

J P SMITH AND SONS LTD

METHOD STATEMENT MECHANICAL UNLOADING FOR NON HIAB VEHICLE

THIS METHOD STATEMENT HAS BEEN PREPARED FOR THE SAFE UNLOADING BY MECHANICAL MEANS OF ROOF TRUSSES/LOOSE TIMBER AND ASSOCIATED METALWORK

- 1 ON ARRIVAL AT SITE, THE J P SMITH DRIVER WILL REPORT TO THE SITE OFFICE/FOREMAN/REPRESENTATIVE, AS APPROPRIATE, TO RECEIVE INSTRUCTIONS ON THE UNLOADING AREA AND ANY SPECIFIC SITE HAZARDS OR PROCEDURES. ASK ABOUT SAFETY RULES
- 2 ALL PERSONNEL INVOLVED IN THE UNLOADING OF GOODS WILL WEAR THE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT WHICH FOR THE PURPOSE OF THIS METHOD STATEMENT WILL INCLUDE, HARD HAT, SAFETY BOOTS, GLOVES AND HIGH VISIBILITY VEST
- 3 CARRY OUT "DRIVERS SITE UNLOADING ASSESSMENT". LOOK OUT FOR HAZARDS, OVERHEAD CABLES/TREES/TRIP HAZARDS/RAISED IRONWORK MANHOLE COVERS/DEBRIS/DEEP EXCAVATIONS
- 4 ON ANY PREMISES YOU **MUST**:
 - FOLLOW TRAFFIC DIVERSIONS
 - KEEP TO SPEED RESTRICTIONS
 - FOLLOW SIGNS AS DIRECTED
 - NOT USE PHONES/CB RADIOS WHERE PROHIBITED
- 5 USE YOUR BEACONS TO ALERT PEOPLE TO YOUR PRESENCE. ALL VEHICLES ARE FITTED WITH REVERSING ALARMS. ANY FAULTS SHOULD BE REPORTED IN "DRIVERS DAILY DEFECT REPORT" BOOK.
- 6 THE SITE FOREMAN/SAFETY REPRESENTATIVE WILL BE RESPONSIBLE FOR DESIGNATING A SAFE UNLOADING AREA/RESTRICTING ACCESS AND FOR ALL OTHER ASPECTS OF THE UNLOADING OPERATION. BEFORE ACCESSING/MANOEUVRING ON SITE CHECK CONDITIONS ARE SUITABLE EG WIDTH/SOFT OR UNEVEN GROUND. DO NOT ATTEMPT TO UNLOAD IN HEAVILY PEDESTRIANISED AREAS OR IN DANGEROUS ROADSIDE POSITIONS. PROBLEMS SHOULD BE BROUGHT TO THE ATTENTION OF SITE MANAGERS OR SUPERVISORS. IF YOU CONSIDER IT DANGEROUS RING J P SMITH AND SONS OFFICE ON **01939 232791** AND AWAIT INSTUCTIONS
- 7 EXERCISE THE GREATEST OF CARE, WHEN IN ANY WORKS ON FOOT. ENSURE YOU CAN BE SEEN BY THE MACHINE OPERATOR. ENSURE THE PARKING BRAKE IS ON. STOP THE ENGINE, REMOVE THE IGNITION KEY AND KEEP IT WITH YOU AT ALL TIMES
- 8 RELEASE RATCHET STRAPS/RESTRAINT WEBBING ONLY WHEN TRUSSES ARE SUPPORTED BY THE FORKLIFT OR CRANE.

**YOU ARE NOT QUALIFIED TO ATTACH LIFTING SLINGS/CHAINS OR EQUIPMENT OF ANY KIND.
NEVER ACT AS BANKSMAN UNDER ANY CIRCUMSTANCES.**

9 METALWORK WILL BE PRE-PACKED IN BOXES NOT EXCEEDING 25KG AND CAN BE MANHANDLED FROM THE DELIVERY VEHICLE.

10 TRUSSES AND LOOSE TIMBER PACKS ARE TO REMAIN BANDED BEFORE/DURING AND AFTER LIFTING, AND THE BANKING IS ONLY TO BE RELEASED WHEN REQUIRED FOR USE

NOTE – DO NOT WALK UNDER SUSPENDED LOADS!

11 STAY WELL CLEAR OF CRANE/FORKLIFT WHEN UNLOADING OR REMAIN IN THE VEHICLE CAB AWAY FROM THE UNLOADING OPERATION

12 RE-SECURE ANY TRUSSES/TIMBER ONLY AFTER UNLOADING HAS BEEN COMPLETED

BEFORE MOVING OFF

13 RE-STRAP TRUSSES AND SECURE ANY REMAINING TRUSSES/GOODS WITH RATCHET STRAPS/ROPES, NOT OLD BANDS/TIES! STOW AWAY SURPLUS STRAPS/ROPES/SECURE BEARER TIMBERS

14 DISPOSE OF ANY PACKAGING/TIES/BANDING RESPONSIBLY I.E SITE SKIPS. DON'T LEAVE TRIP HAZARDS.

WITH HIAB DRIVERS YOU WILL HAVE BEEN PROPERLY TRAINED AND QUALIFIED

YOU MUST FOLLOW THE "RISK ASSESSMENT IN THE USE OF CRANE MOUNTED VEHICLES" WHICH YOU HAVE READ AND SIGNED

I CONFIRM THAT I HAVE READ, AND THAT I UNDERSTAND THE METHOD STATEMENT MECHANICAL UNLOADING FOR NON HIAB VEHICLE

SIGNATURE

NAME IN BLOCK CAPITALS

DATE