



June 2005

WORKSAFE VICTORIA

PREVENTION OF FALLS IN THE TRANSPORT OF ROOF TRUSSES AND WALL FRAMES

SUPPLY CHAIN SAFETY GUIDES



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The information presented in the Supply Chain Safety Guide - Prevention of falls in the transport of roof trusses and wall frames is intended for general use only. It should not be viewed as a definitive guide to the law, and should be read in conjunction with the Occupational Health and Safety Act 2004, Accident Compensation Act 1985 and Dangerous Goods Act 2005.

Whilst every effort has been made to ensure the accuracy and completeness of the Guide, the advice contained herein may not apply in every circumstance. Accordingly, the Victorian WorkCover Authority cannot be held responsible, and extends no warranties as to:

- the suitability of the information for any particular purpose;
- actions taken by third parties as a result of information contained in the guide to prevention of falls in the transport of roof trusses and wall frames.

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The information in this guide has been written specifically for the truss and frame industry to prevent falls from the load or vehicle when transporting roof trusses, wall frames and other similar products.

It has been produced in response to industry demand for guidance in complying with OHS legislation. The guide sets out ways to eliminate or reduce slips, trips and falls when working on or around the truck or load.

Where reference is made to other publications that provide further guidance to legislation for exact details of duties, obligations, etc., we recommend that you refer to these publications or legislation for further information.

This guide arose from a consultative workshop in July 2004 attended by the truss and frame industry. At that workshop employer and employee representatives, transport operators, drivers, consignors, contract managers, customers, designers of vehicles, VicRoads and WorkSafe discussed safety solutions for the risks involved in various loading, unloading and transport scenarios.

The advice contained in this booklet describes health and safety solutions for the roof truss and wall frame industry. However, all employers have an ongoing responsibility to continue monitoring and implementing improved solutions as they become available.

The guide refers to the following people in the truss and frame transport supply chain:

- Principal contractor - referred to as 'builder' throughout this document
- Consigner - referred to as 'manufacturer' throughout this document
- Transport operator

Safe product delivery requires the builder, the manufacturer and the transport operator to co-ordinate their work processes and health and safety measures with each other, and anyone else who may affect or be affected by the delivery process.

WorkSafe Victoria congratulates all parties on their effort in producing this guide and thanks everyone for their contribution in working towards elimination of injury and disease in this industry.

EXPOSURE TO THE RISK OF A SLIP, TRIP OR FALL

Each year in the Victorian transport industry:

- one person is killed in a fall from a truck;
- 150 truck drivers suffer a serious injury as a result of falling from a truck.

About 70% of fall injuries occur in falls from the cargo area of trucks, or from jumping down from this area.

About 13% of all falls in the industry occur during truck maintenance.

A 90kg person jumping down or falling from the cab or tray will hit the ground with a force of over 420kg

ANY FALL CAN KILL OR INJURE

There are a number of situations where people are exposed to the risk of falls:

Operating vehicle (driving etc)	Getting in or out of the cabin
Loading	Viewing load for axle weight, distribution, centre of gravity Applying load restraint; securing load to vehicle Checking load restraint during journey; adjusting load
Unloading	Removing restraints Attaching lifting equipment Cleaning Clearing equipment Delivering to top plate or other area at builders site
Maintenance	Cleaning Repair, breakdown maintenance Planned or preventative maintenance

When loading and unloading roof trusses, wall frames and other similar products:

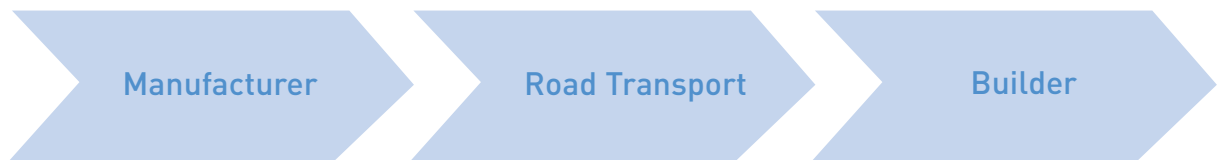
- **slips, trips or falls** can occur while:
 - working on top of the load
 - placing or adjusting load restraint
 - on top of the tray
 - climbing on or off the tray or cargo, or
 - when cleaning the vehicle;
- **crush** injuries can occur if load restraints fail or the load moves;
- **facial fractures, concussion, cuts or bruises** can result from the recoil of tie-downs;
- **other sprains or strains** can result from manual handling, and jumping off the tray onto hard or uneven surfaces.

TAKING ACTION TO ELIMINATE OR REDUCE THE RISK OF A SLIP, TRIP OR FALL

The transport of roof trusses, wall frames and other similar products involves a supply chain.

The Occupational Health and Safety Act 2004 sets out the obligations that each party within the supply chain must fulfil, including safety duties.

In roof trusses and wall frames the supply chain includes:



Another industry sector that influences the supply chain is vehicle designers.

There is much that can be done to prevent falls occurring in the transport of roof trusses and wall frames.

This guide provides practical safety advice to everyone involved in the delivery of roof trusses and wall frames and should be particularly useful to drivers and trucking operators, as well as contract managers and consigners.

