custm

Standard Operating Procedure: Load Restraint of General Freight

Objective

The Purpose of this document sets out the steps and standards and Customised Logistics expectations when restraining general freight by the company's employees and contractors.

Principles

This Load Restraint guideline is to provide basic safety principles that should be followed to ensure the safe loading and transporting of loads.
Loads are to be properly restrained to prevent injury and damage to property.

Procedure

A load is restrained when it can withstand forces of at least

- 80% of its weight in the forward direction
- 50% of its weight sideways and rearwards
- 20% of its weight vertically

Tools & Equipment

- Please see Diagram E.1, page 4

PPE Required

- **Safety boots, work gloves**

Safety Points

- If you are not confident about loading and restraining a load, STOP and ask for help. Never compromise yours or anyone else's safety.
- Unrestrained loads can cause movement of the load while in transit and can impact weight distribution and stability of the vehicle.
- Never enter a vehicle's loading area when it is being loaded by a forklift or crane, you must remain in the driver exclusion zone.
- If you need to enter the loading area to position loads and load restraint equipment always communicate with the loader before entering the area.
- Remain in sight of the loader and never be inside 5 meters of a moving forklift.

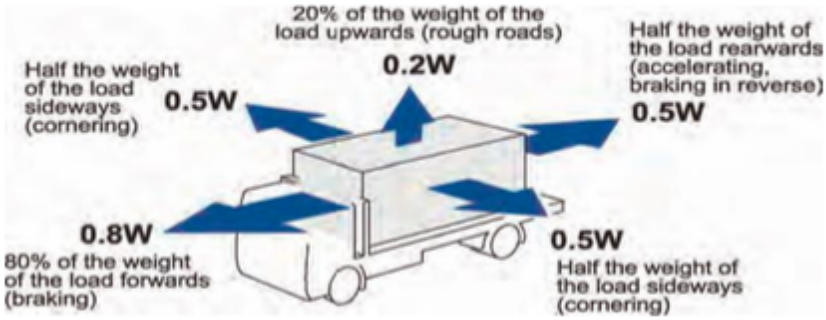
Injuries

- **Report all injuries and incidents to your manager, no matter how minor.**
- **Complete injury and hazard report and send to your supervisor.**

Customised Logistics has developed this guideline to comply with the relevant standards, however it remains the responsibility of the user to ensure that the methods used are adequate for a particular situation.

D.1

The following diagram shows principals of correct Load Restraint

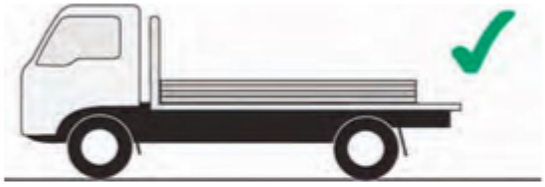


Steps to take when Loading and Restraining a Load

Step 1.
Select the appropriate vehicle for the load.

- The vehicle selected must be suitable for the type, weight and size of the load.

These images below show the same load being carried by 2 different vehicles. The first shows a vehicle that is NOT suitable. The second is a suitable vehicle.



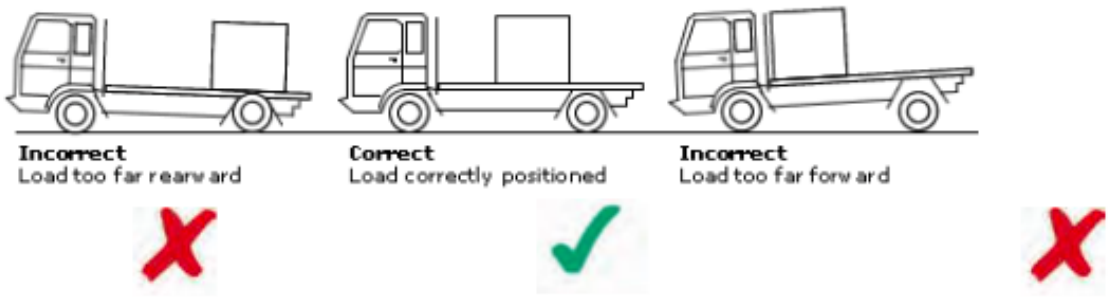
As well as size and dimensions, the vehicle carrying capacity must also be considered.
Under no circumstances is a vehicle to be loaded over its legal carrying capacity.

The loader and the driver must communicate these requirements to ensure compliance in load distribution and safe loading of the vehicle.

Step 2.
Position the Load Correctly.

