



Do not access the bed of the vehicle unless absolutely necessary and only when using agreed method of working at height safety equipment.

Personal Protective Equipment (PPE) Required

	Hi Vis wear		Safety footwear		Hand protection		
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Main Hazards

	Weather		Manual Handling		Slip, Trip, Falls		Falling items		Falling items from above		Forklift
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Method

1. A suitable area should be designated for the loading of delivery vehicles. Adequate artificial lighting must be available should loading be necessary early morning or late evening. There must be no overhead cables and drainage must be adequate to prevent the build-up of standing water. There must be sufficient space to enable the manoeuvring of forklift and delivery trucks without the risk of collision or destabilising of loads. Vehicle and pedestrian routes should be clearly demarcated using walkways and clear signage. This area should not be used for the storage of materials. Only trained loaders authorised by the company can load vehicles. Maximum bundle size 10 trusses of 35mm or 6 of 47mm and weight requirements for the delivery should be as specified in company policy / method statement. Where a construction site requests a specific loading plan or for example details of maximum size/weight of bundle then this should be assessed by the lift planner to ensure that the arrangement will be safe to load and send out. The request should be followed, if possible, to do so or the construction site informed if not possible. A copy of the requested arrangements should accompany the delivery.

2. Loader must ensure that all trusses are securely banded using the yellow Crendon heavy duty banding before loading. The banding colour will be different from the rope which is used to tie the pack to the lorry centre bars which is blue. i.e., blue rope used to secure the trusses and panels to the vehicle frame as shown. Yellow banding used to secure the trusses into bundles / packs. This information will reduce the possibility of the wrong band/rope being cut accidentally during the unloading process.



3. Suitable trailer selected, and trusses & panels loaded against the centre bar. The load to be suitably distributed having regard for weight, windage and stability in transportation and during unloading. Ensure all trusses and panels are tightly packed and loading support remains in place until strapping is completed as described in item 5. This will prevent a pack toppling as the support is removed.

4. While the forklift /sideloader support the Trusses or panels, loaders may access the lorry bed using the company defined procedures to prevent /mitigate falls from vehicles. Examples of suitable access methods are via the deck of modified sideloader or via suitable access equipment such as aircraft steps.

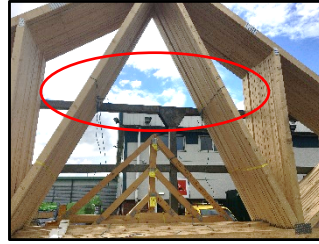
5. The loader must secure each pack to the centre bars at a minimum of two points. Unless this is done for individual packs the load may topple during unloading. Secure using minimum 8mm blue 3 core polypropylene rope. Colour used must be different to individual pack strapping as illustrated above.

6. The knot used to secure the rope shall be a safe & secure knot (see example). Banding shall be secured using correct tooling.

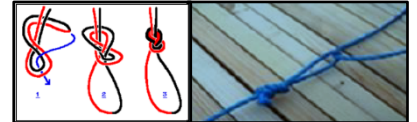


SSoW 15 Loading of Trusses, Panels and Timber for delivery

4 No work to take place directly below extended forks.



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As of RASS 17

7. Other products are added to the load as per the applicable safe system of work



8. Once fully loaded, the loader must visually check the safety of the load against the loading sheet.

9. It is the driver's responsibility to inspect the load ensuring that the truss packs are tied back in 2 places, and it is safe for transportation. The driver will fit transportation straps to each side of the load ensuring they are placed and tensioned to prevent possible damage to the structural integrity of the trusses and panels. This should include consideration of any movement that could occur in transit and the dynamic effects of heavy braking or travel over rough ground.



TRUSS PACK BANDING

- 35mm Trusses to be banded into packs of a maximum of 10 Trusses (No exceptions allowed).
- 47mm Trusses to be banded into packs of a maximum of 6 Trusses. (Unless specifically agreed in writing with the Installer/Contractor that packs can be in more than 6 Trusses for crane unload/mechanical unload. In these instances, a maximum weight per pack to be agreed and weights marked on all packs).