It forms part of the current state of knowledge on risks and methods to prevent falls. It assists employers to understand and meet health and safety legislation requirements.

The guide covers the following activities:

PLANNING	ACCESS TO VEHICLE	ACCESS TO CABIN	SAFE UNLOADING
<ul style="list-style-type: none">• Planning loading and unloading• Vehicle design and selection	<ul style="list-style-type: none">• Getting on or off tray• Restraining load• Load movement during transportation	<ul style="list-style-type: none">• Getting in and out of cabin	<ul style="list-style-type: none">• Planning loading and delivery• Safe unloading on site• Load lifting equipment• Traffic management

Methods for carrying out these activities are listed in 'traffic light' format to allow you to compare high, medium and low risk solutions. Trucking operators, consigners and contract managers should **go for green** for the solutions they control, or are able to influence.

RED - HIGH RISK	AMBER - MEDIUM RISK	GREEN - LOW RISK
The practices in the red column should not be used in workplaces. An employer who allows those practices to be used is likely to be in breach of OHS legislation.	The practices in the amber column are less effective in reducing risk, as compared to the green column, and should be treated as interim solutions only.	The practices in the green column should be regarded as the target for all workplaces.

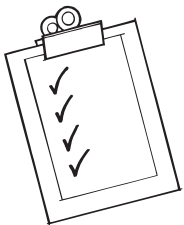
LOAD PLANNING

Many workplace injuries that occur during the delivery of materials at a customer premises could be avoided if plans for the unloading operation were made at an early stage, ideally at the time the order was placed.

A clear line of communication should be established and maintained throughout the load planning process by all of the following parties:

- builder and manufacturer
- manufacturer and transport operator
- transport operator and builder.

There is often no contractual relationship between the builder and the transport operator; however the two must communicate on safety matters to decide how safety will be properly managed.

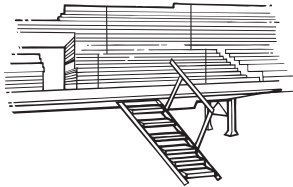
ACTIVITY	HIGH RISK	MEDIUM RISK	LOW RISK
<p>Planning loading and delivery</p> 	<p>Person fails to plan the delivery process, e.g.</p> <ul style="list-style-type: none"> • manufacturer does not consider hazards at the delivery site such as restricted site access, overhanging trees, powerlines, passing traffic, lighting, working at height, uneven/unstable surfaces, etc., when arranging delivery • builder does not make transport operator or supplier aware of potential hazards at delivery site • no site assessment is performed • the builder, manufacturer and transport operator do not communicate information on site hazards, risk controls and the transport operator's safe work procedures (job safety analysis). 	<p>Manufacturer takes reliable and comprehensive verbal instructions from builder upon placement of order.</p> <p>Builder makes manufacturer aware of limitations and potential site hazards transport operator may face, at the time the quote is given.</p> <p>Builder is proficient in undertaking a Job Safety Analysis (JSA) for site delivery and provides a JSA to the manufacturer.</p>	<p>Manufacturer communicates with builder and transport operator at time of order to develop a loading and delivery plan that covers:</p> <ul style="list-style-type: none"> • required vehicle configuration and size • transport operator experience and competence on any on-board load handling equipment • capacity of on-board load handling aids, e.g. vehicle loading crane • requirements for load restraint and inspection before vehicle leaves premises • procedures to deal with delivery site hazards, e.g. overhanging trees, overhead powerlines, lighting, uneven, unstable surfaces, local traffic and traffic restrictions • loading sequence and placement of trusses and frames and assistance with placement of trusses and frames at delivery site • alternative delivery arrangements should inclement weather present unsafe unloading conditions. <p>Note: these points should be documented using a checklist to assess safe unloading. Sample of checklist provided on pg 18.</p> <p>In addition to the above the documentation of a delivery plan may be assisted by the following:</p> <ul style="list-style-type: none"> • a site assessment is carried out prior to delivery by the builder. Photographs taken where necessary • builder completes a Job Safety Analysis prior to delivery. Sample checklist - "Five steps to effective JSA" provided on page 20.

SELECTING A SUITABLE VEHICLE

The vehicle's purpose, use and safety considerations should be considered at the time of purchase.

A vehicle fitted with mechanical means of unloading presents the lowest risk.

Safety considerations should be paramount when reconfiguring a vehicle.

ACTIVITY	HIGH RISK	MEDIUM RISK	LOW RISK
Vehicle design and selection  Access steps	<p>Transport operator selects a vehicle based on what is to hand, without taking into account factors at the drop-off or collection point that may affect work at height e.g. traffic congestion, presence of overhead wires.</p> <p>Transport operator has to climb onto the load, with no assistance from the design of the vehicle. There is also nothing to stop them from slipping or falling.</p> <p>Transport operator has little or no information provided to them by the manufacturer to select an appropriate vehicle for the job.</p>	<p>Transport operator selects a vehicle that is adequate for the planned load. However, it is not totally appropriate for unloading.</p> <p>Trays are designed and built in a way that recognises that people will be climbing on them, e.g.</p> <ul style="list-style-type: none"> • attachment points for harnesses, lanyards, etc. • access ladders with wide steps, handrails, etc. • steps installed under tray. <p>Manufacturer is able to assist the transport operator with the vehicle selection by suggesting the class of vehicle which would be appropriate for the job.</p>	<p>Transport operator selects a vehicle based on factors that may affect working at height at both the loading and unloading point, e.g.</p> <ul style="list-style-type: none"> • reducing the need to rearrange or shift the load • vehicle access. <p>Vehicle trays are designed and built to eliminate the need for climbing on or over them, e.g. use of a fixed containment unit.</p> <p>Transport operator has been provided with detailed information from the manufacturer which assists in the selection of an appropriate vehicle for the job.</p>

