

# Sikkerhedsrutiner ved lasting og lossing (ENG)

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## 1. Purpose

The purpose of this procedure is to provide an overview of safety routines and measures to ensure safety during loading and unloading of goods at ABK-Qviller's locations.

## 2. Scope

This procedure applies to everyone at ABK-Qviller who may be affected by risks during loading and unloading, as well as ensuring safe loading and unloading by external transporters to prevent accidents.

## 3. Responsibility/Authority

The top management of ABK-Qviller is responsible for ensuring that the procedure is followed and communicated. Department managers have primary responsibility for their respective departments. The quality and HSE (Health, Safety, and Environment) managers are responsible for updating the procedure as needed.

## 4. Definitions

No specific definitions.

## 5. Description/Procedure

- Protective footwear is mandatory throughout the warehouse and loading/unloading areas.
- Be aware of forklifts and other vehicles. Drivers must remain visible to forklift operators and maintain eye contact ("greeting obligation").
- The driver will be assigned a loading or unloading area by the dispatcher or forklift operator. Passengers are not allowed in the truck while on ABK-Qviller's premises. However, helpers or drivers in training (over 16 years old) are permitted.
- Before unloading, the load must always be inspected for any shifts before load straps are loosened. If necessary, the load should be secured with a forklift before loosening the straps. Exercise caution when opening container doors. Always anticipate that items might fall out and position yourself accordingly.
- Handling of load straps must only occur when the forklift is stationary or at a safe distance. Securing loads at heights (over 2 meters) should be avoided as much as possible. For work at height, measures must be taken to minimize risks.
- It is strictly prohibited to stand beside or under a load during loading/unloading.
- The load must be properly secured before leaving the loading area.
- If the driver is loading by themselves, they must hold a valid forklift license.
- Forklift operators have the right and obligation to stop loading/unloading if these requirements are not met. Any deviations must be immediately reported to the nearest manager and/or industrial safety officer.

## 6. References and Attachments

Internkontrollforskriften (particularly § 5, section 6)