



## PURPOSE

The risk associated with product load restraint is recognised by BlueScope as a Top Ranked OHS Risk. The purpose of this Code of Practice is to specify the controls required to manage this risk in accordance with the BlueScope HSE Standards<sup>Ref1</sup> and HSE Risk Management process<sup>Ref2</sup>.

## SCOPE

This Code of Practice applies to all BlueScope businesses where the restraining of product loads for despatch by road transport occurs, and includes:-

- (i) BlueScope vehicles and drivers, sometimes referred to as directly controlled vehicles
- (ii) Contracted carriers with whom BlueScope makes a commercial arrangement for the transport of products. These arrangements are typically captured in formal contracts and are large carrier companies.
- (iii) Non-Contracted carriers with whom BlueScope makes commercial arrangements without the use of a formal contract ie may use one-off service agreements or purchase orders with terms and conditions. Where a formal contract does not exist, other procurement processes must be used to ensure responsibilities are clear and that selection and mobilisation of these services align with this Code and the Contractor Safety Code of Practice<sup>Ref8</sup>
- (iv) Customer Pick-Ups including customer owned vehicles or other carriers arranged by the customer. There are key criteria in this Code specifically targeting customer pick-up activities.

This code may also be applied to the restraint of product loads for despatch by rail or marine transport.

This code does not apply where BlueScope does not have control over the load restraint standard such as where BlueScope does not engage a transport provider for the delivery of inbound goods.

Some legislation has been researched and used in the development of this Code<sup>Ref6,7</sup>. However, the requirements within this document, and its attachments, must be considered in conjunction with any other applicable legislative requirements.

## REFERENCES

This Code of Practice applies to all overhead bridge and gantry cranes and associated lifting equipment across BlueScope.

Ref1	BSL-HSE-M-01-01	BlueScope Health, Safety & Environment Standards
Ref2	BSL-HSE-S-03-01	BlueScope HSE Risk Management
Ref3	BSL-HSE-S-12-01	BlueScope HSE Incident Management Procedure
Ref4	Link	BlueScope Load Restraint Guidelines
Ref5	Link	BlueScope Serious Safety Occurrence (SSO) System
Ref6		National Transport Commission Load Restraint Guide
Ref7		New Zealand Road Code for Heavy Vehicle Drivers
Ref8	BSL-OHS-C-08-01	BlueScope Contractor Safety Management Code of Practice

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## KEY CRITERIA

*The Technical Guideline contains examples and additional advice on all Key Criteria.*

### 1 – CRITICAL WORKPLACE ATTRIBUTES

**Measures are in place to ensure loads leaving the site are safe.**

- 1.1 At all sites where customer pick-up occurs, measures will be in place to ensure customers have the appropriate information for safe product transport and load restraint available to them.
- 1.2 High risk loads will be identified by considering the load type and configuration, the experience of loaders and drivers and any other abnormal conditions or changes to standard. Where a high risk load is identified, it will be audited.

Sites will have an audit strategy in place to achieve this and check a sample of all other loads for load configuration, packaging and load restraint integrity.

Audit compliance will be regularly monitored and the audit strategy adjusted based on analysis of findings, reported incidents or other relevant changes.

### 2 – CRITICAL LOAD RESTRAINT ATTRIBUTES

**Loads are packaged and restrained to engineered standards that meet local legislative requirements.**

- 2.1 The design and engineering of packaging (including product, equipment, wrapping, strapping, pallet) must be such that it remains as an intact single unit when subjected to prescribed design forces.
- 2.2 All vehicles directly controlled by BlueScope will have loads restrained using BlueScope Load Restraint Guidelines<sup>Ref4</sup> (where one exists for that product or equipment type). The equipment used for load restraint will be subject to inspection and maintenance to ensure it is fit for duty.
- 2.3 The contractor / vendor management system will be used to specify, manage and review that loads transported by contracted and non-contracted carriers will be either restrained using BlueScope Load Restraint Guidelines<sup>Ref4</sup>, or use another engineered / certified process that meets legislative load restraint requirements. Contractors must have inspection / maintenance systems in place to ensure their equipment used for load restraint is fit for duty.