CHECKLIST: CRITERIA WHEN BUYING OR RECONFIGURING VEHICLES: GO FOR GREEN

LOW RISK

A specifically engineered truck which is designed solely for the purpose of transporting trusses and frames

A side loader with racking system is used dependant on site access, height and dimension of load

Stillage which can be used to transport the load and be unloaded to site

ACCESS TO VEHICLE TRAY

You should aim to perform all work at ground level.

The interim risk control guidance (in the amber column) is presented in order of hierarchy:

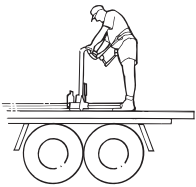

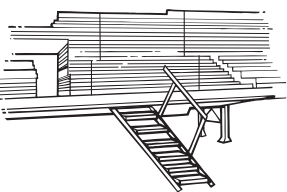
1. work from solid construction;
2. only if the above cannot be used should work positioning systems be used;
3. only if the above cannot be used should fall injury prevention systems be in place.

You must aim to eliminate the risk of a fall.

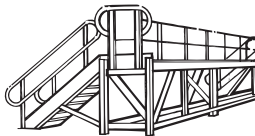
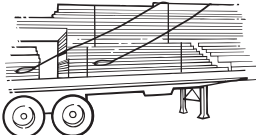
If this is not reasonably practicable, then use methods that prevent a fall.

If preventing a fall is not possible, then use methods that stop a fall from going too far.

A combination of methods may be needed.

ACTIVITY	HIGH RISK	MEDIUM RISK	LOW RISK
<p>Getting on or off load or tray</p> <p>Includes:</p> <ul style="list-style-type: none"> • Placing dunnage • Positioning the load • Restraining the load • Attaching / detaching restraints • Attaching lifting equipment 	<p>Getting onto the load or tray is a part of the job. Work methods do not reduce the amount of time a person spends doing this activity.</p>	<p>Getting onto the load or tray is a part of the job and mechanical aids are used to prevent a fall, or stop a fall from going too far.</p> <p>Work is performed from a solid construction, such as a fixed or temporary work platform.</p> <p>Work is performed using a work positioning system, such as travel restraint systems, and includes high level operator competency and supervision.</p> <p>Work is performed using a fall injury prevention system, such as a fall arrest harness and lanyard system, and includes high level operator competency and supervision.</p> <p>Clearly visible retracting steps have been fitted under the tray of the truck to assist climbing on and off in a safe manner.</p> <p>Person has been trained in the prevention of falls.</p>	<p>Work methods eliminate the need to get on top of the load or tray so that work is performed on the ground.</p>
 <p>Travel restraint system</p>			
 <p>Travel restraint system</p>			
 <p>Access Steps</p>			

ACCESS TO VEHICLE TRAY

ACTIVITY	HIGH RISK	MEDIUM RISK	LOW RISK
Getting on or off load or tray at manufacturer's site  Work platform	Getting onto the load or tray is a part of the job. Work methods do not reduce the amount of time a person spends doing this activity.	Manufacturing yard provides a temporary work platform for the transport operator to use. Manufacturing yard provides a work positioning system, such as a travel restraint system, for the transport operator to use.	Methods eliminate the need to get on top of the load or tray so that work is performed on the ground, e.g. <ul style="list-style-type: none"> pre-slung loads where sling loops are positioned so that they can be reached from ground level.
Getting on or off load or tray at delivery site  Sling loop positioning on pre-slung loads	Getting onto the load or tray is a part of the job. Work methods do not reduce the amount of time a person spends doing this activity.		Loads have been pre-slung with sling loops positioned where they can be reached from ground level therefore work is performed on the ground.

CHECKLIST: CRITERIA FOR ACCESSING TRAY: GO FOR GREEN

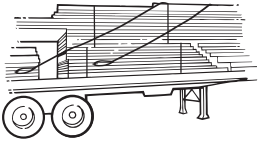

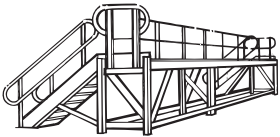


LOW RISK

Pre-slung loads where sling loops are reachable from ground level
 Drop deck trailer

MEDIUM RISK

Portable steps which retract under tray and are attached to the trailer
 Portable ladder with bracket attachment to tray / combing rail
 Extension ladder over the loads

