

S20.2 FI Standard safe operating procedure loading and off-loading of all vehicles

ALL DRIVERS MUST READ THIS STANDARD SAFE OPERATING PROCEDURE (SSOP)

- By signing the loading ticket you acknowledge that you have read and understand this SSOP, and will follow the procedures to protect yourself and others from risk of harm.
- Where requested you MUST display this SSOP in your vehicle and return it to the despatch office in exchange for the despatch note / proof of collection.

THE ROLE OF THE VEHICLE DRIVER

- Follow your company's risk assessments and method statements including any specific rules covered in the site induction.
- High visibility top and trousers, safety glasses, head protection (with ratchets or chin strap fastened) and laced up safety boots with ankle support must be worn when outside of the vehicle and when descending from the cab.
- Mobile phones or radios must only be used when you are in the cab and the vehicle is stationary.
- Passengers and animals are not permitted, but if present must receive the site induction and remain in the vehicle cab.
- When descending from the vehicle inspect the ground conditions to ensure there is safe access and egress (free from pot holes, obstructions, icy conditions etc).

BEFORE LOADING / OFF-LOADING

- Park the cab within the marked bay or instructed allocated area
- Ensure the cab and trailer are in-line so that you can see the entire trailer in your mirrors.
- Apply all brakes, raise the crane and stop the engine.
- Please ensure the key is removed from the ignition and remains with the driver at all times.
- Prepare the vehicle for loading /off-loading – beware of other vehicle movement.

DURING LOADING / OFF-LOADING

- Hazard warning lights must be used.
- During loading or off- loading you must remain in the cab in the passenger seat.
- If the site has a clearly marked designated driver waiting zone you may wait in this area. This will be covered in your site induction.

AFTER LOADING / OFF-LOADING & SECURING THE LOAD

- Securing of the load must take place in a safe area.
- Keep hazard lights on while securing the load.
- Building products should be loaded from the headboard. Where axle weights prevent this, it is recommended that a Load Restraint Device (LRD)/Dunnage should be used to close the gap.
- All loads shall be strapped by securing every row of 2 packs.
- Where product is double stacked (including any accessory items palletised) every pair of packs must be secured with 2 straps. Cast Stone products must never be double stacked.
- Products which are single stacked must be netted or sheeted with nets which cover the entire load, unless the vehicle has other means to retain the load, e.g. side-boards or curtains. (Products manufactured at Leighton Buzzard are exempt).
- Corner boards (minimum 800mm in length) of a non-metallic material should be used in addition to ratchet strapping on all Forticrete products. Please note the use of metallic corner boards are banned for all Forticrete sites.
- Where possible the strap should be fed through the gap on the drop-side, if this is not possible it must be positioned over the top/outside of drop-side.
- Use designated pedestrian routes, where available, to collect documents after securing the load.
- Do not start the engine or move off until you are sure it is safe to do so & instructed by the fork lift driver.
- Where applicable position the crane safely before moving off.
- As the vehicle driver you have responsibility for the security of the load before leaving the site.
- If you have any safety concerns with following the above; please raise these with the site contact.

ON BOARD FORKLIFTS (Moffett, Manitou etc) - Must not be used on site unless specifically authorised by the factory manager.

✓ Do's



- ✓ **DO** wear the correct PPE when out of the vehicle, and in an operational area (including when descending from the cab). Mandatory PPE for Forticrete sites are high visibility top and trousers, head protection (with ratchets or chin strap fastened), safety boots (properly tied) and safety glasses.



- ✓ **DO** use the approved routes when accessing / egressing the vehicle or lifting equipment. Maintain 3 points of contact at all times. Check surrounding floor area to ensure area is safe to work in i.e. free from trip hazards or pot holes, no ice or snow. Any issues please raise with the site management team before proceeding.



- ✓ **DO** walk in the corridor between the products to net or sheet. Nets or sheets must be used, unless the vehicle has other means to retain the load. They must reach the flat bed and cover and retain the entire load.



- ✓ **DO** secure every row of packs and ancillary boxes, for example 28 packs = 14 straps. Any items double stacked must have an additional strap to secure the load. Using non-metallic corner boards (minimum 800mm). This does not reduce the number of required straps. Telescopic handler must be used to position the corner boards. Do not attempt to climb the vehicle. Ensure no items are placed on the floor whilst conducting the task. Floor area must be kept clear at all times.

✗ Don'ts



- ✗ **DON'T** climb up onto the vehicle. Use the approved routes only.



- ✗ **DON'T** climb on top of the products or through secured loads.



- ✗ **DON'T** jump down from the vehicle. Use the approved routes only.



- ✗ **DON'T** wear slip on boots, Chelsea boots or rigger boots. Safety boots must be fastened through all lace holes and securely tied.