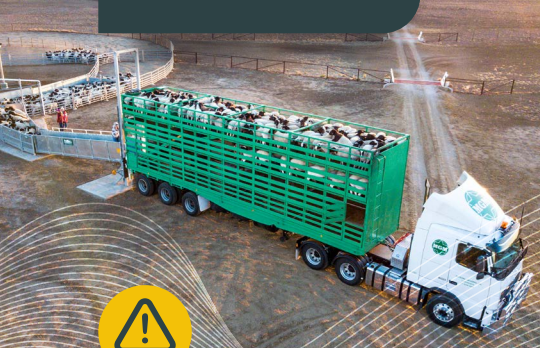


Toolbox Talks



We all need to remember

- If you are unsure of anything or feel that something you have been asked to do is dangerous, DO NOT begin the task. ASK for assistance or more information and we will work together to find a safe way to do the job or solve the problem.
- Ensure you are aware of the location of the nearest First Aid Kit.
- Make sure everyone is fit for work, free from signs of fatigue, drugs or alcohol. If in doubt, ask or talk to your manager.
- This farm is a workplace, but may also be a place of residence for the owner, their managers and employees. Be vigilant for children and bystanders at all times. Refer to *Child Safety on Farms*.
- The safety, health and wellbeing of all who live on, work on and visit this farm is the most important responsibility we all share.

Even if we are busy and under time or financial pressures, safety **MUST** come first.



emergencyplus
Save the App that could save your life.

EMERGENCY CONTACTS

In case of emergency, CALL 000 or your local emergency service provider, then call your manager or supervisor.

POISONS 13 11 26
Poisons Information Centre

A Practical Guide

Loading & Unloading Trucks

Loading and unloading trucks is a routine task on many farms. It may look easy but it can be dangerous if not done properly. Serious injuries can occur due to falling objects, working at heights, manual handling, and collisions between moving vehicles and other items of plant.

Note: This Toolbox Talk covers general safety when loading and unloading trucks and does not include requirements of parties to the Chain of Responsibility under Heavy Vehicle National Law (HVNL).

The Hazards and Risks

Falls from Height: Falling from height is a serious risk during truck loading and unloading, especially when workers work from truck beds, crates, or trays or when climbing on top of loads to adjust straps, tarpaulins, or access hard-to-reach areas. Climbing or working on the top of loads is incredibly dangerous and can easily lead to slips, trips, and falls that result in serious injuries or fatalities.

Falling Objects: Falling objects are a major hazard during loading and unloading activities. Potential sources of falling objects include: poorly stacked or unsecured items on pallets or trucks, poorly stacked or unsecured items being moved by mobile plant, items falling due to being struck or jostled during the loading or unloading process.

Manual Handling: The manual handling of items during truck loading and unloading poses a significant risk of musculoskeletal injuries. These injuries can occur due to repetitive motions, lifting objects that are too heavy, using improper lifting techniques, or making awkward twists or bends. Sprains, strains, and back injuries are all common consequences of improper manual handling.

Mobile Plant and Traffic: Busy loading and unloading zones can create a significant traffic hazard for both workers and vehicle operators. These areas often involve the movement of forklifts, trucks, and pedestrians in close proximity, increasing the risk of collisions. Blind spots around stacked items and vehicles can conceal pedestrians or other traffic.

Overhead Powerlines: Significant risk of hitting power lines and causing electrocution.

Slinging or Suspended Loads: Slinging and suspending loads introduces a unique set of hazards during the loading and unloading process. Failure of lifting equipment due to overloading, improper inspection, or incorrect use can cause the entire load to come crashing down. Even with secure equipment and correct use, there's a risk of the load becoming unbalanced or dislodging mid-air, swinging unpredictably, and striking workers or damaging property.

Livestock

Loading and unloading livestock poses unique safety challenges compared to general cargo. Animals can be challenging to read, become aggressive, try to escape, or kick and trample workers when stressed or frightened, leading to serious injuries. Workers also face crushing hazards between the animal and the truck/trailer or other infrastructure. Slippery surfaces from mud, manure, or rain increase the risk of slips and falls, while falls from truck trailers or ramps can cause significant injuries.