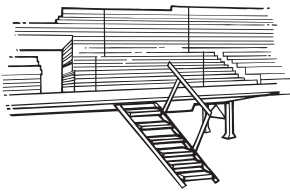
ACCESS TO VEHICLE TRAY

ACTIVITY	HIGH RISK	MEDIUM RISK	LOW RISK
Restraining  <p>Sling loop positioning on pre-slung loads</p>  <p>Containment unit</p>  <p>Work platform</p>  <p>Fall restraint system</p>  <p>Fall arrest system</p>	<p>There is no load restraint system or containment unit used to restrain the load.</p> <p>Load restraint is inadequate.</p> <p>Bundling is used as a method of load restraint.</p> <p>Transport operator has been sent off manufacturer's premises to restrain the load as there is lack of facilities to do so safely on site.</p> <p>Transport operator is accessing the tray to restrain the load without fall prevention devices.</p> <p>Transport operator is climbing onto the load.</p>	<p>Manufacturer provides a temporary work platform for use by transport operator.</p> <p>Transport operator is accessing the tray to securely restrain the load using fall prevention devices e.g. work positioning systems.</p> <p>Transport operator has installed clearly visible retracting steps fitted under the tray of truck to assist climbing on or off in a safe manner to attach lifting gear to the product.</p>	<p>Restraint and containment units are used, e.g.</p> <ul style="list-style-type: none"> specifically designed unit load device with pre-determined lifting gear and lifting points, walls, locked in devices or rigid restraint twist locks secure the frame / pre packing hydraulic tightening systems are used and are operable from ground level <p>Manufacturer packs load safely for transportation, e.g.</p> <ul style="list-style-type: none"> loads are pre-slung by manufacturer and marked with lifting points sling loops are positioned so transport operator can reach them from ground level manufacturer ensures lifting gear / chains / dogs are pre-fitted to product packs load restraint (product protection) has been included as part of packaging.

For comprehensive information on load restraint, refer to the National Transport Commission's Load Restraint Guide, 2nd Edition, available from VicRoads bookshop.

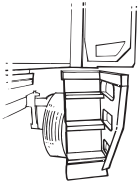
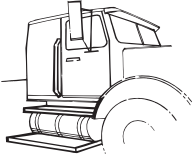






ACCESS TO VEHICLE TRAY

Load movement during transit is a significant risk and can occur on all loads, however it is more common on over dimensional loads. To prevent the possibility of load movement the following can be implemented.

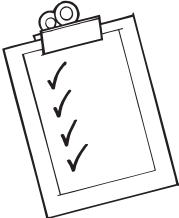
ACTIVITY	HIGH RISK	MEDIUM RISK	LOW RISK
<p>Load movement during transportation</p>  <p>Access steps</p>	<p>Person is getting onto the load or tray.</p>	<p>Person is getting onto the load or tray. However an 'emergency' means of accessing the tray during transportation is in place, e.g. a work positioning system, such as a travel restraint system, that includes a high level of operator competency and supervision.</p> <p>Clearly visible retracting steps, designed to fit under the tray of the truck, assist climbing on and off in a safe manner.</p>	<p>Loads are prevented from moving during transportation as:</p> <ul style="list-style-type: none"> • blocking system has been fitted down sides of wall frame packs to eliminate sideways movement • pre wrapping the product has eliminated the load shifting during transportation • extendable bearers have been fitted to prevent the wall frames from collapsing during transportation. <p>Transport operator does not access the tray during transportation as the restraint straps are adjustable from ground level.</p>

ACCESS TO VEHICLE CABIN

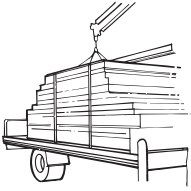


Appropriate steps and handrails are difficult to retro-fit; therefore it is best to include them in the design from the start. If you have to accept a retro-fit, don't accept one that creates problems, e.g. small shallow rungs or poor handles.

ACTIVITY	HIGH RISK	MEDIUM RISK	LOW RISK
Getting in and out of cabin  <p>Hydraulic steps</p>  <p>Good access steps and grab handles</p>    <p>Getting into a truck cabin</p>    <p>Getting out of a truck cabin</p>	<p>Cabin access includes the following:</p> <ul style="list-style-type: none"> • no steps • rounded steps, rungs, bars or tanks • excessive height to steps • irregular distances or spacing between steps • no or few handholds (hand-grabs and handrails). <p>Person is jumping down from the cabin.</p> <p>Person is not trained in the correct techniques for getting in and out of the cabin safely.</p> <p>Lighting is inadequate, e.g. the person cannot see their footing when getting in and out of cabin.</p> <p>Exiting the cabin on uneven surfaces when it is possible to exit at another location.</p> <p>Exiting the cabin in a forward direction.</p> <p>Footwear worn does not offer grip in all weather.</p> <p>Tread of step surface does not offer grip in all weather.</p>	<p>Transport operator ensures cabin access includes:</p> <ul style="list-style-type: none"> • none of the items in the red column (left), however • not all the items in the green column (right). <p>Safety signs or procedures reinforce the correct method for getting in and out of the cabin.</p> <p>Person is trained in the correct techniques for getting in and out of the cabin safely, e.g. three points of contact.</p>	<p>Transport operator ensures access to truck cabin includes all these features:</p> <ul style="list-style-type: none"> • steps that are designed in rather than added on • steps are flat • steps include non-slip materials • steps have a tread sufficient to support most of the foot • even distances between steps • enough appropriate handholds so the person always has three points of contact (feet and hands) when getting in and out of cabin • hydraulic steps which slide in and out (interlocked with ignition). <p>Lighting is adequate and person is able to see and park vehicle to avoid uneven surfaces.</p> <p>Transport operator is able to see uneven ground at night, e.g. downward lighting fitted to bottom of door.</p> <p>Footwear ensures good grip in all weather.</p>

Vehicles arriving for loading / unloading can present a number of risks to the people involved in the process and to others nearby, including pedestrians. Drivers, loaders and members of the public have been injured, some of them fatally, during loading / unloading, which is why safe loading / unloading practises are most important. The system of work should include a safety induction that introduces the transport operator to the building site, the hazards on the site and what to do to prevent being hurt by the hazards, and the work method to safely unload the product.

