

Current version number: 4 File reference: OSH103/162279 Original issue date: April 2013

Maintained by: Operations Manager Last review date: July 2019 Next review date: May 2021

Procedure: non-core Review period: 2yrs Roles: Operational employees and truck drivers

1. INTRODUCTION

1.1. Purpose

To ensure truck loading and unloading operations are conducted safely at the Port of Broome to eliminate the potential for injuries, particularly as a result of vehicle and human interaction.

1.2. Scope

This procedure applies to all Kimberley Ports Authority (**KPA**) employees, truck operators and other personnel involved in the loading and unloading operations of all trucks and trailers in Port controlled areas including the wharf, irrespective of the nature of the goods.

1.3. References

- Loading, Unloading Exclusion Zones Guidelines (LUEZ) V1 November 2010. Safety Assist;
- Load Restraint Guide 2018, National Transport Commission Australia; and
- Marine Order Part 32, (Cargo Handling Equipment,) 2016

This Standard Operating Procedure (SOP) is to be used in conjunction with KPA's OSH Management System and in particular the following **KPA** Policies and SOPs:

- OSH071: OSH Policy;
- OSH034: Crane Operations;
- OSH040: Forklift Operations; and
- PUB5/135749: Safe Hands Program.

2. RESPONSIBILITIES

OSH responsibilities are outlined in KPA's OSH Policy. The following area specific responsibilities relating to truck loading and unloading operations.

2.1. Supervisor/person in charge

It is the responsibility of the Supervisor or person in charge to:

- ensure appropriate consultation with the truck driver;
- ensure that a member of their team (e.g. the dogman or forklift operator) is responsible for confirming with the truck driver:
 - the location of the safe zone;
 - when cargo operations have been completed; and

- when it is safe to move from the safe zone.

2.2. Employees

Employee's responsibilities include:

- in regards to reversing trucks, check that a spotter is in place if required and where required, actively be a spotter.

2.3. Truck Operators

Truck Operator responsibilities include:

- all truck operators to comply with this procedure;
- to ensure a spotter is in place as set out in this SOP;
- to ensure that any specific loading requirements are passed on to the supervisor in charge of loading;
- to follow mandatory PPE requirements including wearing gloves when undertaking manual handling tasks including securing the load;
- to report any hazards or incidents to a **KPA** supervisor;
- to comply with directions from **KPA** employees in regards to this procedure; and
- ensure loads are appropriately restrained when entering and exiting the wharf.

3. DEFINITIONS

Chain of responsibility: is a concept used in Australian transport legislation that places legal obligations on parties involved in the transport supply chain.

Load restraint: Load restraint includes lashing/unlashing, tie down, twistlock locking/unlocking for the purposes of ensuring a load is secured to the truck to meet the performance standards in the load restraint guide or unsecured in preparation for removal.

Safe zone: is an area free of interaction between equipment/machinery and people. The safe zone will usually be identified by green for example green safety cones.

Safe Hands: KPA has a safe hands program to minimize the risk of hand injuries during cargo operations. During cargo operations, once a load is connected to a mechanical lifting device, employees should avoid touching the load with any part of their body. If, however, the load does require handling this must be in line with the safe hands program. Complying with the safe hands program is a KPA safety rule.

Spotter: A person acknowledged by the equipment or vehicle operator to provide assistance for maneuvering and in particular reversing the equipment or vehicle.

Work Zone: Also called the exclusion zone, is an area where operational tasks occur e.g. crane/forklift operations for truck unloading/loading. Only operationally critical personnel can enter the work zone, as approved by Supervisor.

4. PPE AND SAFETY EQUIPMENT

All KPA Employees and Port Users are required to follow mandatory PPE requirements. For information on what requirements are to be met (see Appendix 1). KPA employees can refer to the KPA PPE sop for more detailed information.

All KPA employees and truck operators involved in the loading and unloading process must wear appropriate gloves, unless they are operating equipment e.g. crane, truck or forklift.

Stairs or platforms are to be used to access truck trailer decks when rigging/unrigging loads. Truck stairs are not to be used by KPA employees to access trucks.

Appropriate equipment such as traffic cones, flags and/or bollards, are to be used to mark the exclusion zone around the work area and safe zones. For example, red/orange traffic cones for work/exclusion zones and green traffic cones for safe zones such as PPE free zones.

5. SAFE HANDS APPROACH

To comply with KPA's safe hands program the hierarchy of risk controls is to be applied when planning tasks e.g. consider if a crane, forklift, stiffy sticks or tag lines can be used prior to using hands (with gloves). In addition, consideration must be given to the potential stored energy of the object being lifted.

