

Key Changes to Revised WSH Guidelines for Safe Loading and Unloading on Vehicles



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Eric Law

Chairman, Workgroup to Review of Guidelines on Safe Loading and Unloading on Vehicles; and Member, WSH Council (Logistics and Transport) Committee

Background

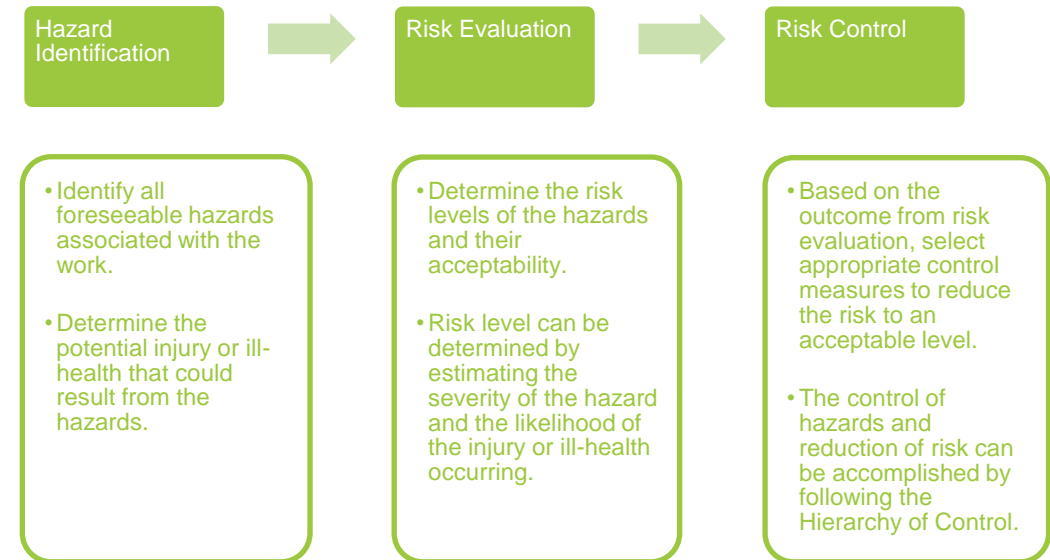
- Guidelines was developed in 2010 and last updated in 2017
- Vehicular (and related) safety continues to be a key concern in the Logistics and Transport sector
- Important that loading and unloading operations are carried out safely and goods are secured properly for transportation
- Need for content relevance and application to provide practical guidance for transport operators, drivers and workers

Workgroup Composition

S/N	Name	Workgroup Designation	Representing Institution
1	Mr Eric Law	Chair	WSH Council (Logistics and Transport) Committee
2	Ms Iris Tan	Member	Container Depot and Logistics Association (Singapore)
3	Mr Gabriel Lam	Member	SAAA@Singapore
4	Mr Chan Hsien Hung	Member	Singapore Logistics Association
5	Mr Fabian Ong	Member	Singapore Transport Association
6	Mr Manickam Thirumurugan	Member	Singapore Institute of Safety Officers
7	Mr Charles Tan	Member	Jurong Port Pte Ltd
8	Mr Roger Lim	Member	PSA Corporation Limited
9	Mr Mohamad Bin Jonid	Member	Supply Chain Employees' Union
10	Ms Ding Woon Keong	Member	Land Transport Authority
11	Mr Khairil Anuar Malek	Member	Ministry of Manpower
12	Mr Edd Hong Shuqi Ms Lin Peifen	Member	Workplace Safety and Health Council

Risk Management

- Streamlined risk assessment methodology
- Consider employee's personal health (including mental well-being)
- Importance of communication in risk management process



Hazards and Controls

- **New common hazards** like driveaway hazards, hazards associated with dock levellers and tail gates, and pinch point hazards, and relevant control measures.
- **Psychosocial hazards** such as excessive job demand and anxiety are threats to well-being of workers.
- **Health surveillance** through regular health screening with close follow-up for workers with chronic health conditions.



Quick Tips

Safe Loading:

- Do not overload the vehicle
- Make sure all equipment used are in good working condition
- Stack lighter loads on top of heavier loads
- Spread the loads out evenly for balanced weight distribution
- Secure and lash loads properly
- Ensure stacking arrangement is stable
- Do not stand in cargo holding or transport area when cargo is being loaded or adjusted
- Use cargo nets if required

Safe Unloading:

- Make sure loads have not shifted during transportation before unloading
- Ensure all equipment used for unloading are in good working condition
- Keep secondary load restraints (such as stanchions) in position during unloading
- Keep loads under control at all times and do not allow them to roll off the vehicle
- Do not tie loads to an object to drag it off/down the vehicle by moving the vehicle

Safe Refuge

Where feasible, drivers and operators should stay at a safe location on ground away from the vehicle (instead of inside the cabin) while waiting for loading or unloading to complete.



Delivery Plan

- **Describes and details** the delivery process.
- **Articulates** the joint responsibilities of the supplier, contract haulier and the customer.
- **Facilitates** consensus among stakeholders on delivery arrangements.
- **Ensures** safe and efficient delivery.

Recommended for heavy goods, e.g. deliveries where vehicles used are categorised as Heavy Goods Vehicle (>3,501 kg to 16,000 kg) and out-of-gauge cargo deliveries.

Sample Delivery Plan (Template)

Drivers and operators are advised to keep a copy of the delivery plan for the relevant delivery operation in their vehicles.

Description of load/s		
Weight of load/s		
Dimension of load/s		
Load restraining system	<input type="checkbox"/> Bulkhead	<input type="checkbox"/> Cabin Guards
	<input type="checkbox"/> Sideboard & Tailboard	<input type="checkbox"/> Stanchion bars
	<input type="checkbox"/> Anchorage	<input type="checkbox"/> Curtain-side
	<input type="checkbox"/> Others:	
Methods of securing the loads	<input type="checkbox"/> Direct Lashing	<input type="checkbox"/> Friction Lashing
	<input type="checkbox"/> Sheeting Method	<input type="checkbox"/> Netting Method
	<input type="checkbox"/> Locking Method	<input type="checkbox"/> Blocking Method
	<input type="checkbox"/> Others:	
Sequence /Special Precautions	Sketch of Securing the Load/s	
	<i>(It is recommended that you include the method of securing the load and its anchoring points.)</i>	
Note: This is only a sample Delivery Plan, the content is by no means comprehensive. Users would have to include any document and information they deem necessary to ensure safe loading/unloading.		

Revised WSH Guidelines for Safe Loading and Unloading on Vehicles



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