ACTIVITY	HIGH RISK	MEDIUM RISK	LOW RISK
<p>Planning loading and delivery</p> 	<p>Neither the manufacturer nor the builder has communicated with the transport operator about the site's hazards or the work methods for safe work on site and safe unloading.</p>	<p>The transport operator is only partly informed about matters that affect safety. For example, some of these matters are not adequately explained:</p> <ul style="list-style-type: none"> • hazards around the area where the transport operator will be working • hazards on site that may affect the transport operator • how the transport operator's activities can adversely affect the safety of others on site and what to do to prevent this • safe work procedures when using equipment provided by the builder • traffic management. 	<p>The transport operator is fully informed prior to arrival on site about the site conditions and safe work methods for work on site and safe unloading.</p> <p>Items covered include:</p> <ul style="list-style-type: none"> • all hazards on site • the hazards that could affect unloading, e.g. traffic management, overhead power etc. • safe work procedures when using equipment, e.g. how to set up a safe work area, the procedures for safely operating lifting equipment • working alongside other parties on site • emergency procedures.

SAFE UNLOADING

ACTIVITY	HIGH RISK	MEDIUM RISK	LOW RISK
<p>Unloading on site</p>  <p>Mechanical unloading</p>  <p>Pedestrian exclusion sign</p>  <p>Warning sign</p>	<p>Trusses are delivered to the top plate with no information on:</p> <ul style="list-style-type: none"> • structural integrity or soundness of the structure • safe working loads of the structure • safe working loads of load-lifting or load-bearing equipment • ground stability • identification of where the load is to be safely placed. <p>Transport operator or jockey is accessing the top plate for positioning or releasing of slings without any fall prevention devices.</p> <p>Trusses and frames are lifted without mechanical aids e.g. an available crane or lifting device is not being used.</p> <p>Trusses and frames are manually unloaded to ground level.</p> <p>Builder has not communicated to the transport operator on the correct position to place the load.</p>	<p>Transport operator or jockey is accessing the top plate to release the slings using fall protection devices.</p> <p>Builder has provided suppliers drawings, showing suitable loading points and truss lifting locations, e.g. a load placement safety plan or signs indicating structural soundness to bear truss weight.</p> <p>Transport operators have completed training and are competent to assess the risks associated with delivering to the top plate.</p>	<p>Trusses are delivered to the top plate using a method that includes:</p> <ul style="list-style-type: none"> • use of mechanical aids such as a crane • placement of the load to the correct position as determined by a competent person, nominally a structural engineer or a competent builder with appropriate experience and qualifications • work methods that address the known hazards, e.g. the hazards listed in the Job Safety Analysis • load is placed in a manner that would not put people at risk (brackets, markings, etc) • safe means of releasing slings from ground level after placement on top plate, so no-one is required to work at height. <p>In the absence of the above, trusses are delivered to ground level using mechanical aids such as a crane within a designated / marked-out safe work zone.</p> <p>Trusses and frames are lifted with mechanical aids, e.g. a crane or lifting device is used.</p>

ACTIVITY	HIGH RISK	MEDIUM RISK	LOW RISK
Load lifting equipment	<p>There is no load shifting / handling equipment available on site, e.g. crane.</p> <p>The load-bearing equipment or load-lifting equipment is in poor condition, e.g. chains stretched, hooks defective, sensors not operating.</p> <p>The load-bearing equipment or load-lifting equipment is prevented from operating correctly, e.g. sensors over-ridden, outriggers not securely mounted.</p> <p>The load-bearing equipment or load-lifting equipment is of unknown capacity, e.g. safe working load not marked.</p>		<p>Load shifting and load-bearing equipment is serviceable, adequate for the loads, and able to be operated safely. Such equipment may include:</p> <ul style="list-style-type: none"> • crane truck with remote controls and fitted with interlock / stability systems • attachments such as clamps, jigs, hooks, lifting arms, straps, chains, with known safe working loads. <p>Operators undertaking the lifting of loads, where judgement is required in balancing of loads or attachment of lifting gear, have a certificate of competency.</p> <p>Note: a certificate of competency is required for vehicle loading cranes greater than 10 tonne/metre capacity.</p>

For comprehensive information on the safe use of vehicle-loading cranes refer to Australian Standard AS 2550.11.

