**Safe Loading & Load Security Policy Template**

**[COMPANY NAME]** **Safe Loading & Load Security Policy**

**1.0 Purpose** To ensure that all goods transported by [Company Name] are loaded, secured, and transported in a manner that is safe and compliant with all relevant legislation and guidance, including the DfT Code of Practice "Safety of Loads on Vehicles".

The primary objective is to prevent any movement, slippage, or loss of load during transit, thereby protecting our driver, the public, the vehicle, and the customer's goods.

**2.0 Scope** This policy applies to all employees involved in the transport and handling of goods, particularly drivers and any loading staff. It also sets out our expectations for third-party sites where our vehicles are loaded.

**3.0 The Golden Rule: Driver's Responsibility** While various parties may be involved in the loading process, the driver holds the ultimate legal responsibility for the safety and security of their vehicle and its load at all times.

**A driver must not, under any circumstances, drive a vehicle they believe to be unsafely loaded, overweight, or insecure.**

**4.0 Roles & Responsibilities**

* **The Company ([Company Name]):** Will provide suitable vehicles and appropriate, well-maintained load securing equipment. We will ensure drivers are trained in the principles of safe loading.
* **The Driver:** Is responsible for overseeing the loading process where possible, inspecting the load security before departure, and conducting checks during the journey. The driver has the final say on whether the load is safe to transport.
* **The Loader/Customer:** Is responsible for ensuring goods are suitably packaged for transport and for placing the load onto the vehicle in a safe and stable manner, in accordance with the driver's instructions.

**5.0 General Loading & Securing Principles**

* **Vehicle Condition:** The load bed must be clean and free from debris before loading commences.
* **Load Distribution:** The load must be distributed to ensure vehicle weights do not exceed individual axle limits or the gross vehicle weight. Heavier goods should be placed at the bottom, and the load's centre of gravity should be kept as low as possible.
* **Positive Fit (Containment):** Where possible, the load should be packed tightly against the headboard and other items to prevent any movement (forward, backward, or sideways).
* **Lashing:** When a positive fit cannot be achieved, the load must be secured with appropriate lashing equipment (e.g., straps, chains). Straps must be protected from sharp edges.
* **Equipment:** All load securing equipment must be inspected before use. Any damaged straps, chains, or buckles must be immediately removed from service, quarantined, and reported to the Transport Manager.

**6.0 Specific Vehicle Types**

* **Curtain-Sided Vehicles:** Drivers must understand that standard curtains provide weather protection only and **do not** provide load restraint. If the vehicle is not certified to EN 12642-XL standard, the load must be independently secured inside the curtain, for example by lashing it to the chassis or using internal nets/straps.
* **Flatbed & Dropside Vehicles:** The load must be secured by lashing over the top ("top-lashing") or by direct lashing to the vehicle chassis. The number of straps used must be appropriate for the weight and nature of the load.
* **Box Vans & Refrigerated Trailers:** Loads should be secured using shoring bars, internal straps, or by ensuring the load is packed tightly from floor to ceiling and wall to wall to prevent movement.

**7.0 Procedure for Unsafe Loads** If a driver is not satisfied with the safety or security of a load at the point of collection:

1. They must not move the vehicle from the loading bay.
2. They must immediately inform the person in charge of loading on-site of their concerns.
3. They must contact the [Company Name] Transport Manager immediately by phone for instructions.
4. The driver will be fully supported by the company in any decision to refuse to move an unsafe load.

**8.0 In-Transit Checks** The driver must re-check the security of their load after the first few miles of their journey and then periodically at each stop.

**9.0 Policy Review** This policy will be reviewed annually or following any load-related incident.

**Signed:** ................................................................. **Name:** [Name of responsible person, e.g., Transport Manager/Director] **Position:** [Position] **Date:** [Date] **Next Review Date:** [Date]