

Load Management Policy

Our commitment

Romann Logistics is committed to providing a workplace that is free from risks arising from inappropriately loaded vehicles and unsafe loading or unloading practices.

How we will meet our commitment

Inappropriately loaded vehicles (including overloaded vehicles and inadequately restrained loads) create a work health and safety risk as they lead to an increased risk of injury to the loader, driver, other workers exposed to the load and other road users during transport. Unsafe loading or unloading practices create risks to the loader and other workers exposed to the loading or unloading activity.

The Work Health and Safety Laws and the supporting mass, loading, heavy vehicle standards, dangerous goods and Heavy Vehicle National Laws set out a range of requirements and responsibilities for safe load management in the workplace.

Our objectives are to:

- establish safe systems of work that eliminate (where practicable) or minimise risks caused by inappropriately loaded vehicles and unsafe loading or unloading practices
- provide a safe and healthy work environment free from load-related incidents
- safely manage incidents where vehicles have been overloaded or unsafe loading behaviours exhibited

To this end, we adopt a risk management based approach to support compliance with the legislative requirements and our objectives. We have established a Load Risk Management Framework that contains the risk management stages that the

organisation will use to identify, assess, eliminate (where practicable) or minimise and monitor load-related risks.

All details of load-related risks, control measures and implementation responsibilities are documented in the Risk Register.

Scope

This policy and supporting procedures apply to any worker with control or influence over vehicle loading practices (including but not limited to the roles listed below).

Responsibilities

Romann Logistics has identified the following roles within our organisation with obligations for load management, as:

- employer of the driver of the vehicle/prime contractor of the driver/operator of the vehicle/person conducting a business or undertaking (PCBU) referred to as 'the Transport Company'
- loading manager
- driver of the vehicle
- packer of goods to be loaded on to the vehicle
- loader of goods on to the vehicle
- unloader of goods from the vehicle
- consignor/consignee of goods for transport by the vehicle

A summary of the key responsibilities for each role are listed below.

Transport Company Responsibilities

The 'transport company' includes the employer, prime contractor, operator and/or PCBU. In our organisation this responsibility is accepted by the Director(s).

The transport company must ensure that:

- they take all reasonable steps to ensure a vehicle is not inappropriately loaded
- all workers with control or influence over loading practices are appropriately trained
- legally permitted and registered vehicles are supplied that meet the legal mass and dimension requirements
- safe systems of work and loading environments are provided
- drivers have accurate documents of the tare weight (or empty weight) of the combination
- proof of accreditation is available if operating under Higher Mass Limits
- load plans for vehicles do not exceed maximum weight limits and if load planning by pallet space, that legal axle limits are not exceeded
- loaded vehicles do not exceed legal mass and dimension limits
- loads are appropriately restrained on vehicles in line with the Load Restraint Guidelines and regulations
- the driver/loader has sufficient and appropriate loading and load restraint equipment and is provided with sufficient training to use it correctly
- the driver/loader is trained in safe loading and unloading behaviours
- the Loading and Unloading Exclusion Zone (LUEZ) Guidelines are implemented and followed in the workplace
- parking, queuing and loading/unloading practices are streamlined to minimise delays
- all elements of the Load Risk Management Framework are monitored on an ongoing basis and reviewed on a regular basis to ensure continued compliance

Loading Manager Responsibilities

The loading manager is a worker who supervises the activities of loaders or unloaders (including drivers who load or unload their own vehicle). In our organisation this responsibility is accepted by the Consignor.

The loading manager must:

- ensure this Load Management Policy and the Load Risk Management Framework are effectively implemented within their area of control

- accept accountability for ensuring that the workplace under their control is safe and free from load-related risks
- accept accountability for ensuring that the behaviour of workers under their control is safe and free from load-related risks
- monitor and review the elements of the Load Risk Management Framework within their area of control (e.g. review of load plans and loading times)
- consult with their team when implementing new systems of work (e.g. new load plans)
- resolve or appropriately escalate load-related issues promptly (e.g. overloaded vehicle, unrestrained load or loading bottleneck)
- ensure that any changes between order and loading (such as extra pallets or extra weight) is conveyed to the driver, transport company and consignee
- ensure that loads are loaded and placed on trailers according to customer and/or transport company load plans
- ensure that the National Heavy Vehicle Accreditation Scheme (or NHVAS) label is checked for Higher Mass Limit compliance
- ensure correct procedures are used to so the load is securely restrained in line with the Load Restraint Guide
- check when the vehicle arrives to ensure the load has not shifted or become unstable due to lack of load restraint
- allow drivers access to the loading area to supervise and/or participate in the load restraint process
- ensure any oversize or overmass vehicles meet the requirements of the Oversize and Overmass Regulations (e.g. operate under a notice or permit)
- ensure the LUEZ Guidelines are implemented and followed by all impacted workers