When picking up a load you must position the load safely on the vehicle so that;

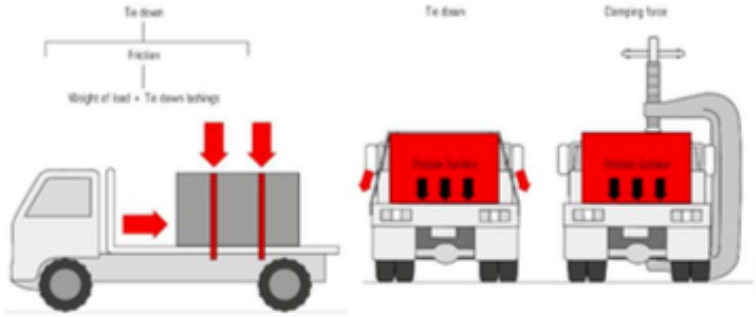
- The loads centre of mass is in from of the rear axle or rear axle groups.
- The load should not be placed too far forward
- The vehicle is not overloaded to one side to cause the vehicle to be over its load capacity.
- The load does not exceed axle mass carrying capacity.



Step 3.
Use Load restraint Methods.

To understand how many tie downs are required for the load, divide the total weight of the load by the weight that each lashing can restrain then round the answer up to the next whole number.
Remember the angle of the lashing restraining the load influences the clamping of the load so the less the angel of the restraining lashing, the less downward force is applied to the load. Therefore, more tie down lashings are required.

1. Tie down Method



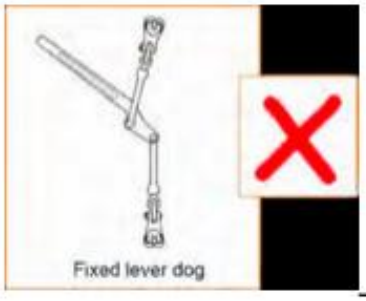
Tie Downs must be used to clamp down all parts of the load and they are to be fully tensioned to appropriate lashing capacity to restrain the load, so it does not move in transit.
Tie down lashings are most effective when they are vertical and tight.

Step 4.
Use Suitable Restraint Equipment

Always use restraint equipment that is suitable, strong and appropriately applied before transporting loads.
Check for the weight of the load to work out the load restraint equipment required and before using restraint equipment always check its rated capacity.

- When using webbing straps always check its condition for tears
- Check the condition of ratchet winches for faults
- With dogs and chains inspect each chain link, hook and hammer lock for distortions.
- Corner protectors, sleeves or packing material should be used when webbing straps can be cut on sharp edges.

<u>Do not use any restraint equipment that is damaged, worn or defective where it will compromise the integrity of restraining the load.</u>



custm

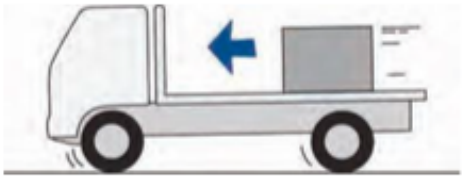
Step 5.
Use Appropriate Driving Methods and Check both Loads and Restraints.

Any load carrying vehicle must be loaded and driven in such a way as to prevent danger to any person, or damage to any property.

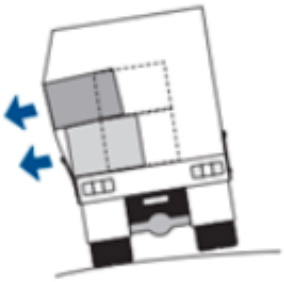
- Avoid sudden and heavy braking
- Don't take corners to quickly
- Adjust for hills and rough roads that can make the load unstable

The driver must take into consideration any changes tin the vehicles stability, steering and braking caused by the size, type, position and weight of the load.

The driver must stop and check the load and its restraints during a journey especially after encountering extreme conditions.



Heavy Braking can cause a load to move.



Uneven or undulating roads

Tight corners taken at speed can make a load unstable

custm

Summary

- Step 1 – Select the appropriate vehicle for the load
- Step 2 – Position the Load correctly on the vehicle
- Step 3 – Use Load Restraint methods and equipment that is adequate
- Step 4 – Use suitable Load Restraint equipment
- Step 5 – Use appropriate Driving Method and check both loads and restraints

For further information please contact your supervisor or manager

Declaration
I..... of ..... *(print name)* *(company name)* Acknowledge that I have participated in the Customised Group Induction and fully understand the Occupational Health & Safety requirements of the Customised Group site and agree to abide by them at all times whilst visiting and on site. Name: ..... *(print name)* Signature: .... Date: ...../...../..... Customised Group Representative: ..... (print name) Signature: ..... Date: ..../...../.....