Heavy Vehicle Load Management Procedure

Purpose

The purpose of this procedure is to ensure the effective, systematic and consistent management of Heavy Vehicle load-related risks including those associated with the inappropriate loading of vehicles and unsafe loading or unloading practices. This procedure should be read in conjunction with PS 17 – Site Establishment and Logistics.

Scope

This procedure applies to any worker with control or influence over Heavy Vehicle loading practices (including but not limited to the roles listed in E-G-8-0542a CoR Responsibilities Guide).

Responsibilities

For guidance on the responsibilities for each role on the Chain of responsibility, refer to E-G-8-0542a CoR Responsibilities Guide.

Procedure detail

Overview of load management

The purpose of load management is to identify and assess potential load-related risks before they occur so that risk treatment measures can be implemented which either eliminate the risk entirely (where practicable), or reduce the likelihood that the risk will occur or reduce the potential adverse consequences of the risk.

Risk Management Process

Our Load Risk Management process follows the same risk management process as detailed in the Laing O’Rourke Safety Management System.

Identify risks

The identification of risks can either take place at initialisation (project or operational start-up) or during the course of the operation or project.

During initialisation, the individual risks to be managed by the project or operation should be highlighted by identifying what can happen, when, where, how, why and to who. The aim is to generate a comprehensive list of load-related risks which will be added to the Risk Register or Project Risk Assessment.

During the course of the operation or project, it should be identified whether:

- implemented control measures result in new risks
- reported hazards, near-misses or incidents highlight new risks
- new activities, processes, equipment etc. result in new risks

Common Load-related Risks
Common load-related risks include:

- transport companies who do not have a framework in place to ensure the safety of loads and loading activities
- transport companies who do not provide appropriate loading and load restraint equipment that is in good condition
- consignors who book loads that exceed legal weight or dimension limits
- consignors who provide goods in product packaging that cannot withstand stacking and restraint forces
- consignors who put the wrong mass or dimensions on the consignment note or E-T-8-0504a Container Weight Declaration
- packers who do not accurately record the total mass and dimensions of unitised or palletised items
- packers who do not appropriately unitise or palletise items during preparation of the load
- loaders who load vehicles over their legal mass and dimension limits
- loaders who do not follow load plans or do not load to legal vehicle and axle limits
- loaders who use insufficient or inappropriate load restraint methods
- loaders who use damaged load restraint equipment
- loaders who do not follow the requirements of the Load Restraint Guide
- loaders who do not appropriately segregate, placard and document loads with dangerous goods
- loaders who do not use appropriate loading equipment safely
- loaders who do not follow the Loading and Unloading Exclusion Zone (LEUZ) Guidelines
- drivers who do not inspect their load and vehicle before departure
- drivers who drive a vehicle with a container without being provided with the E-T-8-0504a Container Weight Declaration

Load-related risks can be identified in a range of ways, such as:

- making informed opinions based on experience and industry trends
- consulting with drivers, loaders, packers and other appropriate workers
- inspecting loading equipment and load restraint equipment
- observing loading, unloading and load restraint activities
- inspecting loading areas and loaded vehicles
- analysing hazard observations, incident reports and other documentation
- auditing the Load Risk Management Framework annually

Treat risks

This stage involves identifying, assessing, selecting, documenting and implementing the risk treatment controls that will eliminate the load-related risks that will not be tolerated or minimise them if elimination is not reasonably practicable.
Common load-related risk treatment controls include:

- **Policies, procedures and tools that:**
  - communicate the roles, responsibilities and requirements of the load risk management framework
  - enable those roles with control or influence over loaded vehicles and/or loading practices to eliminate or minimise load-related risks (e.g. load plans, equipment inspection checklists)

- **Mass and dimension:**
  - use consignment notes that require the consignor to complete full mass and dimension details
  - implement vehicle, vehicle load and over-mass registers
  - implement load plans or other load placement guidance
  - provide training on calculating appropriate legal load mass and dimension
  - implement regular inspections and weighing of loaded vehicles to ensure compliance with legal mass and dimension requirements

