

J P SMITH AND SONS LTD

HEALTH AND SAFETY AT WORK

MATERIALS HANDLING – DRIVER OFF LOADING PROCEDURE

- PERSONAL PROTECTIVE EQUIPMENT IN THE FORM OF SAFETY BOOTS, HARDHAT AND HIGH VISIBILITY JACKETS OR VESTS ARE TO BE WORN DURING ALL OFF LOADING PROCEDURES
- ALL DRIVERS ARRIVING AT SITES ARE TO REPORT THEIR PRESENCE TO THE SITE AGENT OR THE SENIOR PERSON PRESENT ON SITE
- IF IN THE OPINION OF THE DRIVER HE HAS BEEN REQUESTED TO PARK HIS VEHICLE FOR OFF LOADING ON GROUND WHICH HE CONSIDERS TO BE UNSAFE, HE IS NOT TO COMPLY WITH THAT REQUEST. IN SUCH CIRCUMSTANCES THE DRIVER IS TO CONTACT **ANDREW SMITH** ON **01939 232791** FOR FURTHER INSTRUCTIONS
- WHEN OFF LOADING IS CARRIED OUT BY MOBILE CRANE THIS SHOULD BE PROVIDED ON SITE WITH CRANE OPERATOR AND TRAINED BANKSMAN. ON NO ACCOUNT SHOULD THE WAGON DRIVER ACT AS BANKSMAN
- IF A CRANE OPERATOR AND BANKSMAN ARE NOT PROVIDED OR IT IS UNCLEAR WHO IS IN CHARGE OF LIFTING OPERATIONS, THEN CONTACT **ANDREW SMITH** ON **01939 232791** FOR FURTHER INSTRUCTIONS
- PLEASE REMEMBER THAT THE SAFETY AND SECURITY OF THE LOAD WHILST IT IS ON THE VEHICLE AT ALL TIMES REMAINS THE DRIVERS' RESPONSIBILITY

I CONFIRM THAT I HAVE READ, AND THAT I UNDERSTAND THE MATERIALS HANDLING-DRIVER OFF LOADING PROCEDURE

SIGNATURE OF DRIVER

NAME IN BLOCK CAPITALS

DATE