

## Loading and Unloading Handbook

### Purpose

The purpose of this handbook is to ensure that all truck operators, drivers, fitters, unloading managers, and other related staff know how to safely and efficiently act when loading, unloading, and handling spiral and straight flight staircases.

### General

The handbook has been produced for the handling of Weland spiral staircases and Weland straight flight staircases, and shall be used by contractors during loading and unloading. Risk is assessed as being in risk class 2, an activity that entails a medium risk carried out using wheel loaders or equivalent trucks.

### Responsibility

Each company is responsible for ensuring that this handbook is disseminated to and understood by all affected staff. All transport must be carried out in accordance with applicable load securing regulations.

## Loading

- Packaging and load carriers must exhibit no signs of damage. In instances where packaging is significantly damaged, i.e. wood or strapping is damaged in such a way that it impacts functionality, the item(s) must be repacked.
- Trailers must be well cleaned and free from returned goods. There must be sufficient space to accommodate the goods securely.
- The loading location must be well lit.
- When loading directly on a vehicle, the driver acts as the loading manager and is responsible for securing the goods.
- If the staff involved are uncertain about anything, they must contact their immediate manager.



**Warning: Risk of damage**

*Loading involves a risk of damage. Only handle goods and packages of similar types and where load carriers are intact*



Spiral staircases come packed in a box that is balanced. Lift using a standard forklift rack on a truck or wheel loaded with the forks as far apart as possible.

## Spiral staircases

The staircases are to be packed with the weight balanced close to the centre point of the long side. Lift using a standard fork rack with the forks as far apart as possible, see illustration above. There is a risk of the goods tipping when they are handled on forks, even if the weight is balanced. When being handled, the goods must be kept as close to the ground as possible and steps must be taken to ensure that only staff who are aware of the risks are in the area where the goods being handled and keep at an appropriate distance.



## Straight flight staircases

These staircases are to be packed on pallets and strapped. It is important that the strapping is not damaged when the pallet is lifted. It is also important to have the right distance between forks on the loading machine and that the load is lifted as a standard wood pallet. There is a risk of the goods tipping when they are handled on forks. When being handled, the goods must be kept as close to the ground as possible and steps must be taken to ensure that only staff who are aware of the risks are in the area where the goods being handled and keep at an appropriate distance.

## Unloading

An unloading manager, who is a member of staff at the location, must be at the work site. The unloading manager knows the work site and is aware of the suitability of the loading machine to lift with forks.

### **Loading manager's duties:**

- Talk with the driver and work management about how unloading is to take place.
- Coordinate unloading so that it is done safely.
- Secure an area where unloading can take place safely and a suitable space for placing the goods when unloaded without them being damaged. The risk area is at least 5 metres around the work area. The unloading manager conducts a risk assessment and, in certain cases, the risk area may need to be extended.

### **Before unloading, the unloading manager must have done the following:**

- Establish the need for cordoning.
- Site criteria: carrying capacity, slipping, even surface, etc.
- Ensured that the vehicle is unloaded in the right location.
- Ensured the suitability of machines for unloading.
- Knowledge and experience of the load machine operator and that he has internal approval in accordance with AFS 2005:5, Use of trucks.
- Ensured that there is adequate site lighting.
- Risk assessment carried out and measures implemented prior to lifting taking place.

### **Driver's duties:**

- Notify arrival.
- Secure the load: do not remove load strapping if the goods are loose or have tipped over during transit so that they cannot be unloaded safely.
- Responsible for the goods until they have been unloaded.

### **Loading machine operator's duties:**

- Secure a location to place the goods after unloading.
- Contact the unloading manager for a risk assessment if there are signs of damage to the packaging or strapping.
- Unload the goods and ensure that no-one is present within the risk area.
- Assumes responsibility for the goods after lifting has begun.



*It is important that the person carrying out the unloading has undergone **the requisite training and received internal approval** from the employer to operate the machine to be used for lifting. If packaging or strapping is damaged, a risk assessment must be carried out and steps taken to ensure that unloading can be done safely.*

The goods reception checklist produced by Prevent may be used when conducting this risk assessment.  
See: [prevent.se](http://prevent.se)

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