

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

By accepting the loading ticket you agree that you have read, understood and will follow this SSOP. This SSOP MUST be displayed in your vehicle and returned to the dispatch office / loader in exchange for the dispatch note / proof of collection.

THE ROLE OF THE VEHICLE DRIVER

- Follow your risk assessments, method statements and rules covered in the site induction.
- Driver PPE is shown below. If you are not wearing safety boots to drive, your boots must be put on as soon as you get out of the cab. When climbing in & out of the cab, stout laced up footwear must be worn.
- Mobile phones or radios must only be used when you are in the cab & the vehicle is stationary.
- Children or animals are not permitted on site, passengers must receive the site induction and remain in a place of safety unless they are working with the driver.
- When descending from the vehicle inspect the ground conditions to ensure there is safe access and egress (free from potholes, obstructions, icy conditions etc). Ensure every step is used.
- Do not go to other vehicles, this could be a distraction and result in harm.



BEFORE LOADING / OFF-LOADING

- Park the vehicle as instructed by the loader or dispatch office.
- Ensure the prime mover & trailer are in-line so that you can see the entire trailer in your mirrors.
- Apply all brakes, if required raise the crane and stop the engine.
- If you are collecting a pre-loaded trailer follow site rules and ensure the trailer hand brake is applied before coupling up, couple up and ensure all connections are made.
- Once coupled up remember to release the trailer handbrake.
- If you need to change the grab arrange this with the loader driver.
- Prepare the vehicle for loading / off-loading - beware of other vehicle movement.
- For the safety of all involved in loading you may be asked to place the vehicle keys into a lock box, a "lollipop" may be positioned, wheel chocks placed or a combination of methods used to prevent the vehicle being moved.
- Ensure the key is removed from the ignition and follow the local arrangements for key storage.

DURING LOADING / OFF LOADING

- You must remain in a place of safety, normally in the cab in the passenger seat. The engine must be switched off and keys out of the ignition.
- Where there is a marked designated driver waiting zone you may wait in it.
- If you need to move your vehicle or re position curtains, posts etc inform the loader before loading starts, when appropriate the loader will stop and only continue when you are back in a place of safety

IBG-HS-046-G2C STANDARD SAFE OPERATING PROCEDURE
For the loading and off-loading of all vehicles (Flooring Beams & Pre Cast)

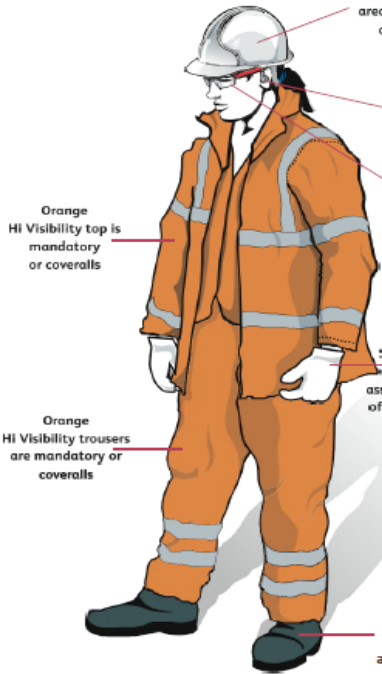
AFTER LOADING / OFF-LOADING & SECURING THE LOAD



- Securing of the load must take place in a safe area.
- Where the gap between the headboard and load exceeds 300 mm a means to prevent forward movement of the load must be used ie dunnage, cross straps or a Load Restraint Device.
- All loads shall be strapped with each pyramid or stack secured with enough straps to secure the weight of the pyramid / stack.
- Where loads are not symmetrical on each side of the vehicle a suitable number of straps must be used to secure the products and positioned so as not to cause damage.
- If there are gaps in the load additional straps may be needed.
- Corner boards / strap protectors / strap sleeves should be used.
- Where applicable position and secure the crane safely before moving off.
- Do not start the engine or move off until you are sure it is safe to do so / instructed by the loader.
- As the vehicle driver you have responsibility for the security of the load before leaving the site.
- Do not leave site with an insecure load
- The back section of the load may need to be double or cross strapped
- With the exception of reverse parking, Reversing should be avoided where possible, where there is a one way system on site you must follow it.
- Where available use designated pedestrian routes.
- If you have any concerns re the above or the condition of the load raise them with your site contact
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- ON BOARD FORKLIFTS (ie Moffett, Manitou) Must not be used on site unless specifically authorised by the Responsible Manager.

