back injuries Damaged to property a)Falling objects	Assets Personnel	Posible (3)	M aj or (-3)	Un des irab le (-9)	erre check the loading funloading area for signs of obstruction and or oil or water spill Pre plan how the goods are to be loaded or unloaded onto the trucks or trailer Toolbox meeting to communicate the work intention to all involve workers If forkliff is used to load or unload, conduct forkliff pre check inspection on the vehicle functionality as per the daily forkliff inspection checklist If overhead hoist or crane is used, pre check the sling, hoist, spreader bars and chains for signs of defects and ensure these accessories are still within the certification date Only qualified & trained operator can operate the forkliff & over head hoist identified a designated location for unloading floading purpose Operator to adopt SIPP technique for both loading & unloading equipment for signs of pinch points & hidden traps Ensure the equipment to be unloaded or loaded is properly secured, fastened & strapped Ensure the loaded/unloaded equipment is within the safe working load of the forkliff & over head hoist crane No one is allowed to be near or under the lifted load during the lifting operation Mandatory Mechanical lifting level 1, SIPP Level 2 & Forklift training for all operators Hazards identified in the HARC briefed to operators to increase their awareness Barricade and cordoned off the affected site during loading & unloading

Check vehicle condition before loading	1)Injuries to workers a)hand injuries (pinch points) b)back injuries Damaged to property a)Falling objects	Assets Personnel	Possible (3)	M aj or (- 3)	Un des irab le (-9)	 Pre check the loading /unloading area for signs of obstruction and or oil or water spill Check and ensure the vehicle rear bed is in good physical condition with no signs of holes or rotten floor Pre check the loading /unloading equipment for signs of pinch points & hidden traps Ensure the equipment to be unloaded or loaded is properly secured, fastened & strapped Ensure the loaded/unloaded equipment is within the safe working load of the forklift & over head hoist crane No one is allowed to be near or under the lifted load during the lifting operation Mandatory Mechanical lifting level 1, SIPP Level 2 & Forklift training for all operators Hazards identified in the HARC briefed to operators to increase their awareness Barricade and cordoned off the affected site during loading & unloading boards 	Unl ikel y (2)	Lig ht (-2)	Acce ptabl e (-4)
Secure trucks or trailer	1)Injuries to workers a)knocked by moving trailer/truck Damaged to property a)Moving truck or trailer knocked onto equipment or structure	Assets Personnel	Posible(3)	M aj or (- 3)	Un des irab le (-9)	 Pre check the loading /unloading area for signs of obstruction and or oil or water spill Identified a designated location to park the truck or trailer for loading or unloading purpose Block the wheels of the truck or trailer when parked on a inclined slope Toolbox meeting to communicate the work intention to all involved worker If load is less than 23 feet small truck or trailers shall be used. Otherwise more people are needed to load the truck or trailer Hazards identified in the HARC briefed to operators to increase their awareness Barricade and cordoned off the affected site during loading & unloading boards Ist aid kit readily available & accessible on site Provision of reasonably practicable PPE such as hard helmet, safety glasses, safety shoes & cotton gloves 	Unl ikel y (2)	Lig ht (-2)	Acce ptabl e (-4)

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Transport equipment to be loaded onto truck or trailer	1)Injuries to workers a)hand injuries b)falling object Damaged to property a)falling object	Assets Personnel	Posible(3)	M aj or (- 3)	Un des irab le (-9)	 Ensure the lifted load does not exceed the safe working load of the overhead hoist Only trained operator is allowed to operate the overhead hoist Lifting plan available & accessible on site Barricade & cordoned off the site during lifting operation No one is allowed to be near or under the lifted load Pre check the sling, hoist, spreader bars and chains for signs of defects and ensure these accessories are still within the certification date Never allowed a suspended load unattended in mid air Ensure the load are secured, strapped & fastened and well balanced before lifting commence Keep the lifted load a safe distance away from other equipments opr personnel Pre plan the type of lifting equipment/and or vehicle to be used to transport part/equipment Toolbox meeting to communicate the work intention to all involved worker Hazards identified in the HARC briefed to operators to increase their awareness 	Unl ikel y (2)	Lig ht (-2)	Acce ptabl e (-4)
Clear the work area	1)Injuries to workers a) knocked by truck or trailer Damaged to property a)Truck or trailer knocked onto uncleared lifting equipment	Assets Personnel	Possible (3)	M aj or (- 3)	Un des irab le (-9)	 Ensure all the lifting accessories, & forklift are cleared away from the loading site Pre check the truck or trailer exit road is free from obstruction & personnel If visibility is poor, ground guide shall provide direction to the truck or trailer driver. Check and ensure that the loads are stable, well balanced, properly strapped secured & fastened Pre plan the journey & route to take Hazards identified in the HARC briefed to operators to increase their awareness 	Unl ikel y (2)	Lig ht (-2)	Acce ptabl e (-4)

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