

Picking and dispatch of goods



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Interreg
Central Baltic

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Valsts izglītības
satura centrs



PROFESIONĀLĀS IZGLĪBAS KOMPETENCES CENTRS
LIEPĀJAS VALSTS TEHNIKUMS

WINNOVA
LÄNSIRANNIKON KOULUTUS OY



- Prepare a picking plan for the items to be loaded.
- You need a loading plan drawing for the plan.
- Estimate the time and distance it will take to pick the items.
- Determine the unloading order and weight distribution.
- Remember that less-than-container-loads must also be secured.
- Determine the most suitable picking method.

Loading

- Drive your truck to the agreed loading location (e.g. loading dock, yard, or other place).
- Open the load compartment and make sure all the necessary load securing equipment is nearby.
- Load the cargo according to the loading plan.
- Keep track of the number of packages and check their condition.
- You are responsible for the stable positioning of the load.
- The packages must remain intact during loading.
- As a driver, you are responsible for providing instructions for securing the load and ensuring that the loaders follow the instructions.
- Use the information provided on the waybill as a reference.
- Remember that an oversized pallet can break easily during loading.



Fragile



Käsitteltävä
varoen



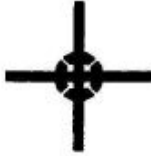
Tämä suunta
ylös

This way up

Sling here



Nostokohta



Painopiste

Centre of gravity

Protect from
heat



Suojattava
lämmöltä



Suojattava
kosteudelta

Keep dry

- Containers include handling and transport instructions that must be followed carefully.
- Unusual packages should also be handled carefully. Poor or damaged packages should be repaired.
- Make a note of any suspected damage on the waybill.
- Stacking different items on top of each other requires experience and imagination.
- The stability of the load must always be ensured.

Note!!!



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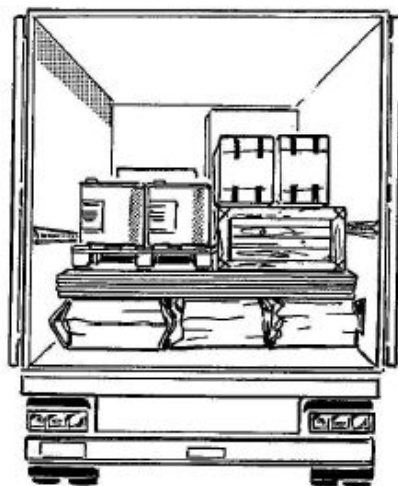
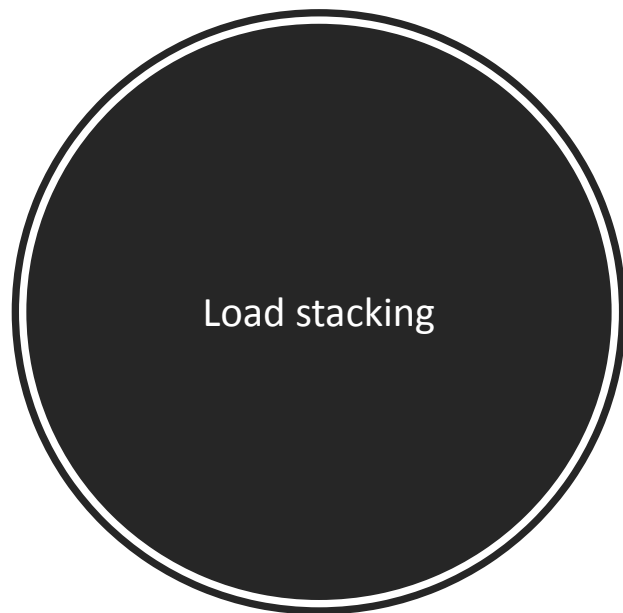
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LIEPĀJAS VALSTS TEHNIKUMS



LĀNSIRANNIKON KOULUTUS OY



- As a general rule, heavy containers should always be loaded on the bottom, unless otherwise instructed.
- The load can be blocked to the side or front end of the load compartment.
- The load can be supported with empty pallets, and empty gaps can be filled with cardboard, for example.
- The load must be compact to prevent the goods from moving during transport.
- *Note: In temperature-controlled transport (refrigerated or heated transport), you should always leave space between the containers for air circulation.*
- A stable load reflects the driver's professional competence.



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BEFORE – AFTER



Situation before transport.



