

UNPACKING SHIPPING CONTAINERS CHECKLIST: ARE YOU WORKING SAFELY?

JULY 2016

Issue	Yes	No	N/A
Planning			
Have you worked with the supplier to ensure goods are packed and delivered safely? For example, restrained on pallets.			
Have you ensured the right equipment, such as door restraint straps and mechanical aides, are available onsite to ensure unpacking can be completed safely?			
Have you ensured workers have been provided with training, instruction and information on the hazards and safe system to unpack shipping containers?			
Environmental			
Is the container on even ground?			
Is there adequate lighting to carry out the unpacking safely?			
Are the weather conditions suitable for unpacking safely?			
Is the surface suitable for the task(s) to be performed, for example, forklift movement?			
Is a safety step available if required?			
Traffic management			
Is the item of plant suitable for the task, including the rated capacity?			
Has an exclusion zone been set up to separate pedestrians and plant?			
Is a ramp available for plant to enter the container?			
If unloading from truck via a dock, is the truck parked securely?			
Preparing to open the container			
Are the container door restraints in place prior to unlocking the doors?			
Is there a chemical smell when you open the door? If so, any risks must be controlled. You could do this by ventilating sufficiently.			
Unloading the container			
Is the load palletised or loose?			
Have any of the items moved during transit and are they leaning against the door?			
Is the load stable?			
Can a conveyor be used to reduce risks?			
Are pallets available to stack loose freight on?			

Issue	Yes	No	N/A
Is the forklift at least three meters away from workers manually stacking the freight onto the pallets?			
Do the procedures prevent forklifts entering the container until all workers have exited the container?			
If undertaking a dual forklift lift, are operators suitably experienced and licenced?			
Is there sufficient space for a dual lift?			
Personal protective equipment (PPE)			
Are workers wearing appropriate PPE? For example steel cap boots, and high visibility clothing.			
Observations/comments			