If a task is unable to be completed hands off, this should be discussed during the prestart at the beginning of the shift. In the event an unplanned task requires the use of hands, the individual must;

- Conduct a step back 5x5
- Seek approval from the Supervisor prior to handling the load
- If it is deemed safe to do so, proceed with handling the load; and
- If it is deemed unsafe, stop the job until the task can be made safe.

When touching the load the safe hands approach must be used which includes;

- Keeping hands flat and fingers spread
- Not gripping the load to minimize the opportunity for fingers to be caught or crushed
- Keeping hands between chest and eye level; and
- Keeping hands, feet & body parts clear of pinch/crush points.

6. STOP WORK AUTHORITY AND HAZARD AND INCIDENT REPORTING

All KPA employees and port users have the right to stop the job if they believe there is an unsafe situation, condition or that an unsafe act is being performed.

Except when there is an immediate risk of injury or harm, the stop work should be coordinated through the supervisor or manager. A Stop Work Order will only be lifted by the person in charge of the work following an appropriate review and implementation of any remedial action necessary to undertake and complete the work safely.

If you identify a hazard:

- if possible remove or eliminate the hazard;
- make the work area safe e.g. barricades, tag out;
- alert your colleagues;
- report it to you supervisor;
- that is not able to be resolved and you are still exposed to an unsafe situation then cease work (a Stop Work Authority is activated) until the matter is resolved; and
- report the hazard by filling out a HAZOB.

If there is an incident resulting in injury, damage or a near miss the job should be stopped and the incident reported to the supervisor. The supervisor should then advise a management representative immediately. Priority must be given to any injured personnel and rectifying or isolating any hazard resulting from the incident to ensure others are not put in any danger. Where it is safe, employees and truck drivers must remain at the location of the incident, until authorisation to leave is given by a KPA Management Representative.

Note: Serious incidents may require the authorities to conduct an investigation. In this case the site will need to be left in the same condition as when the incident occurred until they attend the site. This requirement is not to restrict or impede any rescue efforts or environmental pollution controls.

7. CHAIN OF RESPONSIBILITY

The Heavy Vehicle National Law has specific chain of responsibility provisions that relate to packing, loading and load restraint requirements relevant to the entire transport supply chain (equivalent provisions apply in WA and NT).

Any person (including a corporation) who can control or influence transport activities, including packing, loading or restraining a load, must ensure, as far as is reasonably practicable, the safety of transport activities, including implementing safe systems and practices that remove risks and prevent any Heavy Vehicle National Law breaches.

As a minimum, reasonable actions include methods to identify, assess, control, monitor, review and remedy potentially unsafe situations or situations that could result in loading or load restraint breaches.

Every person in the chain must satisfy themselves that the vehicle, load and driver are compliant and safe.

At the Port of Broome, truck operators are responsible for ensuring their loads are appropriately restrained and compliant.

For KPA employees, if you are unsure of a load restraint or identify a safety concern relating to a load restraint, stop the job and raise it with your supervisor. The supervisor can then liaise with the truck operator.

8. FITNESS FOR WORK

KPA has a *Fitness for Work Policy Statement (OSH194)* that outlines employee and contractor responsibilities for carrying out their duties in such a way that health and safety is not compromised by fitness for work issues. These include the adverse effects of fatigue, medical conditions, stress and alcohol & other drugs.

KPA has an alcohol and other drugs policy and those testing positive to drugs or registering a breath alcohol concentration greater than 0.00% may have their employment terminated or their port access cancelled. As part of this Policy you may be required to participate in alcohol and other drug screening.

9. PRIOR TO COMMENCING CARGO OPERATIONS

9.1. Traffic Management

A traffic management plan for the task is to be discussed between the involved parties, for example at a toolbox talk, prior to loading and unloading. A trucking operator representative may attend this toolbox meeting. The traffic management plan will be discussed and appropriate controls to be implemented, including traffic cones designating specific work areas and safe zones.

Specific traffic management requirements, such as oversize loads, must be communicated to appropriate KPA personnel such as the Gatehouse and third parties to ensure the traffic plan is understood.

No more than 2 trucks per cargo vessel are to be in the Maritime Security Zone and where possible heavy vehicles should drive forward into position.

Refer to the Traffic Management SOP for further information.

9.2. Spotters

The need for a spotter may be identified as part of the traffic management plan, for a specific task, by the truck operator or KPA. In particular, when trucks are reversing on port lands or the wharf a spotter must be in place:

- if required by KPA (e.g. through signage or specific instruction);
- when there is congestion or simultaneous operations such as multiple work zones, vehicle movements or personnel;
- when the drivers vision is obstructed; or
- at any other time deemed appropriate by the truck operator or KPA.