CHECKLIST: KNOWLEDGE OF WEIGHT: GO FOR GREEN

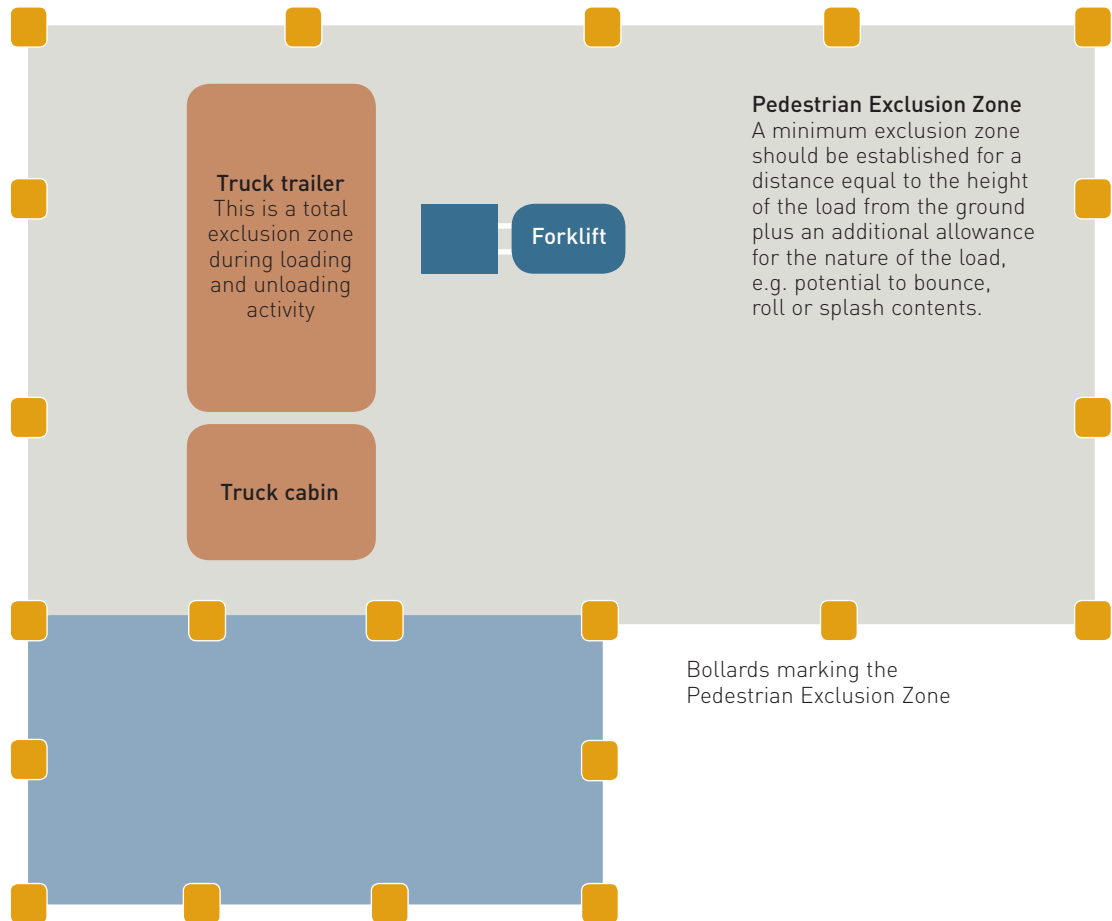
LOW RISK

- Weights are displayed on the consignment notice
- Packages are marked with weights which will enable crane operators to judge safe lifting distances
- Crane can determine weight of product it is lifting
- Manufacturers supply packages which display weights

