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

	Head Protection		Hi Vis wear		Safety footwear		Hand protection

Main Hazards

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

Method

1. The contractor is responsible for the provision of the forklift and its qualified operator. The forklift truck is any form of mechanical lifting equipment where the lifting appliance is two forks	**2.** After parking on site the driver should inspect the load ensuring that it is still secure, with all banding & rope in place. Once inspected the driver must sign in at the site managers office. If the unload is deemed to be unsafe, the driver will contact their branch manager for instruction which may result in the load being returned to the manufacturer.	**3.** Truss packs are secured to the trailer centre bars in two separate areas with 8mm blue rope – these aren't removed until step 7.
4. On instruction from the site responsible person the driver will release the transport straps ensuring no one is within the danger area as shown in photo 5.	**5.** The forklift will take the weight of the trusses on the forks. Ensure no one is within the danger area.	**6.** NEVER stand between the forklift and trailer, do not allow others to enter this danger area. NEVER stand on or under the forks. Ensure the danger area remains clear always.
7. Once the pack is supported the driver can assist the responsible person by cutting the rope attaching the pack to the bars. This must be carried out from a safe position using the drivers cutting tool.	**8.** The forklift will then remove the truss pack from the trailer, position the apex of the pack onto the floor and reverse back slowly lowering the boom. Bearers can be used to support the underside of the pack.	**9.** Once lowered the forklift will remove the forks and re-invert the truss pack at the apex. Once fully supported the truss pack can then be moved to its location.