

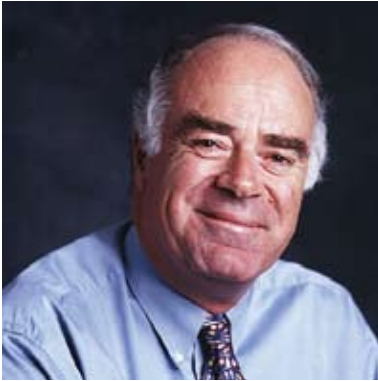


The Rondo Truck Loading Handbook

If any one of us is not happy,

it's just not on

Under the new legislation, **We are all responsible**



Up until now, road transport laws have generally held truck drivers responsible for safety on the road. That has all changed with the new 'Chain of Responsibility' laws designed to enforce the duty of care of *everyone* involved – from the forklift drivers who load the truck, to the supervisors and companies who supply and consign the actual deliveries to those who receive them.

THE CHAIN OF RESPONSIBILITY

Under the new legislation, if you have any form of control over the supply chain, you share the responsibility and therefore the legal liability:

**Control =
Responsibility =
Liability**

That means that *all* of the following people are included in the 'Chain of Responsibility':

- **consignors**
- **loaders**
- **packers**
- **drivers**
- **operators**
- **receivers and**
- **employers, as well as**
- **company directors, directors, partners and senior managers.**

Obviously, when goods are picked up from Rondo, either by our own transport company or drivers organised by another party, we have control of the loading. That means we have the responsibility to ensure that it is done correctly – and not just to meet the new RTA regulations, but

for safe loads

also to comply with the Workcover requirements for forklift drivers. It's not just essential for the safety of the drivers and our employees, but for all other road users as well.

IF WE'RE NOT HAPPY, IT'S JUST NOT ON

Given Rondo's ongoing commitment to workplace safety, if we believe that any rules are being broken, we will not load a truck.

Our Distribution Department has the full support of management in exercising this authority. And to ensure that our customers, transport companies, drivers and our own employees know exactly what is acceptable at all times, we have put together this handbook.

If you have any further questions, please contact our National Logistics Manager, Keith Patterson, on: 02 9912 7329.

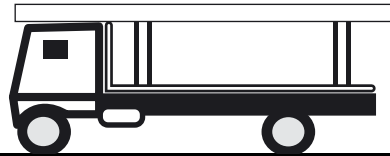


JOHN WINTRAAKEN
GROUP GENERAL MANAGER

CONTENTS:

• SAFE LOADING	4
• OVERWEIGHT LOADS	5
• LOAD DISTRIBUTION	6
• LOAD DIMENSIONS	8
• SECURING YOUR LOAD	10
• DOCUMENTATION	12
• PACKAGING	13
• LOADING ZONES	14
• SOURCE PUBLICATIONS	15

LOAD SUPPORTED ON RACKS



LOAD ANGLED
OVER HEADBOARD



If it's not **safe** for us to load,

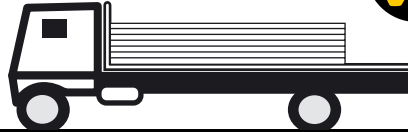
it's just not on

Our forklift drivers have to meet particular regulations for safe operation at all times when loading and unloading trucks.

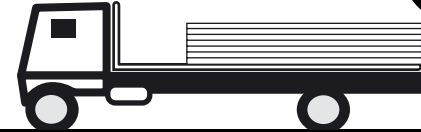
Long, rigid loads are not to be angled over the headboard of the truck, as this would force the forklift driver to angle his tines in an unsafe manner. They must either be supported in two positions on racks, or allowed to project over the headboard.

Material projecting over the headboard must be hand loaded.

CORRECT
WEIGHT DISTRIBUTION



INCORRECT
WEIGHT DISTRIBUTION

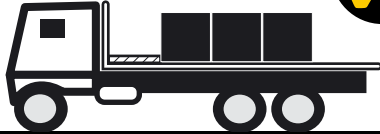


If your truck is **overweight**,

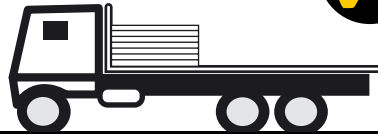
it's just not on

An overloaded vehicle is unsafe to drive, and Rondo will not allow an overweight vehicle to leave its factory. We will ensure that the final load does not exceed the Gross Vehicle Mass (GVM) as stated on the compliance plate, and that the weight is evenly distributed on the vehicle so as to meet axle-loading legislation.