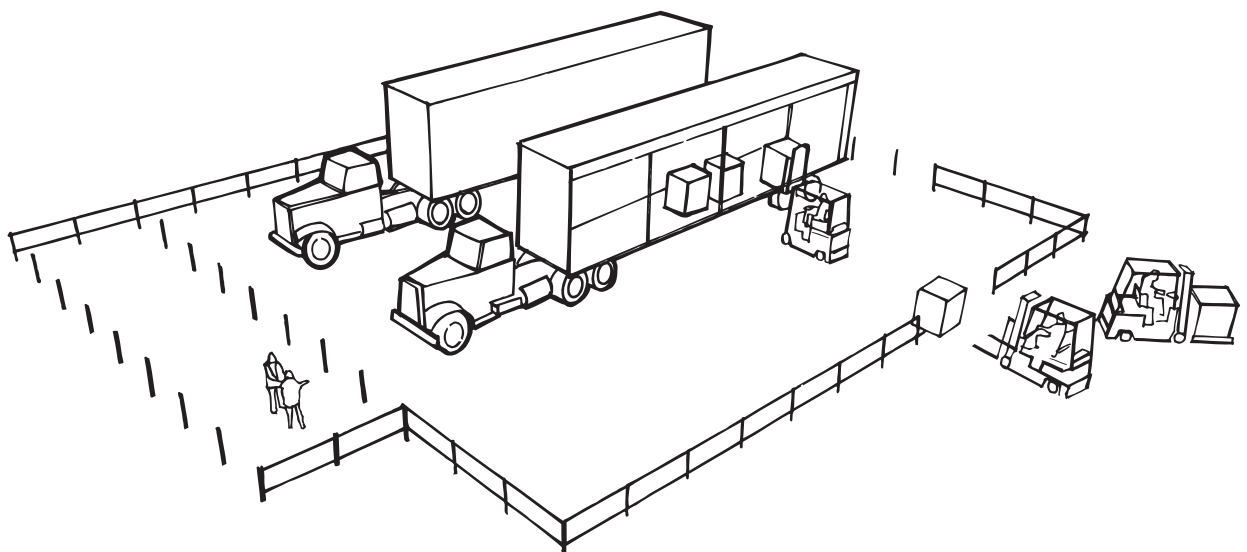
SAFE UNLOADING

ACTIVITY	HIGH RISK	MEDIUM RISK	LOW RISK
<p>Traffic management</p> <p>Includes:</p> <ul style="list-style-type: none"> • roadside • council by-laws 	<p>There is no traffic management plan. Traffic management is dealt with in an ad hoc way. No safe work procedures are in place.</p>	<p>Traffic is managed by individual safe work procedures at each area of the workplace.</p>	<p>A comprehensive traffic management plan, dealing with all likely traffic control issues, has been addressed and documented jointly by all parties.</p>
 <p>Warning sign</p>	<p>Nearby traffic can intrude into the area where unloading is taking place.</p> <p>Pedestrians and other vehicles have unrestricted access to site during loading and unloading.</p> <p>There are no traffic controls or warning signs in place.</p>	<p>The builder provides a clearly defined safety zone that allows loading and unloading to be supervised at a safe distance from moving plant and falling loads.</p> <p>There are specified exclusion zones around vehicle trailers and plant operating procedures.</p>	<p>Everyone affected by the plan understands and applies the traffic management principles.</p> <p>The builder provides a clearly defined safety zone that allows loading and unloading to be supervised at a safe distance from moving plant and falling loads.</p> <p>Pedestrians and other vehicles have restricted access to site during loading and unloading.</p>

SAFE UNLOADING



One way traffic is safer. Removable bollards in front of the truck enable it to move forward after being loaded.



CHECKLIST FOR THE MANUFACTURER OF GOODS LOADING AND UNLOADING OF TRUSS AND FRAME STOCK

TO BE COMPLETED BY THE TRUSS MANUFACTURER BEFORE THE TRANSPORT OPERATOR RECEIVES THE TRUSSES

1. RISK ASSESSMENT

a. Have you assessed the risks associated with your truss and frame delivery operations? ☐ Yes

☐ No

b. Does the assessment consider safety at unloading premises? ☐ Yes

☐ No

2. PLANNING FOR SAFE UNLOADING

To ensure the safe delivery of goods, the manufacturer and the builder should agree a safe work method, which describes how the goods are to be safely unloaded.

(i) Do you collect any information from the builder about how they require materials to be unloaded at their premises? ☐ Yes

☐ No

If 'Yes', please go on to 'a'. If 'No', go to 'ii'

a. What information is collected?

☐ Site access restrictions ☐ Lifting equipment available on site ☐ Where unloading will take place
☐ Special unloading requirements ☐ Capacity of lifting equipment
☐ Other (please state)

b. At what stage is the information collected?

☐ When materials are ordered ☐ Between order and delivery ☐ When delivery arrives on site
☐ Other (please state)

c. Who collects it?

☐ Sales ☐ Driver ☐ Manager
☐ Other (please state)

d. How is the information recorded?

e. How is the information collected used? (Is it forwarded to transport operator?)

f. How is the method recorded?

(ii) Do you agree a proposed method of unloading with the builder prior to delivery and is the transport operator involved in this consultation? ☐ Yes

☐ No

If 'Yes', please go on to 'a'. If 'No', go to '3'

a. Is the transport operator involved in this consultation? ☐ Yes

☐ No

b. When and how is the method of unloading agreed?

c. Do you produce delivery plans for safe unloading? ☐ Yes

☐ No

d. If so, are delivery plans in documented? ☐ Yes

☐ No

3. LIAISON WITH TRANSPORT OPERATOR/HAULIER

The transport operator must be made aware of the means for safe unloading on site

Do you provide instructions and information to the transport operator or haulier on how the materials are to be unloaded safely?

☐ Yes
☐ No

CHECKLIST FOR THE TRANSPORT OPERATOR LOADING AND UNLOADING OF TRUSS AND FRAME STOCK

TO BE COMPLETED BY THE TRANSPORT OPERATOR BEFORE RECEIVES THE TRUSSES FROM THE MANUFACTURER

1. RISK ASSESSMENT

a. Have you assessed the risks associated with your truss and frame delivery operations? ☐ Yes

☐ No

b. Does the assessment consider safety at unloading premises? ☐ Yes

☐ No

2. PLANNING FOR SAFE UNLOADING To ensure the safe delivery of goods, the manufacturer and the builder should agree a safe work method, which describes how the goods are to be safely unloaded.

Do you collect any information from the builder about how they require materials to be unloaded at their premises? ☐ Yes

☐ No

3. LIAISON WITH TRANSPORT MANUFACTURER The manufacturer must tell the transport operator about the means for safe unloading on site

Has the manufacturer provided instructions and information to you on how the materials are to be unloaded safely? ☐ Yes

☐ No

If 'Yes', please go on to 'a'. If 'No', go to 'b'

a. Are the instructions in writing? ☐ Yes

☐ No

b. Have you provided any training for your driver on safe delivery? ☐ Yes

☐ No

c. Do you check the method that was used after it has taken place to make sure it provided safe unloading? ☐ Yes

☐ No

4. MEANS OF UNLOADING Unloading should be properly planned and carried out in a safe manner

a. What means do you normally use for unloading?

