



Harmony Timber Solutions
Unit 2A Canterbury Industrial Park
Island Road Hersden, Canterbury
Kent, CT3 4HQ

METHOD STATEMENT

Unloading of Engineered Wood Products

- Trussed Rafters, Panels, Joists etc should be loaded using mechanical lifting equipment. I.e. Side Loader or Fork Lift truck operated by trained operators. In the event of manual lifting being required, manual handling rules will apply and are only to be implemented with prior agreement from management.
- The Loading area is designated a hard hat zone, with the exception of anyone within the cab of a lorry, side loader or fork lift.
- Anyone not directly involved with the loading should be asked to leave the area.
- Materials loaded on to trailers should be under the direction of the driver responsible for the load
- Loads should be spread as evenly as possible across the trailer, regard should also be paid to the size of packs and order of off loading.
- Work on the trailer bed itself should be kept to a minimum, and should be under the direction of the driver.
- In windy weather extra care should be taken to secure loads temporarily whilst loading. And if necessary load should be secured to the lifting equipment during the lifting operation.
- If weather is to sever the operation should be stopped - The driver's decision is final in this respect.

Unloading

- On arrival at the site the driver should report to the site manager for directions.
- Loads should only be unloaded in an area that is suitable i.e level ground clear of obstructions.
- Site are required to supply mechanical means of unloading, i.e. fork lift truck or crane. Mechanical off loading equipment must only be operated by qualified personnel.
- If it is necessary to off load any materials by hand then manual handling regulations apply i.e. a person should not be expected to lift more than 25kg. Only undertake lifting in this way if there are sufficient personnel to lift the item correctly.
- The lorry should be positioned in its final unloading position before any straps are released. At no time must the load be moved without the load being correctly secured.
- Straps should only be released when the mechanical off loading equipment is in position to take the load. Consideration should be given to the stability of the load at all times during the unloading operation.

PERSONNEL PROTECTIVE EQUIPMENT

1.0 Mandatory

The following items of PPE will be worn at all times

- Safety boots to EN 345, with steel toecaps & mid soles
- Hard Hats to BS EN 397, with peak front.
(Paint sprayed hard hats will not be used; No other hat will be worn under the hard hat; hard hats more than three years old will not be used - Date of manufacture will be displayed on the underside of peak).
- Yellow Hi-Visibility Vests or Jackets to EN 471 class 2 and 3 respectively.