The spotter could be a KPA employee, another truck driver, a competent vessel crew member. Reversing alarms must be installed and in good working order on all trucks. In addition, it is recommended that truck trailers have reversing beepers.

9.3. Work Zones

When identifying the work zones it is important to consider the following:

- Other pedestrians not related to the specific job;
- Driver safe zone;
- KPA employee safe zone;
- Effective system of communication; and
- Effective loading and unloading operations in progress warnings; e.g. spotter, barricades and signage.

See photo below for example of driver safety zone and work zone.

Photo 1: Driver Safe Zone and Work Zone



9.4. Mobile Phones

Mobile phone use is to be limited and restricted to operational needs only and must not be used within the work zone. It is recognised that Supervisors are required to use mobiles more frequently for operational reasons. Supervisors must ensure it is safe to take the call and they must leave the work area and/or take the call in the marked safe zone.

9.5. Cargo Manifest

The supervisor must have a copy of the cargo manifest or other cargo documentation from Port Operations or the Drilling Logistics Coordinator (DLC)/Agent, clearly identifying by volume, weight and distinguishing marks the cargo to be handled before commencing the discharge/backload operations to or from a truck.

The Supervisor must positively identify each of the goods /cargo to be handled and verify the weight marked on the goods corresponds to the manifested weight.

10. GENERAL LOADING AND UNLOADING TRUCK PROCEDURES

The following are general loading and unloading procedures for trucks.

General requirements:

- Never stand under the load;
- Be aware of pinch points and crush hazards during the loading and unloading process. Keep hands away from cargo and truck trailer during loading and unloading and avoid touching the load with your hands while it is moving or suspended. Utilising hands free tools and tag lines for assisting load control is appropriate and where required to touch the load, use the safe hands approach;
- Truck drivers are not to walk into the work area during cargo handling operations unless authorised by a KPA employee;
- Truck drivers must stay in the safe zone, for example next to the cab, until the load has been loaded or unloaded and/or the truck driver has been authorised to leave the safe zone by the KPA dogman or forklift operator;
- Truck drivers to remain with their vehicles unless there is an operational requirement to do otherwise;
- If trucks are required to reverse on Port Lands and/or the wharf then a spotter is required as per Section 8.2 of this procedure;
- Any loads or items placed on the wharf from a vessel or truck must be placed in a planned methodical way considering good housekeeping practices and well clear of the hazard line to maintain sufficient room for any mooring or unmooring that may arise. No items are to be stored on or inside the hazard line. In addition, trucks must park away from the hazard line to ensure that the driver does not need to enter the hazard zone to exit/enter the cab, unless a safety control is in place (i.e. PFD or safety rail in place).

Loading/unloading requirements:

- Trucks may be loaded and unloaded either by cranes and/or forklifts. The use of the crane or forklift is determined by the KPA Supervisor/person in charge. Forklift/crane operations may be simultaneous but each trailer to have only one item loaded/unloaded at a time;
- Loading/unloading cargo by forklift is to be done by the delegated competent forklift operator utilising safe zones and work areas as per Forklift SOP;
- KPA employees must not stand on truck trailers during placement or removal of loads by cranes or forklifts. Access to truck trailers should be avoided where possible and only occur with the authorisation of the supervisor/person in charge, once the load is landed and settled on the truck and where an adjacent platform, for example a trailer, work platform or stairs, is in place. Stairs need to be controlled by another person while in use. See photo 2 for example of trailer access;
- If the sling or oblong are unable to be accessed from the ground, stairs or a platform, then the load is to be;

- Forklifted onto the ground (where possible) so the lifting point can be accessed safely;
- The lifting points accessed from a forklift workbox ensuring that appropriate working at heights PPE is being used; or
- Sent back to the freight yard so that more appropriate slings i.e. a stinger can be attached
- Lifts are to be checked off the manifest and any discrepancies noted and advised immediately to the superintendent
- Goods/Cargo are not to be lifted if there is a discrepancy between the manifested weight and the weight marked on the goods until the discrepancy is resolved.
- If there is a weight that is re-declared as a result of a discrepancy, ensure that the appropriate persons are notified, including truck operators who may need to adjust the truck load plan and load restraint parameters.