Reducing the Risk

Safe Loading and Unloading Areas

- Visually inspect the loading/unloading area for hazards and obstacles like overhead wires, or uneven ground.
- Flat loading and unloading areas are preferable over sloped areas.
- Avoid loading and unloading in areas of high plant or pedestrian traffic.
- Make sure the area is well-lit without blind spots or heavy shadows.
- Segregate people and other sources of traffic wherever possible using visual barriers.
- Communicate with others to let them know that loading and unloading activities are about to take place and ensure that everyone in the loading/unloading space is aware of their role and responsibility as well as everyone else's.

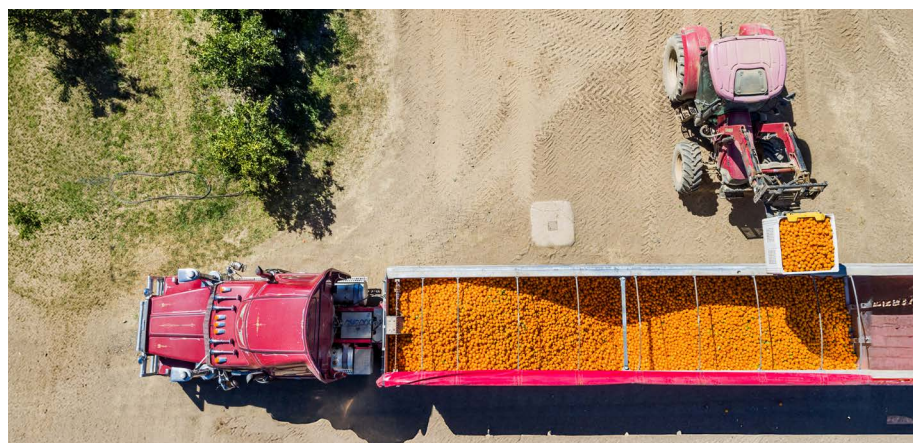
Falls from Heights

- Work from the ground whenever possible. Avoid climbing or working on the top of trucks or loads.
- Always use the proper equipment for the job. This could include secure ladders, mobile platforms, or work platforms designed for reaching elevated areas.
- Ensure ladders, walkways, platforms, and other equipment is routinely checked and maintained.
- Wear appropriate, non-slip footwear.

Links and Resources

WorkSafe Queensland Government
Safety and Prevention/Workplace Hazards Transport
worksafe.qld.gov.au

Safework NSW
A Guide to Work Health and Safety in the Road Freight Transport Industry
safework.nsw.gov.au



Falling Objects

- Maintain a safe distance from suspended loads and moving loads.
- Uneven or unbalanced loads are dangerous. Make sure that items are stacked correctly and secured during the loading and unloading process.
- Be aware of your surroundings and never walk or stand underneath or near an unstable load or items that may fall.
- Stop the loading or unloading process if anyone is observed in the area where there are unsecured items with the potential to fall.
- Don't allow people to perform loading/unloading activities from opposite sides of the vehicle at the same time.
- Avoid overloading either the truck or the equipment being used to load items.
- Only attempt to lift and move items that are securely and evenly stacked.

Manual Handling

- Follow manual handling guidelines.
- Use mechanical aids wherever possible.
- Encourage teamwork for lifting heavy objects.
- Alternate unavoidable manual handling tasks frequently to reduce exposure.

Mobile Plant

- Establish clear communication procedures to be used. If using hand signals ensure that everyone involved knows what each signal means.
- Clearly designate loading and unloading areas.
- Separate vehicle and pedestrian traffic by establishing exclusion zones or safety zones for observers.
- Stop plant if pedestrians come into the operating area.
- Wear high-visibility clothing to improve visibility in the loading area.
- If plant isn't fitted with an audible reverse warning signal use the horn to indicate intention to reverse.

Overhead Powerlines

- Ensure that proper exclusion zones and no-go zones are set up and adhered to.
- Work with a second person who can act as a spotter when loading or unloading around powerlines.

Slinging or Suspended Loads

- Set up exclusion zones to keep pedestrians and unauthorised personnel from entering the operational area.
- Only trained and competent personnel should be involved in slinging and rigging operations.
- Only use approved and tested lifting equipment.
- Know working load limits and capacities of equipment being used.
- Check any equipment used for wear or damage.