Situation after transport.



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A load map serves as a guide for unloading

Freight shipments may contain goods that should not be transported in the same cargo space. This is the case with certain hazardous substances, for example.

You should also be careful when transporting food since strong flavours and smells can taint other foods. Make sure you are familiar with the properties of the transported products.

Load the cargo in accordance with the given instructions. The cargo may be loaded and unloaded by different parties, which is why it is important to have a *loading plan*. A load map tells the loader how to unload the cargo. A loading plan is particularly important if the cargo is loaded and unloaded by different drivers.



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PROFESIJAS DZĪVĪBAS KOMPETENCES CENTRS
LIEPĀJAS VALSTS TEHNIKUMS

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The maximum weight to be carried by one worker recommended by the International Labour Organization (ILO).

| | Temporarily | Regularly |
|-------|-------------|-----------|
| Men | 55 kg | 35 kg |
| Women | 30 kg | 20 kg |

Loading/ unloading hazards

Loading and unloading operations often involve heavy lifting, and after a long drive, your muscles may not be ready for it. These operations are usually carried out without any stretching, which can result in accidents and muscle tears.

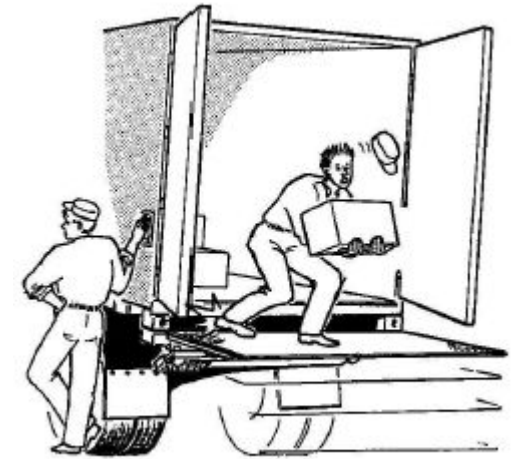
Lifting instructions:

1. Stand close to the load, with your feet shoulder-width apart.
2. Keep your back straight and hold the load close to your body.
3. Lift with your legs.
4. -5. Always turn with your feet, do not twist your body.



Dangerous situations

- Accidents often occur at the loading dock.
- The loading dock and the truck bed are usually at different heights. The height difference can be significant, and a heavy load may be difficult to lift and carry.
- The driver may also lose their balance.
- Access may be narrow, so the driver may have to jump on and off the truck.



Working on a tailgate lift.



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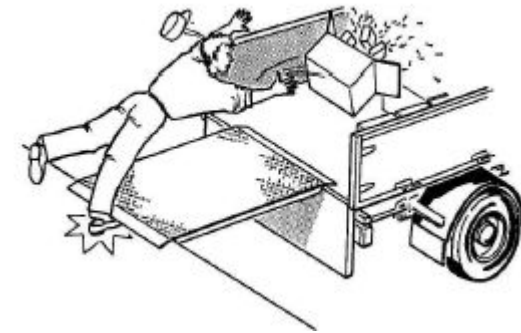
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Dangerous situations

- Slippery access routes and careless jumping cause thousands of sick days every year.
- Proper work clothing and shoes reduce the risk of accidents



Be careful when working on a loading ramp.



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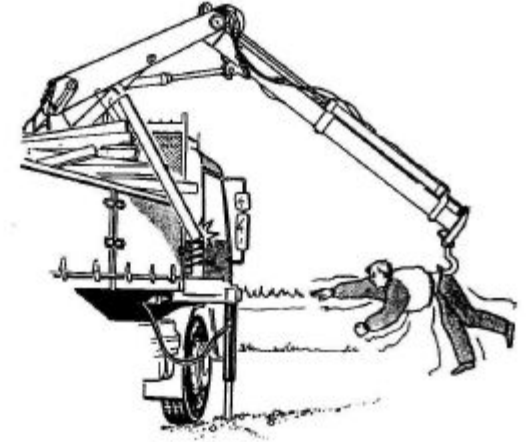
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Dangerous situations

- Always make sure that load handling equipment is used safely and properly.
- Their improper use may injure the load and people around you.
- Boom crane operations must always be planned ahead.
- The location of the load must be determined before using the crane.
- In addition, the hoisting equipment must also be inspected before using the crane.



The risks associated with the work equipment must be assessed.



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