

Hazard Analysis and Risk Control Record										
Doc ref:			Task/Process Assessed:		Loading /unloading onto /from trucks & trailer					
Revision:			Location:							
Date:			Assessment Team:							
Operation:	Unpacking		Approved by:							
Activity Steps	HAZARD		INITIAL RISK			CONTROL MEASURES		RESIDUAL RISK		
	Hazard Description and Worst Case Consequences with no Prevention or Mitigation Measures in Place	Loss Category/ Population Affected	L i k e l i h o o d	S e v e r i t y	R i s k L e v e l	List all Current and Planned Control Measures, taking into Account all Contributing and Escalating Factors		L i k e l i h o o d	S e v e r i t y	Ri s k L e v e l
						Current and Planned Prevention Measures to reduce Likelihood	Current and Planned Mitigation Measures to reduce Severity			

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	P o s i b l e (3)	M a j o r (-3)	U n d e s i r a b l e (-9)	• Pre check the loading /unloading 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 forklift is used to load or unload, conduct forklift pre check inspection on the vehicle functionality as per the daily forklift 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 forklift & over head hoist • Identified a designated location for unloading /loading purpose • Operator to adopt SIPP technique for both loading & unloading operation • 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	• 1st 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)
---	---	---------------------	--	-------------------------------	---	--	---	-------------------------	-------------------	-------------------------

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	P o s i b l e (3)	M a j o r (-3)	U n d e s i r a b l e (-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	- Ist aid kit readily available & accessible on site - Provision of reasonably practicable PPE such as hard helmet, safety glasses, safety shoes & cotton gloves	Unl i k e l y (2)	Lig h t (-2)	Acce p t a b l 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	P o s i b l e (3)	M a j o r (-3)	U n d e s i r a b l e (-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 i k e l y (2)	Lig h t (-2)	Acce p t a b l e (-4)

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	P o s s i b l e (3)	M a j o r (-3)	U n d e s i r a b l e (-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 •	• 1st aid kit readily available & accessible on site • Provision of reasonably practicable PPE such as hard helmet, safety glasses, safety shoes & cotton gloves	Unl i k e l y (2)	Lig h t (-2)	Acce p t a b l 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	P o s s i b l e (3)	M a j o r (-3)	U n d e s i r a b l e (-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 •	• 1st aid kit readily available & accessible on site • Provision of reasonably practicable PPE such as hard helmet, safety glasses, safety shoes & cotton gloves	Unl i k e l y (2)	Lig h t (-2)	Acce p t a b l e (-4)