Livestock

- Plan loading and unloading activities in advance.
- Ensure that everyone involved is clear on the process, tasks to be performed and communication to be used.
- Check that all equipment is functioning properly, gates and moving panels can be securely fastened and that facilities are well maintained.
- Use stock handling techniques that keep animal stress as low as possible.
- Loading ramps should be of solid construction and have a sliding gate at the top of the ramp and guarded nonslip walkways.

Consider Emergency Management Plans

- All workers should be aware of and confident in emergency management plans and procedures relating to loading/unloading trucks.

Toolbox Talks

Facilitator Guide

INSTRUCTIONS

The information sheet is background information ONLY. Be sure to customise your talk to your operation and facilities.

How to deliver an effective Toolbox Talk

- Know your Topic. If you don't understand the material it will be hard to explain and make it relevant.
- Print copies of the Toolbox Talk Info sheet for yourself and each of the participants.
- Hold the talk in a location relevant to the topic being discussed.
- Explain why the Toolbox Talk is being held.
- Stay on topic and keep it simple.
- Encourage conversation and participation.
- Be sure to give real life examples whenever possible.
- Be open to questions.
- Read through the provided cases studies.
- After each study ask attendees what could have been done to prevent this situation.
- Conclude with a brief review of the main points or a summary based on the discussion.
- Record the details of the Toolbox Talk including the location, date and names of attendees.

Note: This Facilitator Guide is intended to provide a basic structure for conducting a Toolbox Talk. Customise it as needed to suit your specific audience and objectives. Always prioritise safety and ensure that participants have a clear understanding of the information presented.

A Practical Guide

Loading & Unloading Trucks

Introduction

Welcome everyone.

Emphasise the importance of being aware of hazards related to loading and unloading trucks.

Icebreaker (optional): Consider starting with a brief question or scenario related to loading and unloading trucks to engage

participants. For example, "Can anyone think of a recent close call or incident that happened during loading or unloading?"

Distribution of Resources

Handout printed Toolbox Information Sheets and any other resources.

Key Points

Hazards

Discuss the most common hazards encountered during truck loading and unloading, including falls, falling objects, crushing incidents, struck-by hazards, and MSDs (musculoskeletal disorders) on your farm.

Safe Practices

Review essential safe practices including procedures to be followed for each hazard in your workplace.

Mobile Plant Safety

Discuss specific safety considerations when using mobile plant applicable to your workplace for loading and unloading (forklifts, loaders, tractors, etc.).

Communication

Discuss specific communication requirements and procedures to be used by workers while performing loading and unloading tasks.

Interactive Discussion & Case Studies

Use the case studies on the following page if necessary to prompt discussion.

Q&A Session

Allow participants to ask questions and seek clarification on any topics covered.

Conclusion

Summarise the main takeaways from the talk.

Reiterate the importance of everyone's commitment to safety on the farm.

Closing Remarks

Thank participants for their time and attention.

Remind them to apply the knowledge gained from this Toolbox Talk in their daily work.

Feedback

Ask for feedback on the Toolbox Talk content and delivery to improve future sessions.



Toolbox Talks

Facilitator Guide

CASE STUDIES



Risk Management Tools

DOWNLOAD ONLINE MATRIX

Use this simple and effective tool to assess and manage the risk of your farming activities prior to commencing. All team members can join in and contribute, developing different ways to manage risks on your farm. Doing a risk assessment helps determine hazards and develop appropriate control measures to lessen risks.

farmsafe.org.au

P. +61 2 6269 5622 | E. info@farmsafe.org.au

Disclaimer: This *Toolbox Talk* is intended as a *general* guide only and is designed to be used to increase risk awareness and safe work practices - it is not legal advice and does not take the place of proper individualised on-farm workplace inductions, work, health and safety training, or any other tailored steps which may be necessary to protect health and safety at specific worksites.

CASE STUDY 1 **Falling Cargo**

Scenario

Sarah was standing beside a truck removing a load tie down strap. A coworker was using a machine to unload hay bales on the opposite side of the truck. The machine bumped a bale of hay on Sarah's side of the truck causing it to fall, barely missing Sarah.

QUESTION	ANSWER
How could this incident have been prevented?	Answers may include: <ul style="list-style-type: none"> • Setting up exclusion zones around operating areas. • Communication between Sarah and a coworker to ensure Sarah was clear before unloading started. • Not loading/unloading trucks while there are people on the opposite side of the truck.

