



اوتوريٽي ڪيٽيگري ڪملاڻن  
ڪميٽي ڊان عالم سڪيٽر  
Safety, Health and Environment  
National Authority

## WORKPLACE SAFETY AND HEALTH NOTICE (WSHN)

TOPIC <b>SAFETY PRECAUTIONS FOR SAFE LOADING AND UNLOADING OF VEHICLES</b>				Reference Number <b>2025/WSHN/05</b>
<b>Approved by:</b> Director of Compliance and International Division	<b>Endorsed by:</b> Chief Executive Officer	<b>Issue date:</b> 2 October 2025	<b>Expiry date:</b> None	<b>Revision No:</b> 1

The Safety, Health, and Environment National Authority (SHENA) urges all stakeholders to emphasize the importance of ensuring safe loading and unloading of vehicles.

Loading and unloading operations are commonplace in the logistics, transport, retail, and waste management sectors. These operations are often labour-intensive and involve handling goods and materials, requiring physical movements such as bending, twisting, and transitioning between different work areas.

### INCIDENT STATISTICS

Between August 2022 and August 2025, SHENA recorded a total of **23** incidents related to the loading and unloading of vehicles. These incidents resulted in various of injuries, including fractures, cuts, and crushed injuries. The key contributing factors identified were:

- Miscommunication among workers during loading and unloading tasks
- Improper use of equipment, including latching belts
- Unsafe handling of loads and exiting vehicles
- Slippery surfaces and uneven ground conditions

This Workplace Safety and Health Notice (**WSHN**) outlines mandatory safety requirements for operators, drivers, and employees to prevent such incidents, address these risks, and ensure compliance with the Workplace Safety and Health Act, CAP. 277, and the regulations thereunder.

## **This WSHN applies to all companies involved in:**

- loading and unloading of goods and materials.
- collection of waste and rubbish.

## **Potential Risks**

- **Musculoskeletal Injuries:** Excessive force, repetitive motions, and awkward postures can result to strains and sprains.
- **Falling Objects:** Loads that are not properly secured can shift, resulting in items falling during unloading.
- **Slips and Falls:** Wet or uneven surfaces, the use of makeshift work platforms, or climbing can increase the likelihood of slips and falls.
- **Pinch points:** Hands and fingers may become trapped in pinch points on the vehicle, potentially causing serious lacerations.

## **MANDATORY SAFETY REQUIREMENTS**

### **1. Risk Assessments**

Workers must perform tasks only after all associated hazards and risks have been clearly identified, and effective controls are in place to prevent incidents.

### **2. Avoidance of Work at Height**

**Workers must not engage in work at height unless all of the following conditions are met:**

- A thorough risk assessment has been conducted.
- Suitable work equipment (e.g., ladders, aerial lifts) is provided, or alternative fall prevention measures are implemented.
- Workers are trained and competent to perform activities at height.
- Adequate supervision is established, meaning workers should be accompanied in areas designated for vehicle use only.

**Note: The use of forklift pallets as makeshift work platforms, including climbing on shelves, is strictly prohibited.**

### **3. Safe Use of Equipment**

Employers must ensure that all equipment provided is safe, certified, and maintained to the highest standard. Equipment shall only be used if it has been inspected according to established safety intervals, operated by trained and authorized personnel, and supervised appropriately.



#### **4. Safe Work Zone**

- Employers must ensure that there is a designated safe zone where operators or workers can load and unload goods from vehicles without the risk of injury.
- Workers must not manually lift heavy goods in unsafe conditions and are required to employ appropriate handling equipment, such as forklifts, conveyor systems, or pallet jacks.
- Workers should be trained on the correct procedures for getting on and off vehicles, including correct hand positioning and safe movement techniques.
- Loading and unloading operations must be conducted away from moving traffic, pedestrian, and any individuals not directly involved in these operations.

### **DUTIES AND RESPONSIBILITIES**

#### **Responsibilities of Clients and Employers**

- Ensure that all workers receive adequate training in workplace safety.
- Provide clear and detailed safety instructions related to safe loading and unloading practices for vehicles.
- Prohibit unsafe work practices, including unauthorized activities at height and manual lifting without appropriate equipment.
- Supply and maintain sufficient safety equipment and facilities to support the operational needs of workers.
- Ensure that all workers have access to necessary personal protective equipment (PPE), including hard hats, gloves, and safety boots.
- Ensure that all workers receive sufficient information to work safely and maintain open communication regarding safety concerns.

#### **Responsibilities of Workers (Operators, Drivers, and Employees)**

- Adhere to all workplace safety procedures and follow instructions from clients and employers.
- Report any unsafe working conditions or practices to their employer or SHENA.
- Properly use provided PPE and ensure safe handling of goods.
- Avoid engaging in unauthorized or unsafe work practices, including climbing on shelving or using unapproved lifting equipment.



### **Avoid Awkward Lifting Postures**

Bend your knees, keep the load close, and use a buddy system when possible.



### **Unstable Racks can Collapse!**

Maintain a safe distance and ensure all racking is securely anchored.



### **Utilisation of Appropriate Equipment**

Always use a secure mobile ladder platform when accessing vehicles to transfer goods or materials. Maintain three points of contact at all times and avoid distractions such as the use of mobile devices or radio while on ladders.



### **Restricted Area – Safety First!**

Access to restricted areas is limited to authorized personnel only. Unauthorized entry may lead to injuries or disciplinary actions. Always follow posted signs and report any breaches immediately.



### **Maintain Clear Visibility When Operating a Forklift**

Ensure that visibility is not obstructed by the load when operating a forklift. If visibility is blocked, drivers should operate in reverse or use a designated spotter to ensure safe navigation.



### **Maintain Visibility at All Times!**

When operating a vehicle in motion, operators should adhere to a maximum speed limit of 16km/hr and exercise additional caution when navigating over bumps and potholes.

All clients, employers, workers, and associated personnel are reminded that working on vehicles presents specific risks that must be effectively managed to ensure both safety and efficiency in operations. The responsibility for safety is shared among all parties involved.

Workers are encouraged to report any unsafe work practices imposed by clients and employers through SHENA's official complaint channel via this [link](#).

SHENA strongly urges all parties to comply with the WSHN to prevent injuries, protect workers, and ensure safe loading and unloading operations.

Additionally, SHENA will continue to conduct inspections to improve the workplace safety standards and ensure compliance with the Workplace Safety and Health Act, CAP. 277 and its regulations thereunder.

For further clarifications on this matter, please submit your enquiries by clicking "General Enquiries" at the SHENA website: [www.shena.gov.bn](http://www.shena.gov.bn) or contact the SHENA office at the general number +673 238 2000 during office hours. SHENA would like to thank all stakeholders for their cooperation in ensuring Brunei Darussalam is a safe place to work and live.

**END**