☐ Vehicle mounted crane

☐ Builder's crane

☐ Builders forklift truck

☐ Manual unloading

☐ Other (please state)

b. Is your delivery transport operator usually involved in the unloading process? ☐ Yes

☐ No

c. Who is in charge of unloading?

☐ Transport operator

☐ Designated worker at building site

☐ Manager at building site

☐ Any worker at building site

☐ Other (please state)

d. Where builders lifting equipment is used, is this done in accordance with a safe lifting plan? ☐ Yes

☐ No

e. If you use a vehicle mounted crane, has your driver been trained in its safe use? ☐ Yes

☐ No

f. Does the means of unloading have any affect on how materials are packaged or how the delivery vehicle is loaded? ☐ No

☐ Yes

g. Is there a need to access the tray or the load to remove restraints? ☐ No

☐ Yes

h. Are safe means of access provided for transport operators and others getting on or off the vehicle trailer beds? ☐ Yes

☐ No

i. Is there a programme of routine maintenance to ensure that the vehicle trailers are kept in a safe condition? ☐ Yes

☐ No

j. Do you ever unload goods manually? ☐ Yes

☐ No

k. Is the decision to unload goods manually ever taken by the transport operator once he arrives on site? ☐ Yes

☐ No

l. If a load cannot be unloaded safely from a vehicle do drivers have instructions as to what to do?
E.g. if there are unexpected weather conditions, a crane isn't available as planned, etc.

☐ Yes

☐ No

CHECKLISTS

CHECKLIST: FIVE STEPS TO EFFECTIVE JOB SAFETY ANALYSIS

1. Document the activity

Assemble those involved in the activity and then, using a Job Safety Analysis worksheet, write down in step by step form the tasks that make up the activity for loading and unloading the product.

2. Identify the hazards

Next to each task, identify what part of the task may cause injury to those engaged in the task or others in the vicinity.

3. Document the control measures

Document the control measures for each identified hazard, assess the associated level of risk to those involved, and then list the control measures required to eliminate or minimise those risks, eg.

- Vehicle consideration at time of quote
- Job Safety Analysis has been completed
- Job Safety Analysis includes positioning on tray
- Assessment should consider 'cyclone fencing', local by-laws, overhead power, an exclusion zone around perimeter of vehicle where possible, etc.

4. Identify who is responsible

Document the name of the person responsible for implementing the control measure, eg.

- Manufacturer to conduct site assessment
- Builder to complete Job Safety Analysis
- Transport operator undertake final determination of site safety
- Transport operator can refuse to deliver if Job Safety Analysis provided is incorrect or ill-informed.

5. Monitor and review

Make sure the activity is supervised to ensure the documented process is being followed.

The documentation should be reviewed whenever a documented activity changes or when there is a change of personnel or after an appropriate length of time.

SUMMARY - DO'S AND DON'TS

DO

- ✓ Work at ground level
- ✓ Select the vehicle most appropriate for the delivery
- ✓ Document a comprehensive delivery plan and make it available to the driver
- ✓ Ensure method and sequence of loading allows for safe unloading
- ✓ Ensure anything loaded mechanically is unloaded mechanically
- ✓ Know the weight of pack / product

DON'T

- ✗ Jump on or off a vehicle
- ✗ Climb on / over loads
- ✗ Jump out of the cabin

WHERE TO FIND OUT MORE

A range of sources can provide you with further information. These include:

ACTS AND REGULATIONS

Acts and regulations are available from Information Victoria on **1300 366 356** or order online at **www.bookshop.vic.gov.au**. If you only want to view the legislation you can use the Parliament of Victoria web site - go to **www.dms.dpc.vic.gov.au**, click on 'Victorian Law Today' and scroll down to the 'Search' window.

AUSTRALIAN STANDARDS

Australian Standards are available from Standards Australia on **1300 654 646**, or online at **www.standards.com.au**

GUIDANCE MATERIAL

Material on prevention of falls is available from WorkSafe - go to **www.worksafe.vic.gov.au** and refer to the page on prevention of falls or call **(03) 9641 1333**

WorkSafe Victoria provides 'SupplyLinks' as an information service to inform and assist people working within, or servicing the needs of the transport and storage industry. To subscribe to this free service, please email **supplylinks@workcover.vic.gov.au** and include 'subscribe' in the subject line.

WorkSafe has also produced several guides to falls prevention in the supply chain for different product types. To see the whole series visit **www.worksafe.vic.gov.au** and go to the Transport and Storage industry page.

Refer to the National Transport Commission's Load Restraint Guide, 2nd Edition, available from VicRoads Bookshop **(03) 9854 2782**

For further information on chain of responsibility and other relevant legislation or particular load restraint guides, see VicRoads website **www.vicroads.vic.gov.au**

Industry associations and unions also provide advice on safety and health at work.

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VICTORIAN WORKCOVER AUTHORITY

WorkSafe Victoria offers a complete range of health and safety services.

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