

Procedure	2.32.2.1.17.01
Established	31-July-2016
Effective Date	15-Dec-2019
Revision	01



PROCEDURE

Loading / Unloading

Loading / Unloading

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Prepared By:
HSE DEPARTMENT

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QATAR STEEL COMPANY (QPSC)

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REVISION HISTORY

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1 INTERNAL CONTROLS

1.1 REVIEW of PROCEDURES

To assure Managements, Shareholders and External agencies confidence in the company's policies & practices, QATAR STEEL Internal Audit may verify compliance with this procedure. [Department Owner] shall review this procedure every three years to ensure that it continues to serve the purpose intended.

1.2 EMPLOYEE RESPONSIBILITIES

All employees of the company are required to observe and abide with this procedure.

1.3 APPROVAL

This procedure and any amendments made thereto; require the following approvals.

AUTHORITY

DATE



15/12/2019

Approved By:
Mohammed Nasser Al-Hajri
Managing Director & Chief Executive Officer (MD&CEO)



12-12-19

Checked By:
Alexander Stramrod
Manager – HSE Department



11-DEC-2019

Drafted by:
Sharful Ain
HSE Engineer – HSE Department

This document has been reviewed by Document Controller. It complies with the requirements of policy 1.12.0.1.01.01 and it is considered ready for issue.

Signed by _____

Date _____

11 DEC 2019

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2. Purpose

The purpose of this procedure is to offer practical safety advice to everyone involved in loading and unloading of steel rebar billet. It highlights the practical precautions necessary during the loading and unloading procedure. Every year people are seriously injured or even killed while loading/unloading steel. The main types of accidents that occur are fall from height, crush injuries, slips, trips and trapped fingers.

3. Scope

This procedure applies to all QS employees, contractor & sub-contractor personnel. Each contractor shall ensure that its employees follow this procedure as a minimum. This procedure applies to all areas working at QS workplaces including offices.

4. Procedure

Everyone involved in the loading and unloading of steel rebar/billet must take precautions to reduce the risk of accidents happening. This procedure gives details of some of the more common precautions that need to be taken. A check list placed at Annexure 'A' with respect to same is to be maintained.

4.1 Loading & Unloading Site Preparation

The loading / unloading area should be checked before loading/unloading for the suitability of same. The following should also be considered:

- No entry for unauthorized personnel.
- No obstructions (including parked cars, overhead cables and pipes).
- The suitability of ground for vehicle and load stability (i.e. whether the ground is flat and firm). In case vehicles are needed to be parked on slope, the parking brakes should be applied and vehicle to be left in gear and wheel chocks should be used.
- The loading / unloading route should be planned prior and site access / route to be marked / displayed.
- Barricading of loading / unloading areas should be carried out prior to any loading and unloading operations by use of physical measures such as cones, tapes, etc.

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4.2. Precautions While Loading / Unloading

4.2.1. General Precautions

- The drivers should be communicated about the site-specific hazards and risks such as speed limits, reversing constraints, danger areas by concerned departments.
- All road traffic signboards and speed limit must be adhered by the driver.
- The driver should follow all the instructions upon arrival at the loading / unloading point.
- The driver should ensure that the vehicle has come to “Stop” and apply hand brake of vehicle and come out of cabin before the loading/unloading activity starts and take refuge to a safe location from where he can view the loading / unloading operations.
- The driver is not allowed to participate (i.e. giving signals, slinging / rigging activities, guiding crane / fork lift / side loader operators) during loading / unloading operations.
- The minimum mandatory PPE requirements for the entire loading / unloading team are as follows:
 - ❖ Hard hat
 - ❖ Ear protection
 - ❖ Eye protection
 - ❖ Safety gloves
 - ❖ Safety footwear
 - ❖ High visibility vest

4.2.2. Loading of Vehicle

- Loading will normally involve lifting and/or manual handling operations. The same must be carried out in accordance to QS procedure No. 2.32.2.1.14.01 (Safe Lifting Procedure);
- A safe distance of at least 2 meters should be maintained by the loading team and under any circumstances should not come below any suspended load;
- It is responsibility of the loading in-charge to check that trailer / truck is loaded correctly prior to release. The load should be inspected from the ground if possible;
- The driver must ensure that the loads must be 100% secured using valid Third Party Certified lashing gears and safe for transportation.

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4.2.3. Unloading of Vehicle

- Unloading will normally involve lifting and/or manual handling operations. The same must be carried out in accordance to QS procedure No. 2.32.2.1.14.01 (Safe Lifting Procedure).
- Before the unloading begins, the driver and Loading in-charge is required to inspect the load in order to ensure that it has not moved in transit. The load should be inspected from the ground if possible.
- The supporting dunnage should be checked, that it has not moved or damaged, as this may make the material unstable or likely to fall when the restraining straps are removed.
- The load must be checked to ensure that it is secured before lowering the drop side of trucks or box trailers.
- If the load is found to have moved or become unstable during transportation, the unloading should not be started until a safe method of removing load is determined by concerned department Employee who is capable to make such decision.
- During the above situation, access to vehicle may be dangerous as the load could have moved unexpectedly. It may be necessary to take the vehicle slowly and under constant supervision to another location on site where there is sufficient load-handling equipment to remove it safely. Do not allow unstable loads to fall onto the ground unless it is decided by concerned department employee who is capable to make such decision and it is the only safe option for removing the load.

4.2.4. Reversing of Vehicle

It is preferable to eliminate the need for reversing vehicles for loading/ unloading. In case of unavoidable circumstances the following be maintained.

