

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

GOOD PRACTICE

- Discuss which terminal/loading/unloading location you are going to and what you expect there.
- Ensure you have or will receive the correct documentation/information 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 action steps before loading/unloading commences and the steps during the loading/unloading process.
- Discuss any special considerations, such as mooring locations, weather conditions, suction, or work/rest times.
- Go through the emergency action steps.
- Review expectations once more, who does what?
- 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.
- x Hosting the Safety meeting in a language not every crewmember understands.



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 characteristics?
- Is the correct PPE being worn and does everyone know what to do in an emergency?