CASE STUDY 2 **Handling Techniques**

Scenario

Lucas was tasked with unloading a truck of horse feed bags. The forklift was being used for another task and so Lucas decided to save time and unload the bags by himself, throwing the bags off the back of the truck one by one. After unloading half the truck, John felt a sharp pain in his lower back. He later realised he had strained a muscle.

QUESTION	ANSWER
What could have been done to prevent this scenario?	Answers may include: <ul style="list-style-type: none"> • Waiting for the forklift. • Asking for help and using a two person lift on each bag. • Applying appropriate manual handling techniques.

CASE STUDY 3 **Safety First**

Scenario

Rebecca and Shawn are going to work together to unload a truck. Rebecca will be driving a forklift and Shawn will be helping to guide Rebecca into position for each lift.

QUESTION	ANSWER
What steps could they take to ensure that this task is done safely?	Potential answers may include anything in your current workplace procedures. Answers may also include: <ul style="list-style-type: none"> • Follow any procedures in place for operating the forklift. • Establish how communication will be conducted. If using hand signals confirm what each signal means. • Establish a safe zone away from the potential for falling objects and outside of the forklift operating zone where Shawn can stand so that Rebecca can see him at all times and watch for hand signals. • Setup an exclusion zone to prevent other people or items of plant from entering their work area. • If Rebecca loses sight of Shawn she will stop the forklift and wait until Shawn returns to the established safe zone.

Toolbox Talks

Facilitator Guide

INSTRUCTIONS

This sign-off template is available for you to use as part of your training packages. You will need to attach all evidence of all information given to the person that you have spoken with regarding this specific Toolbox Talk. This may include checklists, policies, safe operating procedures or notes about the conversations had, questions asked and other information provided.

Holding Toolbox Talks or safety meetings are not just about checking a box - they need to be tailored to your farming environment, meet the legislative requirements, and designed to support your employee, contractor, family member or visitor throughout the time that they spend living or working on your property. Inductions are only the first step in your WHS journey and it is important that you continue to create a safety culture on your farm by continuing to engage with your employees on any matters that may affect their health, safety and wellbeing.

The employee/contractor/visitor/family member that you have had this conversation with should acknowledge that they have received, discussed and understood all the relevant information that has been presented to them and attached and sign in the relevant space provided. A good practice is to ensure that the employee initials or signs each relevant piece of information that is attached and retains a copy of each for their own information. Records of WHS conversations should be kept alongside records of employment or in your work, health and safety management system and be updated as needed or as required by law.

A Practical Guide

Loading & Unloading Trucks

On-farm Toolbox Talk Sign-off Sheet

Please list and/or attach all documents that have been provided including checklists, policies, safe operating procedures, etc.

On-farm Toolbox Talk Participants

EMPLOYER – DETAILS

I confirm that I have provided a relevant safety meeting to our farming business and that the employee has received, discussed and understood the listed and attached information.

Given Name(s)

Surname

Property Name

Date

Signature

1. EMPLOYEE / CONTRACTOR / VISITOR / FAMILY MEMBER – DETAILS

I confirm that I have received, discussed and understood all information that has been listed and attached to this document.

Given Name(s)

Surname

Property Name

Date

Signature



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AUSTRALIA

Toolbox Talks Facilitator Guide

A Practical Guide
Loading & Unloading Trucks

On-farm Toolbox Talk Sign-off Sheet

CONTINUED

2. EMPLOYEE / CONTRACTOR / VISITOR / FAMILY MEMBER – DETAILS

I confirm that I have received, discussed and understood all information that has been listed and attached to this document.

Given Name(s)

Surname

Property Name

Date

Signature

3. EMPLOYEE / CONTRACTOR / VISITOR / FAMILY MEMBER – DETAILS

I confirm that I have received, discussed and understood all information that has been listed and attached to this document.

Given Name(s)

Surname

Property Name

Date

Signature

4. EMPLOYEE / CONTRACTOR / VISITOR / FAMILY MEMBER – DETAILS

I confirm that I have received, discussed and understood all information that has been listed and attached to this document.

Given Name(s)

Surname

Property Name

Date

Signature

5. EMPLOYEE / CONTRACTOR / VISITOR / FAMILY MEMBER – DETAILS

I confirm that I have received, discussed and understood all information that has been listed and attached to this document.

Given Name(s)

Surname

Property Name

Date

Signature