TOOLBOX TALK AWARENESS PACKAGES

HAZ-HVL · Heavy Vehicles and Load Restraint Awareness

Product Overview

Audience: Drivers, loaders, forklift operators, yard and dock workers, and the people who pack, load, send and receive goods · Duration: 20–30 minutes

Version 1.0 · 22 November 2026

For drivers, loaders, yard and dock workers and anyone who works around trucks: staying out of the way of heavy vehicles, loads that shift or fall, falls from trucks and trailers, and restraining every load before it moves.

Heavy vehicles and their loads cause some of the most serious incidents at work: people struck or crushed by a reversing truck or a trailer that rolls away, loads that fall when a curtain or gate is opened, workers who fall from a trailer deck, and loads that shift or come off on the road. Everyone in the chain, from the person who packs the load to the person who receives it, has a part in keeping it safe.

This talk covers the hazards of heavy vehicles at work sites, keeping people and vehicles apart, loading and unloading safely, restraining a load so it cannot move, checking it before and during the trip, opening curtains and gates, and working at height on trucks and trailers. It is awareness, not driver, forklift or load restraint training, and it does not replace the load restraint guidance or the vehicle maker's instructions.

Learning outcomes

By the end of the session participants will be able to:

- Explain how heavy vehicles hurt people at work: blind spots, reversing, coupling and uncoupling, and vehicles that roll away
- Keep out of the way of heavy vehicles: walkways, loading zones, exclusion zones and making eye contact with the driver
- Explain why a load must be restrained so it cannot move, and that everyone who packs, loads, sends or drives has a part
- Check a load and its restraints before the trip and during it, and stop when something has moved or come loose
- Open curtains, gates and doors safely, expecting that the load may have shifted, and never stand where it could fall
- Avoid falls from trucks and trailers, and report near misses, damaged restraints and unsafe loads

What it covers

Module	Covers
Why it matters	Struck or crushed by a heavy vehicle; Loads that shift or fall; Falls from trucks and trailers
Controls that work	Separating people and vehicles; Restraining the load; Loading and unloading safely
Your part	Check before and during the trip; Never stand where a load can fall; Report it

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Activities

- Spot the risk: workers look at four jobs, from a truck reversing into a busy dock to a driver climbing onto a load to throw a strap, and decide what could go wrong and how to control it
- What would you do: workers decide what to do in four situations, from a curtain bulging on arrival to a forklift loading while the driver stands beside the trailer

What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Does it teach how to restrain a load? No. It teaches why every load must be restrained and checked, and who has a part, in plain terms. How to restrain a particular load depends on the load, the vehicle and the restraint equipment: use the load restraint guidance where you are, the vehicle and equipment makers' instructions, and training for the people who do it. Add your own site procedures.

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

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TOOLBOX TALK

Heavy Vehicles and Load Restraint Awareness

Staying out of the way of trucks, and keeping every load where it belongs

20–30 minutes · Drivers, loaders, forklift operators, yard and dock workers, and the people who pack, load, send and receive goods

[Company name] · [Date] · [Facilitator name]

HVL

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What this talk is, and is not

This talk covers

- ✓ Heavy vehicles at work sites
- ✓ Separating people and vehicles
- ✓ Why every load is restrained
- ✓ Loading, unloading and checks

This talk is not

- ✕ Driver or forklift training
- ✕ How to restrain a particular load
- ✕ Fatigue and work hours rules
- ✕ Our plan: **[Our traffic management plan]**

Awareness only. Driving and forklift work need the right licence. Load restraint needs training and the guidance.

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How heavy vehicles and loads hurt people

A person on foot always loses against a truck or a falling load.

- Blind spots: the driver cannot see you
- Reversing, turning and coupling trailers
- Trucks and trailers that roll away
- Loads that shift, then fall when opened
- Falls from decks, loads and trailers

A composite example

- A dock hand walks behind a reversing truck to grab a pallet jack he left there.
- The driver cannot see him in the mirrors. A spotter shouts just in time, and the truck stops.

If you cannot see the driver's eyes, the driver cannot see you.

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Duties under health and safety laws

The business must

- Keep people and vehicles apart
- Plan loading, unloading and traffic
- Provide restraint gear and training
- Make sure loads leave restrained

You must

- Stay in walkways and out of zones
- Follow the loading procedure
- Check and restrain loads as trained
- Report unsafe loads and near misses

Most health and safety laws give these duties. Check the law where you work (in Australia, WHS or OHS laws).

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The order of controls for heavy vehicles

1 **Elimination** No people on foot where trucks move

2 **Substitution** Loads built to stay put: pallets, wrapping, containers

3 **Isolation** Walkways, barriers, loading zones, exclusion zones

4 **Engineering** Wheel chocks, dock locks, gates, fall protection on decks

5 **Administrative** Traffic plan, spotters, load checks, training

6 **PPE** High-visibility clothing, boots, gloves, hard hats

HIGHER ORDER

Higher order controls remove or control the hazard at the source, or put a barrier between people and the hazard.

LOWER ORDER

Lower order controls rely on people to do a thing or wear a thing, every time, tired, distracted or rushed.

Behaviours are not on the hierarchy, but behaviours and culture decide whether every control on it actually works.

High-visibility clothing helps, but it is the last line.

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Heavy Vehicles and Load Restraint Awareness

Participant handout · keep this

Heavy vehicles and loads that move cause some of the most serious injuries at work. Keep this page.

The order of controls

1. No people on foot where trucks move
2. Loads packed and wrapped to stay put
3. Walkways, barriers and exclusion zones
4. Chocks, dock locks, platforms
5. Traffic plan, spotters, load checks
6. High-visibility clothing and PPE, last

Every load

- Restrained so it cannot move
- Checked before and during the trip

Never

- Walk behind a reversing truck
- Stand where a load can fall; climb on a load

Before you start

- ☐ Am I on a walkway, out of the loading zone and blind spots?
- ☐ Is the truck's park brake on, and the wheels chocked if required?
- ☐ Is the load restrained so it cannot move?
- ☐ Could the load have shifted before I open this curtain or gate?
- ☐ Can I do this from the ground, not on the load?

Report

- Near misses with vehicles
- Shifted loads; damaged straps, chains, gates

Who and how

- **[Our loading procedure]**
- **[Who to report to here]**

Stay out of the zone. Restrain every load. Never stand where a load can fall.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It is not driver, forklift or load restraint training.

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