



**CUSTOMERS ARE NOT TO ACCESS THE BED OF THE VEHICLE. EMPLOYEES DO NOT ACCESS THE BED OF THE VEHICLE UNLESS ABSOLUTELY NECESSARY AND ONLY WHEN USING AGREED METHOD OF WORKING AT HEIGHT EQUIPMENT.**

#### Personal Protective Equipment (PPE) Required



Head Protection



Hi Vis Wear



Safety Footwear



Hand Protection  
Gloves can be removed to untie/tie rope knots

#### Main Hazards



Weather



Manual Handling



Slip, Trip, Falls



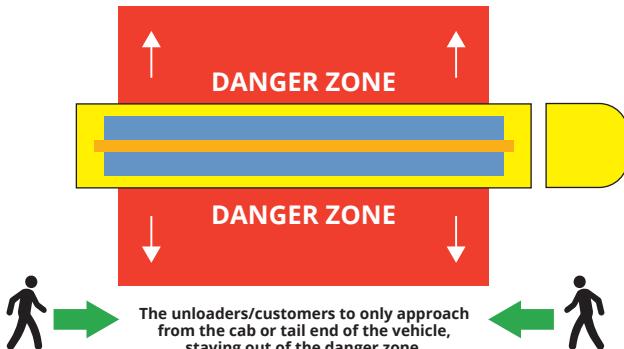
Falling Items



Falling Items from Above

#### Method

1. Before removing the ratchet straps, the driver will use SSoW 17 to explain to the customer how the unloading process works even if the customer is already aware of this document, it is a useful reminder.
2. The customer is responsible for providing an appropriate number of able-bodied personnel for the unloading of all materials.  
There will be a requirement to have a minimum of 2 able bodied persons to manual unload the Metal Web Joist, I-Joist and Ancillary Timbers.  
(This does not include the driver).
3. The customer is responsible for the provision of sufficient labour to lift the product in accordance with the Manual Handling Operations Regulations 1992.  
The manual lifters **MUST NOT** lift and load beyond their lifting capacity.  
Do they understand the SSoW 17?  
Are there minimum of 2 capable persons to unload?  
Not unloading onto public highway?  
If the above are not met, the driver will contact his manager for instruction of which may result in the load being returned to the manufacturer.





## Method

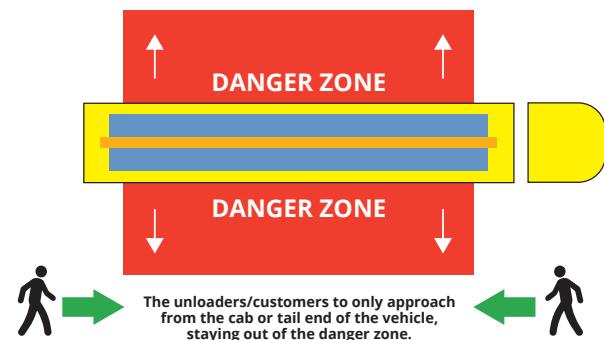
4. The driver will position the vehicle where possible to ensure that Metal Web Joist, I-Joist and Ancillary Timbers are leaning towards the centre bars and are secured in position, using; road camber, kerb, blocks under wheels.



5. The Metal Web Joist, I-Joist and Ancillary Timbers will be banded in packs (each layer of joists to be banded individually) with yellow banding.



6. Once the load stability has been checked the driver will remove the transportation straps. Unloading team must stand clear of the lorry bed outside of the clear exclusion zone.



7. The driver will cut the yellow banding of the top layer only to allow separation of the individual Metal Web Joist, I-Joist and Ancillary Timbers.



8. If the driver has to access the lorry bed, they must use the agreed method of working at height safety equipment.



9. The driver will cut the banding of the top layer only, ensuring that the rest of the stack is always secured.



## Method

### 10. Rear End Unload

Unloading should start from the outer joist, they should be unloaded flat if possible.

The driver will slide the first Metal Web Joist, I-Joist and Ancillary Timbers along the length of the pack dropping the end of the Metal Web Joist, I-Joist and Ancillary Timbers to the unloading team who will take the weight of the Metal Web Joist, I-Joist and Ancillary Timbers and remove to storage.



### Side Unload

Depending on length and weight, if the driver can move one at a time and hand them down onto the bed of the lorry for the customer to remove.

The Metal Web Joist, I-Joist and Ancillary Timbers can be moved across the bed using the pro pole so the unloaders can then reach to take them off.

