

Preventing impact to goods in transit and movement within premise

Please note: This is a Vero Insurance sample template only.

Company/Division:		
Performed by:		
Location		
Date:		

Any 'No' response should be explained. Note specific problem, location and improvement action to be taken.

The risk: Failure to recognise likely impact and respond accordingly						
		Yes	No	N/A	Comments	Completed (date)
Minimise risk of damage to incoming goods (unloading)						
	Shipping containers: We open container doors carefully considering the load within may have moved and is placing pressure on the door. The doors may open prematurely, in haste and with force which may injure persons and in turn drop the load. Sometimes we use our forklift to prop the doors preventing premature opening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Truck doors/table top drop downs: Same prevention as with containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We inspect the condition of the items and load shape/configuration/condition (i.e. photograph) so that any sustained item damage may be easily attributed to a point in time and likely cause	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Minimise risk of damage to items during unpacking (i.e. televisions, machines, computers etc.)						
	We inspect packaging upon receipt and record/photograph any damage and then compare to the condition of the item within, reporting any sustained damage to the supplier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Heavy/large items remain on the floor during the unpacking process, packaging materials are removed sectionally (the item is not lifted from the package)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Small items are placed on a stable desktop with sufficient clear space around for manipulating and removal of packaging. If small and light enough, the item may be withdrawn from packaging however, it remains over the bench top and not over the floor during this extraction so if it falls, it will only be minimal distance to the bench top	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We view the item upon extraction, compare to specifications (i.e. condition, completeness etc.) and immediately report anomalies to the supplier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Minimise risk of damage to outgoing goods						
	We inspect the condition of the item to be transported	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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	and capture (i.e. photograph) current condition of the item so that change may be easily attributed to a point in time and likely cause					
	We package goods within vibration absorption (e.g. bubble pack) and inclement weather prevention (e.g. plastic wrap) material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We inspect the condition of the finished packaging and capture (i.e. photograph) current condition of the packaging so that change may be easily attributed to a point in time and likely cause	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We place the goods within a vehicle in a secure manner considering likely movement and other goods impacting should the load move	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Minimise risk of damage to goods/items moving within premise						
	The path of movement for large goods/items across the premise is reviewed in consideration of the load dimensions, ground stability and condition. Where necessary we seek an alternative safer route. If this can't be changed, we remove encumbrances if possible, provide impact protection to items, reinforce ground stability and improve condition for a stable load in movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Forklift loads are placed upon back plates and not at the end of fork tines, the load is of suitable size and no over-hangs beyond forklift perimeter, the load is secured to the forklift and tines are at the lowest possible position to the ground when moving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Impact protection has been provided to storage racks and other fixtures around the premise considering forklift movements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Loads are placed upon a hand trolley considering weight and size and secured to the trolley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	For loads beyond capacity of our own movement capabilities (i.e. forklifts, hand trolleys, dolly's etc.) we engage specialist contractors skilled in the task and have suitable insurance for loss, damage, injury	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	When moving small items of equipment (i.e. laptops etc.) from one desk to another we encourage compliance with our safety & health policy and the use of two-hands always	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

The information contained in this Checklist is general in nature only and does not take into account your specific risks and hazards, nor does it imply insurance coverage. No representation or warranty, express or implied, is made as to the completeness of this Checklist and you should consider whether it adequately covers all of your hazards and risks. AAI Limited ABN 48 005 297 807, trading as Vero Insurance ("Vero") does not accept any legal responsibility or liability for negligence or otherwise to you or anyone else who seeks to rely on this Checklist. This includes, without limitation, loss arising from a possible failure of the Checklist to incorporate any applicable Australian Standards or identify any regulatory or statutory requirements or other risks or hazards beyond those mentioned in the Checklist.