

To Whom it May Concern

Date:
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CHSA – Inspectorate

Dear Project Managers, Contractors and/ or Service Providers

LOADING AND OFF-LOADING OF MATERIAL / EQUIPMENT ON SITES

Introduction

Projects Delivery (PD) has previously experienced several incidents during loading and off-loading operations.

Some common hazards related to loading and off-loading from vehicles include:

- Toppling of improperly stacked or secured cargo.
- Breaking or failure of lashing/secure devices or equipment.
- Unsafe access to and egress from the truck or trailer bed; and
- Falling off the loading platform

Employer's Role

- Provide the right vehicle for the job.
- Provide the necessary resources for the operation [e.g., securing devices, Personal Protective Equipment (PPE), Safe Work Procedures (SWPs), etc.].
- Ensure that risk assessments are conducted for all loading and off-loading operations.
- Ensure that competent personnel are appointed to carry out the operation.
- Give clear instructions to drivers/operators/riggers/spotters/supervisors for each operation.

Employee's Role


- Check that the vehicle and equipment are in good condition and able to perform the intended task (e.g. check lashings/secure devices for damage before use).
- Adhere to speed limits, restricted area requirements (near powerlines, waterbodies, sensitive areas, etc. to avoid incidents and damage to the environment due to spillages and hydrocarbons, etc.
- Follow all transport management plans and safe operating instructions and procedures.
- Ensure that the cargo is properly loaded on the vehicle including those with Original Equipment Manufacturer (OEM) requirements.
- Carry out loading and off-loading at designated areas.
- Take necessary precautions to prevent the vehicle from moving during loading and off-loading.
- Not leave the loading site without checking stowage and securing.
- Report any unsafe condition, loading/off-loading issue, incident or near miss to your supervisor.

In general, loading, and off-loading operations should be performed as close to the designated areas as possible. All personnel participating must adhere to SWP given by the supervisor in charge of the operation. Vehicles must be parked on firm and level ground.

Note: See Annexure 1 as the minimum documented requirements but not limited to...

Compiled by:

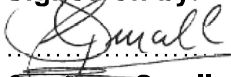
Date: 06 November 2024



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Vusi Mthimunya
Middle Manager OH&S – Inspectorate &
CHSA

Signed off by:

Date: 06 November 2024



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Geoffrey Small
Middle Manager SHEQS

ANNEXTURE 1

Minimum requirements but not limited to:

	SHE legal requirements for on/off loading of material/equipment.
1	Letter of Good standing
2	Safe Work Procedures / Method Statement (inclusive of emergency response contact details)
3	Risk Assessment
4	Appointment Letters
	i) Crane Operator
	II) First Aider
	III) Fire Fighter
	IV) Risk assessor
5	Inspection Reports
	I) Truck mounted crane Inspection
6	Training Records
	i) Crane operator's Certificate
	II) Competency certificate of Risk assessor
	III) First aid certificate level 2
	IV) Fire-fighting certificate
	V) Driver's license
7	Medical Fitness certificate
8	Person job Specification
9	Load test Certificates
	i) Crane. (Valid 1 yr.)
	II) Slings nylon and webbing. (Valid for 3 months)
	III) Chains / shackles (valid for 6 months)
10	Chemical/Oil spill Procedure
11	<i>Drip trays</i>
12	<i>Spill kits</i>
13	<i>Footplates on cranes</i>
14	<i>Stop block</i>
15	<i>Guide Rope</i>
16	<i>Appropriate PPE must be worn by the people to execute the task.</i>