### 3 – CRITICAL PERSONNEL ATTRIBUTES

**Relevant personnel understand their responsibilities and are held accountable.**

- 3.1 BlueScope managers and employees will have load restraint responsibilities and authorities described and communicated in any combination of role descriptions, job goals, business plans, procedures or training. All roles will be held accountable through any combination of supervision, work performance, auditing and management review.
- 3.2 Contract personnel will have load restraint responsibilities and authorities described and communicated in any combination of contract documentation, performance measures and targets, procedures, training or signage. All roles will be held accountable through any combination of supervision, auditing, contractor management and contract review.

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## SERIOUS LOAD RESTRAINT INCIDENTS

**Reporting of load restraint incidents promotes organisational learning and improves risk management.**

It is a BlueScope HSE requirement that all incidents (including near misses) be reported. Serious incidents are reported into the corporate Serious Safety Occurrence (SSO) system<sup>Ref5</sup> to raise awareness and share lessons across the organisation. Serious incidents are defined by the BlueScope HSE Incident Management Procedure<sup>Ref3</sup> as those that result in an actual Lost Time Injury, or a near miss that otherwise could have resulted in permanent impairment or fatality (sometimes referred to as P4 – Potential 4 Consequence).

For guidance purposes, serious load restraint related incidents should be determined using the following principles:-

Proactive P4	Reactive P4
<ul style="list-style-type: none"><li>• Detection (outside of a load restraint audit) of a loading or restraint issue prior leaving site</li><li>• Intervention with a Customer Pick-Up after loading due to inadequate vehicle or restraint.</li><li>• Loose or shifted load detected during or post transit on a vehicle with suitable containment</li></ul>	<ul style="list-style-type: none"><li>• Dropped load component onto internal or external road</li><li>• Unsafe customer pick-up leaves site</li><li>• Loose or shifted load detected during or post transit on a vehicle without other suitable containment</li></ul>

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## RISK REGISTER GUIDANCE

For purposes of populating risk registers, the following guidance is provided. Regardless of whether the wording of these risk controls are adopted, all key criteria shall be met where load restraint is carried out.

### Risk:

Load Restraint

### Hazards:

(i) Loss of containment resulting in dropped loads colliding with people, crucial infrastructure, and other traffic.

### Causes:

Inadequate application of load restraint technique by loaders drivers, customer pick-up personnel; inadequate maintenance of load restraint equipment; use of inappropriate equipment for load restraint; incorrect packaging materials used that affect surface frictions and load restraint effectiveness; insufficient checking / auditing of loads to standard; unclear responsibilities for loading and load restraint between the various employee and contractor personnel involved.

### Risk Controls:

Control	Examples / Description	Key Criteria
Product Stewardship	load restraint guides displayed in customer pick-up areas; vehicle, loading and restraint advice provided to customers prior pick-up, pre-determined contingencies for when customer arrives with unsuitable vehicle / equipment	1.1
Load Restraint Auditing	Identifying and auditing high risk loads; load restraint audit schedule defining frequency of audits based on product type; monitoring, analysis of audit findings	1.2
Packaging Integrity	applied engineered packaging procedures or manuals for products	2.1
Engineered Load Restraint	engineered load restraint standard specified and documented; personnel carrying out or supervising load restraint are trained & competent, using the appropriate load restraint equipment	2.2, 2.3
Load Restraint Equipment	Equipment is fit purpose or appropriate; specified in load restraint standards and guidelines; subject to routine or scheduled inspection and maintenance	2.2, 2.3
Employee Responsibilities	loading / load restraint responsibilities made clear in any combination of role descriptions, job goals, plans, procedures, training etc.	3.1
Contractor Responsibilities	loading / load restraint responsibilities made clear in any combination of contracts, purchase orders, terms & conditions, performance measures, procedures, training etc.	3.2

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## การขนส่งวัตถุดิบและผลิตภัณฑ์



รถบรรทุกทุกคันมีการตรวจสอบ  
สภาพรถก่อนขนส่งผลิตภัณฑ์  
ตามกฎหมายของความปลอดภัยใน  
การทำงานของบริษัทฯ