

Task Description: Receiving deliveries by road transport

Hazard

Heavy goods transport movements for loading and unloading



Severity = 5
Likelihood = 3
Total = 15

Control

Vehicle reversing should be undertaken before yard becomes busy and pedestrians should be excluded from areas where vehicles are reversing.

Protective footwear is mandatory in loading bay areas at all times.

Goods bay to have kerb in place to prevent over reversing of vehicles. Kerb to be appropriate to vehicles.

External lighting to be provided to provide a minimum of 20 lux in areas where vehicles maneuver.

High visibility jackets to be worn by banks persons involved in vehicle controls.

Goods in receivers must wear high visibility vests at all times when working in the goods yard area.

Action Taken

Risk Level Calculation		Risk Level Action	
(a) Severity of risk/injury	1=no injury, 2=slight, 3=minor, 4=major, 5=fatality	1-5	Small risk Acceptable
(b) Likelihood of event	1=very unlikely, 2=unlikely, 3=likely, 4=very likely, 5=inevitable	6-10	Medium risk Requires monitoring
(c) Risk Rating = (a) x (b)		10-15	Severe risk Requires immediate further action and control
		15+	Emergency risk Halt activity and review immediately

Assessment Date	05/17/2011	Assessor's Name	Pat McKenzie		
Review Dates	1st 06/17/2011	2nd	07/17/2011	3rd	08/17/2011

Hazard

Control

Action Taken

Manual Handling Injuries



Severity = 3
Likelihood = 5
Total = 15

Staff must be required to obtain assistance where required to lift heavy items.

Heavy goods must be marked with their weight to assist staff in deciding how best to move them where they are particularly heavy.

Guidance on safe lifting and handling must be provided.

Mechanical assistance must be considered for heavy loads.

Detailed training for staff in safe lifting and handling techniques is required.

Individual personal assessments may be carried out for all staff involved in manual handling and lifting to ensure that they have no medical or other reasons why lifting could cause injury.

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Hazard

Control

Action Taken

Mechanical handling equipment



Severity = 5
Likelihood = 3
Total = 15

A training program must be in place for operators of mechanical handling equipment. Only employees trained and authorized are permitted to operate trucks.

A code of practice for the use of mechanical handling equipment is required and must be brought to the attention of all employees who operate trucks.

Trucks must be fitted with flashing warning lights and reversing alarms.

Visitors entering the area where trucks operate should be fully accompanied by the Company and wear high visibility jackets at all times.

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(a) Severity of risk/injury	1=no injury, 2=slight, 3=minor, 4=major, 5=fatality	1-5	Small risk
(b) Likelihood of event	1=very unlikely, 2=unlikely, 3=likely, 4=very likely, 5=inevitable	6-10	Medium risk
(c) Risk Rating = (a) x (b)		10-15	Severe risk
		15+	Emergency risk
			Acceptable
			Requires monitoring
			Requires immediate further action and control
			Halt activity and review immediately

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