

YOUR COMPANY NAME

DESCRIPTION OF WORK	
JOB REFERENCE	
PRINCIPAL CONTRACTOR / CLIENT	
SITE ADDRESS	
HAZARD REFERENCE 013	OFF LOADING OF STORES & MATERIALS

PERSONS AT RISK – E = EMPLOYEE, SE = SITE EMPLOYEES, P = PUBLIC

LIKLIHOOD OF INJURY – H = HIGH, M = MEDIUM, L = LOW

Risk	Persons At Risk			Likelihood of Injury			Control Measures	Likelihood of Injury With Control Measures		
	E	SE	P	H	M	L		H	M	L
Person(s) suffering serious injury							Delivery vehicles to be guided by banksman particularly when reversing or in a confined space			
	X	X	X	X			Safe means of access on and off vehicle (lorry) to be provided via ladder, stepladder or mobile steps			X
							Vehicle to be off loaded on firm and level ground			
							Storage of materials to be in designated area and stored in a safe and stable manner			
Falling from vehicles							Use work at height equipment where possible – ladder, mobile steps. Fall arrest systems when working from the back of a flat bed vehicle			
							Do not jump from vehicle or loads			
	X	X		X			Report any damaged items of equipment to supervisor / driver			X
							Keep vehicle tidy – avoid creating slip or trip hazards			
							Use edge protection on all tail lift and sides where possible			
							Do not walk backwards near the rear or side of the vehicle			
Materials falling on persons							Make sure all equipment is well maintained			
	X	X		X			Use trained persons to undertake the lifting operation. Must have up to date certification			X

							e.g. forklift driving, slinging, HIAB etc.			
							Use appropriate lifting equipment i.e. slings, lifting tackle. Also use packing to protect slings			
							Never leave a load suspended or unattended			
							Crane / HIAB to have ALL relevant documentation available for inspection			