

# CFMEU OH&S CHECKLIST

## LOADING AND UNLOADING HEAVY VEHICLES<sup>1</sup>



Date:\_\_\_\_\_ Vehicle Registration:\_\_\_\_\_ Builder:\_\_\_\_\_

Delivery for \_\_\_\_\_

Load/s detail & associated weight/s \_\_\_\_\_

Completed by (name & signature of responsible supervisor/manager) \_\_\_\_\_



All questions below need to be answered by a senior Builder's Representative. **Any questions answered NO – immediately STOP**, contact site manager or other authorised manager/s and conduct another full Risk Assessment with driver, loading/unloading crew/s and relevant OHS representative/s. This checklist is to be given to the CFMEU OHS Rep once completed and prior to loading/unloading.

		Yes	No	N/A
Driver induction	Has driver been inducted onto the project?			
Safe access	Is there a designated loading/unloading area secured from unauthorised access from other vehicles and personnel during loading/unloading?			
Safe location	I. Is the vehicle loading/unloading in the authorised/ designated safe area? II. Is the delivery/pick-up vehicle level & stable?			
Overhead services	Is the vehicle clear of all overhead services?			
Brakes	Have truck brakes/trailer brakes been applied?			
Wheel chocks	Are all wheel chocks safely in place where required?			
Load restraint equipment	Is the load restraint/lashing equipment in a safe and serviceable condition?			
Lopad shifting potential?	Has the potential for load shifting, snagging or falling during loading and/or unloading been assessed, identified and controlled?			
Load stability	I. Has the load been assessed for overall stability prior to removal of tie downs, chains, straps or other securing equipment/mechanisms? II. Has someone been allocated/deemed responsible to release the securing mechanisms from the loads? III. Is the immediate area clear of all personnel and is the allocated/ responsible person releasing the load in a safe position if the load shifts, moves or falls during the release?			

continued on other side →



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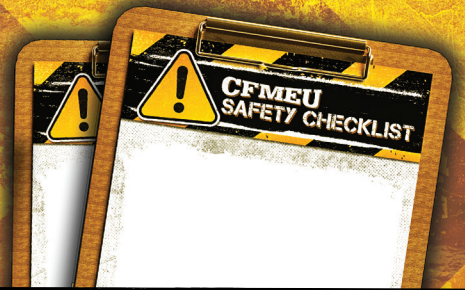


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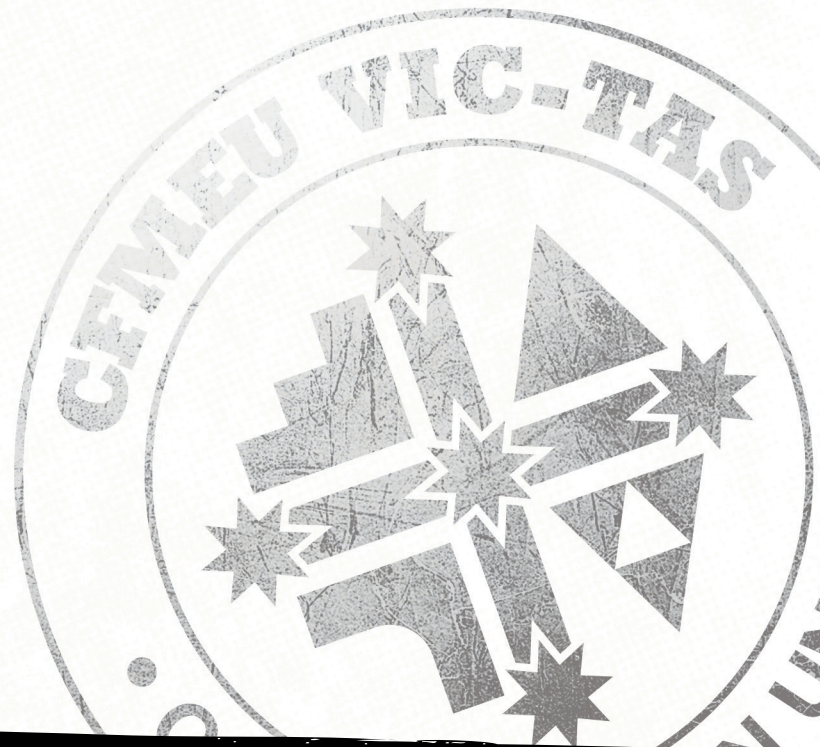
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		Yes	No	N/A
Load assessment	Has the load been reviewed to accurately know load weight calculations, centres of gravity, designated lifting points and stability prior to loading/unloading?			
Methods & sequence	Have all parties involved discussed the loading/unloading sequence & methodology?			
Accessing loads	Have any falls from live edges been identified and controlled?			
Lifting equipment	Is the correct and safest plant being used to load/unload the vehicle (e.g. crane, telehandler, forklift...)?			
Craneage	Has a crane lift study – including pre-lift checklist and site/project travel path been completed by the crane crew prior to loading/unloading loads?			
Lay-down area	Is appropriate dunnage in place to support the load on level ground when unloaded?			
Driver safety	Is the truck driver in a safe and designated area and remaining clear of truck during loading/unloading?			

<sup>1</sup> Acknowledgements and thanks to Spark NEL.



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