

IBG-HS-046-P1 Procedure for the Loading, Unloading and Load Security

Reference/ Associated Documents:	IBG-HS-046-G1 Load Security Guidance IBG-HS-046-F2A Cube SSOP IBG-HS-046-G2B Fencing SSOP IBG-HS-046-G2C Flooring SSOP IBG-HS-046-G2D Rail SSOP IBG-HS-046-G3 Ibstock Haulier Induction
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Goal / Purpose

The Health & Safety at Work Act 1974 requires the provision of a safe working environment, safe plant and equipment, safe systems to work training, instruction and supervision. This procedure and associated documents detail the measures to be taken to ensure the safe securing of loads, unloading and loading of vehicles.

Scope

This procedure and accompanying guidance and forms applies to all Ibstock sites and sites where Ibstock employees are carrying out work on behalf of Ibstock.

Responsibility

Directors

Directors will ensure that suitable resources are available for the implementation of this procedure and associated documentation and that a means of reviewing and updating the procedure and associated documentation is in place.

Directors, Managers and Department Heads are responsible for the implementation of the procedure in areas within their remit and to make sure that the Procedure is communicated to all employees and where required to non-employees.

Safety, Health & Environment Team

Will audit this procedure in line with the auditing requirements of the business. The Safety, health & Environment team will review and update this procedure every two years or more frequently if required.

With the assistance of other departments will:

- ❖ Ensure this procedure is reviewed and updated when necessary.
- ❖ Provide advice, assistance and audit procedural compliance as required.
- ❖ Be responsible for informing the business of any changes to this procedure.

Distribution Team

- ❖ Will ensure this procedure and associated documentation is implemented
- ❖ Will assist in the review and updating of this Procedure and associated documentation
- ❖ Provide advice, assistance and audit procedural compliance as required
- ❖ Ensure best practice is communicated to the business and documentation is updated to reflect best practice
- ❖ Communicate the relevant documentation to relevant hauliers

Factory Manager / Responsible Manager

Will ensure that this procedure is fully implemented and followed in all areas of their responsibility.

Ensure that Ibstock employees are trained to carry out tasks involved in this procedure
 Will ensure that risk assessments and SSOP's are available and understood by those at risk.
 Will ensure that any equipment provided, maintained, serviced, cleaned and operated in line with legislation, guidance and company requirements.

Line Management

Will ensure that equipment is provided, maintained, serviced and operated in line with legislation, guidance and company requirements.

The procedure and associated documents are followed at all times.

Supervisors

Will ensure that equipment is provided, maintained, serviced and operated in line with legislation, guidance and company requirements.

The procedure and associated documents are followed at all times.

Employees / Non employees

Will ensure the requirements of this procedure and associated documents are followed and report any defects or failure to follow the procedure and associated documents.

Training Requirements

Where gantries and warehouse/aircraft steps are provided instruction will be given to drivers needing to use them

Authorisation

No authorisations are required under this procedure

Records

Document	Storage Location	Retention Period
IBG-HS-046 G3 Haulier Induction	Locally	3 years
Driver instruction to use gantries & warehouse steps	Locally	3 years