HEAVY LOAD BLOCKED



LIGHT LOAD AGAINST THE HEADBOARD



HEAVY LOAD NOT BLOCKED



If your load is not **distributed** correctly,

it's just not on

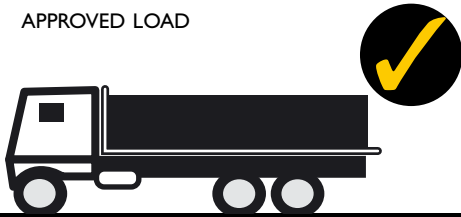
Poor load distribution can result in the loss of steering or, in the worst instance, a vehicle roll-over on a roundabout, when changing lanes or cornering.

To get the best stability, the load should be spread close to the centre line of the truck with heavier items stacked at the bottom.

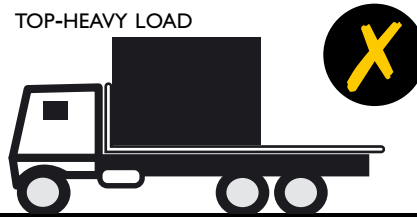
BLOCKING

Loads are best placed against the headboard to prevent sudden forward movement, however if, to get the best weight distribution, a load must be placed back from the headboard, it should be blocked so that it cannot move forward.

APPROVED LOAD



TOP-HEAVY LOAD



HIGH LOADS

High loads can also seriously affect the stability of your truck, making it tip over when cornering.

The overall height of the loaded vehicle must be checked to make sure it clears any overhead obstacles, and must not exceed 4.3 metres without a special permit.

High loads must be stable and must never be top-heavy.

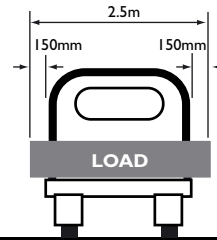
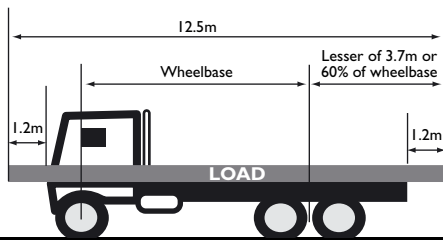
If your load is the **wrong dimensions,** **it's just not on**

Any load on a vehicle must not project in such a way that it is dangerous to a person or to property, even if all dimension and warning requirements are met.

In general, a load must not project more than 1.2 metres in front of the vehicle, or more than 150mm from the side of the vehicle. The vehicle width (including the load) must not be greater than 2.5 metres.

If the load:

- projects more than 1.2 metres behind the vehicle, **or**
- overhangs to the rear so the end cannot be seen easily from behind you must in daytime, carry a warning signal which must be a brightly coloured flag or piece of material with each side at least 300mm long. At night, the signal must be a red light which can be seen for 200 metres.



The rear overhang, including the load, must not exceed 60% of the vehicle's wheelbase or 3.7 metres, whichever is less.

The maximum allowable length for a rigid vehicle including any overhanging load (front or rear) is 12.5 metres. For an articulated or heavy trailer combination, it is 19 metres.

If your load is not **secure**, **it's just not on**

You are legally responsible for your load and any damage or injury which may be caused by it, so securing your load properly is of vital importance.

Loads must be secured to stop

- any part of the load protruding in such a way as to hurt someone, damage property or cause a hazard to other road users
- any part of the load being dislodged or falling off the vehicle.

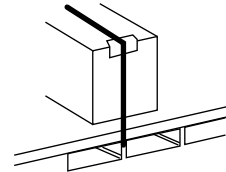
Restraints should also be checked regularly during the journey to ensure their safety.

It is against the law to drive a vehicle where the load is not properly secured.