Photo 2: Trailer access and crane/truck work zone



Restraint requirements

- For trucks the unlash and lashing will be conducted by the truck drivers or trucking company representative. All lashing on vehicles is to be in compliance with the Load Restraint Guide;
- Trucks are to arrive and depart the Port Lands and the jetty with all items suitably restrained by the transport company. If safe to do so, and in agreement with the Supervisor, trucks can move to the lashing zone for restraining of a load;
- The trucking company is responsible for determining the appropriate restraint method in line with the load restraint guide and the load placement location on truck. KPA stevedores are required to bring to the attention of a truck driver when they believe a load is not restrained in accordance with the Load Restraint Guide. Where you believe an unsafe situation has not been addressed adequately then you are required to notify

your Supervisor immediately or elevate your concerns to a Management representative; and

10.1. Specific Cargo Requirements for Trucks:

Some cargo may have specific safety considerations including, but not limited to, the following:

- Tubular cargo is to be loaded and unloaded on trucks with suitable headboards and sufficient bolsters in place to secure the load should the tubular items shift
- Containers:
 - Slings on pre-slung containers must be long enough and be on the end of the container so they can be easily reached to avoid the need to climb into or on top of containers or onto a truck trailer. Stingers should be used to ensure slings are of adequate length.
 - Containers are to be loaded onto trailer twistlocks where possible. The truck driver is responsible for locking the twistlocks.
- Break bulk bags can have a separate lashing zone. Once bags are landed and unhooked and personnel have left the work area the truck can be directed to the lashing zone.
- When loading radioactive items on to trucks they should be loaded as far from the drivers cab as possible to protect the driver from radiation exposure during long line haul trips.

VARIATION RECORD:

Version No.	Version Date:	Brief Description of Change:
1.0	April 2013	This procedure has been separated from the Vessel loading and discharging operations SOP. A complete review occurred.
1.1	June 2013	Minor updates including clarification of use of gloves and number of trucks on wharf during cargo operations.
1.2	June 2013	Changed wording of assessment question.
1.3	August 2013	Changed wording of assessment question.
1.4	September 2014	KPA logo and position title changes. Minor additions including information on vessel manifest and information on unloading and loading dangerous goods and loading livestock and fodder.
1.5	March 2015	Change to truck operators responsibilities.
2.0	September 2015	Include Hazard line and housekeeping plus full review.
2.1	April 2016	Updated 7.2 Loading and unloading Tubular on Trucks to reflect new way of crossing over wire slings and securing through eye.
2.2	July 2016	Clarification of simultaneous operations in section 7. Information on trucks parking away from the hazard line.
2.3	August 2016	Clarification to 6.4 Suitability of pallets or bags on plastic shrink wrapping, addition of unitising to definitions.
3	August 2017	Review of document with removal of repeated information throughout the document and references made to other KPA documentation where required. Major changes included: Section 2: reference to OSH Policy for general responsibilities, Section 3: definitions reduced to SOP specific terms only Section 6: removal of information about pallets as this is covered in KPA's vessel loading SOP Section 7: review of whole section and removal of repeated information including rig tender example as this information is already covered in the general guidelines. Clarification on the requirement and use of a spotter when reversing, additional requirements for reversing beepers and additional information on the procedure to access containers). Cargo specific information reworded and summarised in section 7.1.
4	July 2019	Full review of document. Changes included amendments for the use of a spotters, additional information on chain of responsibility and information on KPA's fitness for work requirements.
4.1	July 2019	Additional information on KPA's Safe Hands Program and instructions for when a lifting point cannot be accessed from the ground, stairs or a platform added

ACKNOWLEDGEMENT

This written assessment must be completed by **KPA** employees and personnel involved in the loading and unloading operations of trucks to ensure a good understanding of the Procedure.

INSTRUCTIONS: All questions must be answered correctly; incorrect answers will require you to demonstrate your understanding to the correct and fill in where indicated. Pass mark is 100% correct

Questions:

1. How are the following areas marked?
 - a) The work zone: _____
 - b) The safe zone: _____

2. When slings are unable to be accessed from the ground, stairs or a platform, then the container is to be:
 - a) _____
 - b) _____
 - c) _____

3. Employees should avoid touching the load with any part of their body. If, however, the load does require handling the safe hands approach must be used which includes
 - a) _____
 - b) Not gripping the load to minimize the opportunity for fingers to be caught or crushed
 - c) _____
 - d) _____

4. Truck drivers will conduct all lashing/unlashing and locking/unlocking of loads. (Tick true or false)
 True False

End of Assessment

I have read and understood the content of the Policy/Procedure and agree to be bound by the Policy/Procedure.

Full Name (please print): _____

Signature: _____ Date: _____

Organisation: _____

APPENDIX A – KPA SAFE HANDS PROGRAM

PUB5/135749