- The Loading in-charge and the trailer/truck driver to ensure that there are no personnel behind prior reversing the trailer.
- The Loading in-charge should be available to guide the trailer/truck driver and prevent access of pedestrians into the zone where reversing is taking place.
- The loading in-charge should be aware in the use of hand signals.
- The Loading in-charge and the trailer/truck driver should clearly agree with the system of signaling before maneuvering starts.
- The loading in-charge needs to be visible to trailer/truck driver at all times and should wear high visibility clothing such as a reflective vest.

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- The loading in-charge should stand in a safe position from where he can guide the reversing vehicle without coming into contact with it.
- The trailer/truck driver should “Stop” immediately if the loading in-charge disappears from his view.
- Vehicles fitted with reversing alarm / buzzer emitting audible warning is an added advantage and also a sign of good practice.

4.3. Overhead EOT Cranes

Cranes are commonly used for loading and unloading material. The following points must be considered as part of risk assessment when using them:

- The Loading in-Charge, who is responsible for lifting operation and control of lifting Equipment, must ensure that the lifting operation is carried out safely as per QS procedure No. 2.32.2.1.14.01 (Safe Lifting Procedure).
- The crane operator should be a competent person and a TPCA certified (QS procedure No. 2.32.2.1.14.01 Safe Lifting Procedure refers).
- All lifting activities should be carried out in accordance to QS procedure No. 2.32.2.1.14.01 (Safe Lifting Procedure).
- Do not hook the binding wire or straps for lifting of material.

4.4. Vehicle Mounted Cranes (Boom Truck)

These cranes are particularly used for loading / unloading at a site where no other lifting equipment is available:

- Vehicle mounted crane operator must hold valid Qatar driving license with valid certificate of competence issued by an approved TPCA.
- People who have been trained to use overhead cranes should not assume that this makes them competent to use vehicle-mounted cranes as well.
- The outrigger of vehicle mounted crane must be fully extended while operation.
- All lifting activities should be carried out in accordance to QS procedure No. 2.32.2.1.14.01 (Safe Lifting Procedure).

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4.5. Fork Lift and Side Loaders

- Fork-lift and side-loader drivers must hold a valid certificates of competence issued by an approved TPCA.
- When using fork-lift for loading / unloading, it is essential to consider not only the Safe Work Load (SWL) of fork-lift but also the size and spread of forks and the ground on which the truck is being used.
- Long items may fall off if they are not balanced properly on the forks and if the forks are too close together. The fork lift should not be driven quickly to prevent the load from falling off the forks and the Centre of Gravity (CG) be maintained.
- Small bars and sections may need to be bundled to prevent the load from shifting or falling off the forks. Attachments such as side shift forks and load clamps can also be used to handle them safely.
- The load must be secured with minimum lashing belt before shifting from source to destination.
- The load should not be lifted if it is not possible to get the forks sufficiently under the material.
- When a side-loader is used, the load must be at rest on platform of side loader before the vehicle is moved.
- No personnel should ever stand on a load to balance it on the forks.
- Area should be barricaded.

4.6. Essential Trailer / Rigid Requirements

- Headboard must be 1.5 meter high or greater than material.
- Trailer deck must be in good condition and free from holes.
- Minimum 6 pairs of side pins at least 80 cm in height.
- Base dunnage must be minimum 110 mm square timbers.

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4.7. Loading Overhead

- Overhead material is NOT permitted when trailer is extended.

4.8. Guidance for Transportation of Sheeted Products

- The driver must ensure that the loads are lashed prior to covering/sheeting the load.
- Covering/sheeting to be carried out from the ground. If possible, the drivers should seek assistance when handling covers/sheets.

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Annex "A"

Load Assessment Risk Form

Date ___/___/___ Vehicle Reg _____ Un-loading area _____

Load Assessor Name _____ Haulage Company _____

General-(applies to both loading and unloading)

1	Is the truck/trailer driver wearing correct PPE	
2	Is the truck/trailer correctly positioned and level	
3	Are truck chocks in place and the truck made fundamentally stable	
4	Is there any damage to the truck/trailer	
5	Are the appropriate people and equipment available for loading/unloading	
6	Are there any items that require special lifts or a crane to handle them.	

Unloading

1	Has any freight moved in transit	
2	Are all items effectively secured to a pallet, cradle or in a cage.	
3	Are top loaded items stable	
4	Could any freight move, or become unstable, if the load restraint devices were removed	
5	Is there any spillage of hydrocarbons or chemicals	
6	Does the truck manifest indicate it is carrying DG.	
	Is the truck appropriately placarded	
	Are they packaged correctly (if readily identifiable)	
	Are they labelled correctly	
	Is additional PPE required	
	Are the relevant MSDS readily available	

Loading

1	Is freight to be despatched clean, well packed and secured in cartons or appropriate packaging	
2	Is documentation (con notes/manifest) completed for all cargo being despatched	
3	Are Dangerous Goods being despatched	
	Are the appropriate MSDS accompanying despatch documentation	
	Are the Dangerous Goods packed in approved United Nations packing containers	
	Are the containers in an upright position	
	Are the packing containers correctly labelled	
	Is the truck carrying the Emergency Procedure Guidebook (EPG)	
	Have Dangerous Goods con notes been prepared for the Dangerous goods	
	Does the truck have the correct Dangerous goods placarding	
	Is additional PPE required	
4	Are there any items that may have stored energy, e.g. springs under tension fitted with warning labels	
5	Is the load restraint equipment suitable to safely restrain the load	
6	Does the total weight of the cargo exceed the trucks carrying capacity or axle loadings.	
7	Is the load placed in a stable position and is it suitably restrained	

All risks associated with the load have been identified and effective controls put in place

Qatar Steel Rep Name _____ Sign _____

Vehicle Company Rep Name _____ Sign _____

Any question answering in a cell highlighted red means a hazard has been identified and requires corrective action to be explained on opposite side

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