- **Load restraint:**
  - ensure sufficient and appropriate load restraint equipment is provided in line with the Load Restraint Guide
  - provide training on safe load restraint methods and equipment
  - implement load inspection checklists for drivers to use before departing
  - perform regular inspections of the condition of load restraint equipment

- **Loading and unloading behaviours:**
  - implement daily vehicle and equipment inspection checklists to be completed at the start of each shift
  - provide training on the safe and appropriate use of loading equipment
  - provide training on the LEUZ Guidelines
  - provide training on the loading requirements for dangerous goods
  - monitor loading and unloading behaviour by supervisors
  - streamline parking, queuing and loading/unloading practices to minimise delays

All risks, risk treatment controls, implementation plans, responsible persons and due dates must be recorded in the Risk Register and implemented into any relevant documentation such as SWMS.

**Monitor and review**

This stage involves the ongoing monitoring and review of the load-related risks and their controls.

The monitoring and review process can take place on a:

- day-to-day basis as part of daily operations
- ad-hoc basis, for example, after an incident has been reported
- scheduled basis as part of annual audit processes
Heavy Vehicle Load Management Procedure

If non-conformances or new risks are identified, then the risk management process will need to be repeated to make further decisions about risk treatment.

Supporting records

The following records are created, maintained and reviewed as part of the requirements of this procedure:

<table>
<thead>
<tr>
<th>Document</th>
<th>When to use</th>
<th>Accountable / Responsible</th>
<th>Record storage location</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-T-8-0504a Container Weight Declaration</td>
<td>Each time a container is transported</td>
<td>A – Driver</td>
<td>S-Drive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>R – Consignor</td>
<td></td>
</tr>
<tr>
<td>E-T-8-0504b Dispatch Manifest</td>
<td>Each time a heavy vehicle is dispatched</td>
<td>A – Supervisor</td>
<td>S-Drive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>R – Loader, Load Manager, Driver</td>
<td></td>
</tr>
<tr>
<td>E-T-8-0542j Heavy Vehicle Register</td>
<td>Established and maintained at each depot or project where Heavy Vehicles are based</td>
<td>A – Transport Manager R - Supervisor</td>
<td>S-Drive</td>
</tr>
<tr>
<td>Equipment Pre-Start Checklists</td>
<td>Prior to operation of equipment</td>
<td>A – Supervisor</td>
<td>Defects logged in MEX</td>
</tr>
<tr>
<td></td>
<td></td>
<td>R - Driver</td>
<td></td>
</tr>
<tr>
<td>E-T-8-0542m Load Plan Template</td>
<td>For each load that is not incorporated in the schedule of common loads</td>
<td>A – Supervisor, Scheduler R – Load Manager, Driver</td>
<td>S-Drive</td>
</tr>
<tr>
<td>E-G-8-XXXX Select Loading and Restraint Guide</td>
<td>As guidance for all load restraint activities</td>
<td>A – Supervisor</td>
<td>Guidance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>R – Loader, Load Manager, Driver</td>
<td></td>
</tr>
<tr>
<td>Load Restraint Guide</td>
<td>As guidance for all load restraint activities</td>
<td>A – Supervisor</td>
<td>Guidance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>R – Loader, Load Manager, Driver</td>
<td></td>
</tr>
<tr>
<td>E-G-8-0542d Heavy Vehicle Dangerous Goods Transport Guidance</td>
<td>As guidance when transporting dangerous goods</td>
<td>A – Supervisor</td>
<td>Guidance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>R – Loader, Load Manager, Driver</td>
<td></td>
</tr>
<tr>
<td>E-C-8-0542d Load Safety Inspection Checklist</td>
<td>Prior to journey, following loading activities</td>
<td>A – Transport Supervisor R – Driver</td>
<td>S-drive</td>
</tr>
</tbody>
</table>

Supporting policies and procedures

This procedure should be read and followed in conjunction with:

- Heavy Vehicle Speed Management Procedure
- Heavy Vehicle Fatigue Management Procedure
- PS 17 – Site Establishment and Logistics
- SR 12 Event Management and Reporting