Driver Responsibilities

The driver is a worker who drives the heavy vehicle and transports the load to its destination by road. In our organisation this responsibility is accepted by the Driver.

The driver must:

- use safe loading and unloading practices at all times

- comply with the LUEZ Guidelines
- ensure the vehicle does not exceed maximum limits
- load according to the load plan (or to legal axle limits if there is no load plan)
- consult with the loader to load to the best weight distribution
- assess any changes between the order and loading
- be given the opportunity to check load plans and freight prior to loading, flag any concerns with the loading manager/supervisor and refuse the load if unsatisfied
- ensure they are driving a legally permitted and registered vehicle with relevant documentation
- ensure the load is correctly restrained (in line with the Load Restraint Guide) so the load cannot move during transit
- have access to the loading area or dock to supervise and/or participate in the load restraint process
- ensure all dangerous goods are loaded, segregated and placarded and relevant documentation provided in line with the relevant regulations and codes

Packer Responsibilities

The packer is a worker who packs and prepares the goods prior to loading. In our organisation this responsibility is accepted by the Consignor.

The packer must ensure that:

- the recorded mass and dimension of individual items and the totals on load documentation are accurate and legal
- loads are packed and prepared safely
- loads packed in freight containers do not exceed the container's cargo capacity
- prepare and pack all dangerous goods in line with the relevant regulations and codes

Loader Responsibilities

The loader is a worker who is responsible for loading the goods into or onto the vehicle. In our organisation this responsibility is accepted by the Consignor.

The loader must:

- use safe loading practices at all times
- comply with the LUEZ Guidelines
- ensure loads meet all legal mass and dimension requirements
- ensure the driver is advised of the actual/indicative weight of each pallet and consulted to ensure that goods are loaded to the best weight distribution
- ensure pressure is not put on the driver to load more than is legally allowable
- use methods and load restraint equipment to ensure that loads are safely restrained and protected
- load, segregate and placard all dangerous goods and provide relevant documentation in line with the relevant regulations and codes

Unloader Responsibilities

The unloader is a worker who is responsible for unloading the goods from the vehicle. In our organisation this responsibility is accepted by the Consignee.

The unloader must:

- use safe unloading practices at all times
- comply with the LUEZ Guidelines

Consignor/Consignee Responsibilities

The Consignor is the person or company who dispatches the goods for delivery. The Consignee is the person or company who orders and/or receives the goods.

The consignor/consignee must:

- provide accurate load information to the transport company so they can supply suitable vehicles and adequate equipment for the load
- ensure product packaging can withstand stacking and restraint forces without damage or breakage
- ensure booked loads do not exceed maximum legal weight or dimension limits
- ensure the transport company is legally registered and permitted to undertake the job they are contracted to complete

Supporting policies and procedures

This policy operates within the Risk Management Framework outlined in the Risk Management Policy and Procedure and the Work Health and Safety Policy.

This policy should be read and followed in conjunction with the:

- Chain of Responsibility Policy
- Load Management Procedure
- Fatigue Management Policy and Procedure
- Speed Management Policy and Procedure
- Vehicle Standards and Maintenance Policy and Procedure
- Hazard Observation Procedure
- Incident Management Procedure

Implementation and evaluation

Romann Logistics will ensure this Policy is reviewed and evaluated for its effectiveness in delivering policy objectives on an annual basis or earlier in the event of major changes to the legislation or our organisation structure and operations.

**Policy authorised by: George Manassa,
National Business Development Manager**

Signature: GM, digitally signed 05.04.2022

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I have read and agree with the policy above.

Name:

Signature:

Date:

Authorised Officer: