

WI008 PACKING AND LOADING REQUIREMENTS

1 Purpose

The purpose of this work instruction is to provide instructions when working with supply chain partners on how to comply with the requirements of the Heavy Vehicle National Law Chain of Responsibility (COR) as packers and loaders of freight.

Under COR requirements, each party involved in the transport supply chain has a duty to minimise health and safety risks to themselves and others. As packers and loaders of freight, individuals must take reasonable steps to prevent breaches of vehicle mass, dimension, loading and fatigue restrictions. This applies for the packing or loading of a shipping container, skip, stillage, pallet, wheelie bin, IBC or carton.

2 Scope

This work instruction covers all ANZRP operations and supply chain partners including collection sites, transporters and recyclers.

3 References

The following references are relevant to this procedure:

<https://www.legislation.qld.gov.au/view/whole/html/inforce/current/act-2012-hvnlq>

4 Roles and Responsibilities

Key responsibilities of packers and loaders to comply with COR and WHS requirements include:

- Securely packing goods
- Clearly marking goods ensuring documentation or booking information is provided and ensuring weight/dimensions are accurate
- Ensuring details of your loading area are provided so the appropriate truck and equipment can be sent
- Minimising delays in loading freight (to prevent driver fatigue)
- Advising if the goods contain dangerous goods or hazardous waste
- Ensuring there are no loose batteries (as they are a fire risk).

5 Packing Pallets

The following requirements apply to packing pallets:

- Heaviest items should be stacked first (bottom-heavy)
- The base of the pallet should be completely covered before starting a new layer
- Parts that can move/open on large equipment should be taped down (e.g. paper trays on printing devices)
- Weight should be distributed as evenly as possible across the pallet
- TVs and other large items should be stacked upright, not flat or on their side

- There should be no items hanging over the edge of the pallet
- Maximum load height of pallets is 1.6m
- All pallets must be shrink wrapped with at least 3 layers, starting from the base to prevent movement. The load should be 100% covered by wrapping.
- Strapping should be used to secure the load to the pallet



Load is not 100% covered in wrapping and pallet is not secured to load.



Load is covered 100% in wrapping and items are stacked upright.



Heaviest items have not been stacked on the bottom. Items are overhanging the side of the pallet and have not been secured to the base with strapping.



Pallet is wrapped with at least 3 layers. Load is 100% covered in wrapping and load weight spread across covers entire pallet.



Items have not been wrapped in at least 3 layers of wrapping. Items are overhanging the side of the pallet and have not been secured to the base with strapping.



Heaviest items have been stacked on bottom and have been stacked upright. Load weight has been distributed evenly across pallet and wrap is being applied across all items.

6 Packing Stillages

The following requirements apply to packing stillages:

- Ensure that the stillage has been assembled correctly with all pins latched
- Heaviest items should be stacked first (bottom-heavy)
- Weight should be distributed as evenly as possible across the stillage
- There should be no items hanging over the edge of the stillage or cables hanging through the gaps in the cage mesh
- Stillages should be filled but not packed above the level of the side. E-waste stacked above this level could fall out causing injury
- Before transport run checks to ensure that all pins on the stillage are still safely latched



✘ The pin latching the stillage together has not been correctly connected. This may cause the stillage to break open.



✔ Pins latching the stillage together have been slotted into position securing the e-waste.



✘ The stillage has been filled over the height of the side. This may result in the flatscreen sliding out and other e-waste falling from the stillage.



✔ Stillage has been loaded to the top level of the side and not above.

7 Packing Containers

The following requirements apply to packing containers:

- Ensure that the container is in good condition. Is the exterior cracked or bent and are there signs of debris or waste in the container?
- Ensure that the door of the container closes properly and that the door latches work
- Heaviest items should be stacked first, and lighter items stacked on top (bottom-heavy)
- Weight should be distributed as evenly as possible across the container with the centre of gravity located roughly in the centre

- Use ties or cables to prevent the cargo from sliding or moving significantly during transit or unloading. Consider filling void spaces with cardboard
- Before transport check that the container doors are latched and secure with no e-waste or cords hanging out



✘ E-waste has not been stacked in the container. This may lead to the damage of items and the possibility of e-waste falling onto staff during loading or unloading.



✔ E-waste has been stacked in the container with large items on the base and smaller items on top. Care has been taken to distribute the weight of items evenly across the base of the container.

8 Document Control

Version History:

Date	Version	Name	Description
4/06/2019	1.0	Ed Scott-Dickins	Document development
24/08/2020	1.0	Ed Scott-Dickins	Reviewed – no changes made
2/07/2021	1.1	Ed Scott-Dickins	Addition of stillage and container guidance