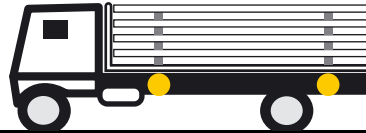
LASHINGS

All lashings, fastening devices, dogs and chains, cables, clamps, load binders and so on must be in good condition. Make sure all lashings are tight enough and strong enough and are protected from any sharp edges on the load and the vehicle (*see illustration below*).

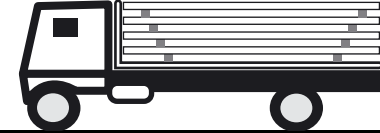
If you use more than one lashing, secure them separately in case one fails.



CORRECTLY POSITIONED
DUNNAGE



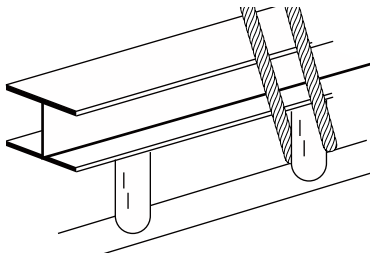
INCORRECTLY POSITIONED
DUNNAGE



● = Lashing Points

LOAD ANCHORAGE POINTS

Vehicles should have anchorage points fixed to the vehicle so that the main chassis frame takes the force of the load.



DUNNAGE

This packing, placed under or between parts of the load to allow loading and unloading by forklifts, must be strong enough to support the full weight of the load placed on it.

If the load has multiple layers or rows, all dunnage must be placed directly above the bottom dunnage. Tie-down lashings must only be placed at these positions along the load to ensure the lashings do not loosen or overtighten.

Long rigid loads must be supported in two positions, with additional dunnage and lashings needed along the length of more flexible loads.



If your **documents** aren't in order,

it's just not on

Rondo is responsible for providing accurate documentation relating to the load and must ensure consignment notes and weights are correctly stated.

Rondo will not request drivers to exceed legal driving hours.



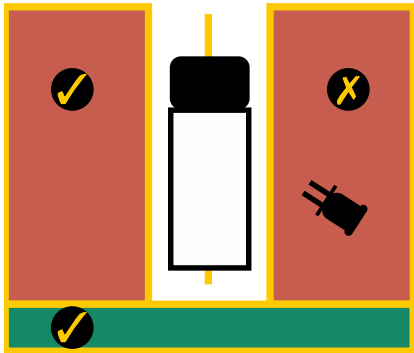
If the goods aren't **packaged** correctly,

it's just not on

It is up to Rondo to ensure that all goods that leave our factory are packaged in a safe and appropriate manner for transportation.

This includes ensuring all outers are in a strong and approved condition and can be handled safely by the forklift driver when loading.

If you're standing in the **red zone**, **it's just not on**



When loading, drivers are to remain with their vehicles at all times and are not permitted to enter the Red Zone while a forklift is in the zone.

When a forklift is in the Red Zone, drivers are to stand only in the Green Zone and are not permitted to enter the unpainted yard area.

Drivers can enter the Red Zone to check that correct material has been loaded, ***provided there are no forklifts in the Zone.***

Source

Publications:



The information contained in this book is intended as a summary only and has been sourced from the following publications. Whilst every effort has been made to ensure its accuracy, you should refer to the current editions of the original texts for full details.

- 'Heavy Vehicle Drivers' Handbook' *Roads and Traffic Authority of NSW*
- 'Carrying Loads on a Motor Vehicle' *Government of South Australia*
- 'A Guide for Forklift Drivers' *Workcover New South Wales*



THE RONDO TRUCK LOADING HANDBOOK

RONDO®

Rondo Building Services Pty Ltd. ABN 69 000 289 207.

CUSTOMER SERVICE HOTLINE: 1300 137 742. Fax: 1300 137 743 HEAD OFFICE: PO Box 324 St Marys NSW 1790 NSW: 3–33 Glossop Street St Marys NSW 2760
VICTORIA: 12–14 Dunlop Road Mulgrave VIC 3170 QUEENSLAND: Lot 512 Binary Street Yatala QLD 4207
SOUTH AUSTRALIA: 39 George Street Greenfields SA 5107 WESTERN AUSTRALIA: 5 Hazelhurst Street Kewdale WA 6105