

**Good preparation is half the work.
Holding a Safety Meeting before loading/unloading activities can prevent incidents.**

GOOD PRACTICE

- ✓ Discuss which terminal you are going to and what you expect there.
- ✓ Ensure you have or will receive the correct documentation for the product to be loaded.
- ✓ Discuss what cargo is to be loaded/unloaded, the hazards involved, and the PPE to be worn.
- ✓ Go through the emergency action steps.
- ✓ Review expectations once more – who does what?
- ✓ Discuss any special considerations, such as mooring locations, weather conditions, suction, or work/rest times.
- ✓ Ask if others have any insights or questions.



BAD PRACTICE

- x Choosing an inconvenient time and giving rushed instructions.
- x Not giving others a chance to speak.
- x Assuming everyone knows what to do.



ACTION QUESTIONS

- How can you be sure everyone knows what they need to do?
- How can you ensure everyone has had a chance to ask their questions, especially those who may be less likely to speak up?
- Is everyone familiar with the product's characteristics? Is the correct PPE being worn, and does everyone know what to do in an emergency?