PPE REQUIREMENTS

Employee



- Orange Hi Visibility top is mandatory or coveralls
- Orange Hi Visibility trousers are mandatory or coveralls

Contractor / Haulier



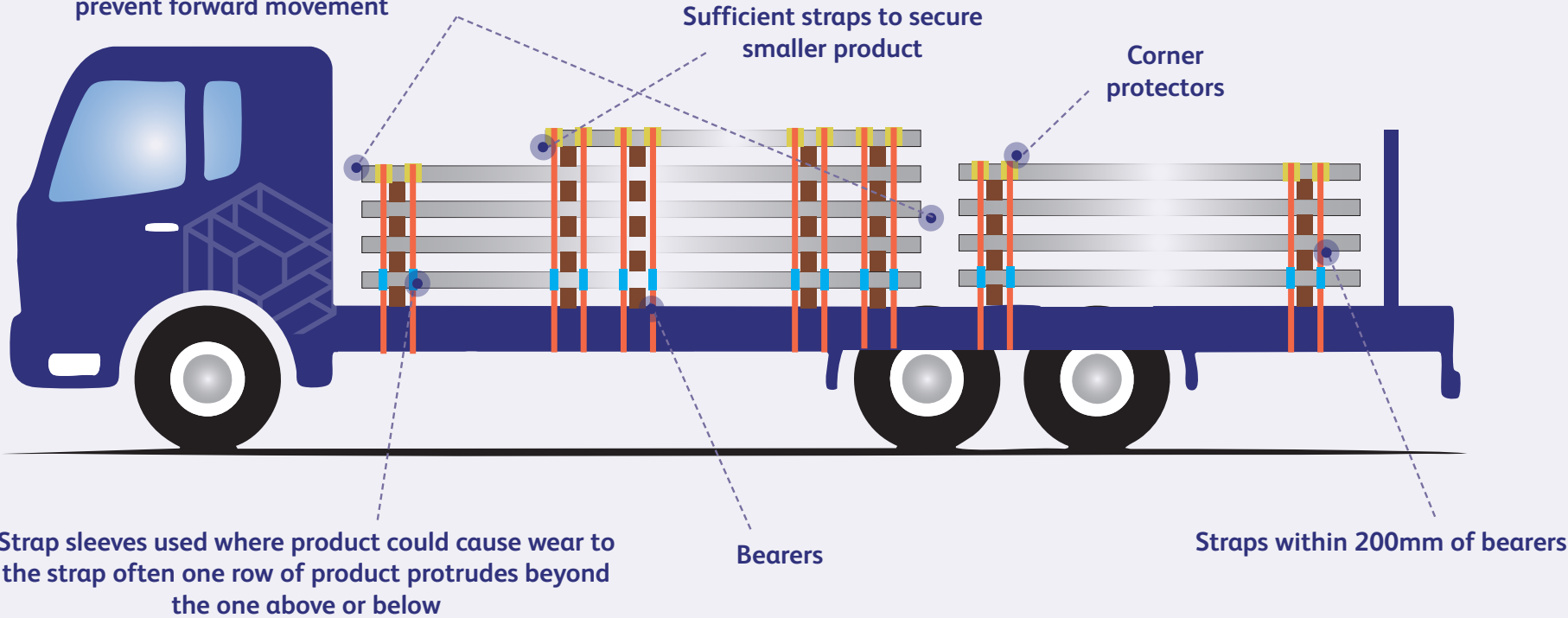
- As a minimum, Hard Helmet is mandatory in all operational areas. Hard Helmet with chin strap or ratchet strap for hauliers.
- Hearing protection must be worn in designated areas
- Eye protection is mandatory. Over-glasses or prescription safety glasses for spectacle wearers
- Safety gloves must be worn where identified in the risk assessment - Exempt where risk of entanglement from rotating machinery
- Safety boots must be laceup with ankle support. Rigger boots & Chelsea Boots are prohibited on all Ibstock sites

Yellow Hi Visibility top is mandatory (preferred otherwise orange) or coveralls

Yellow Hi Visibility trousers (preferred otherwise orange) are mandatory or coveralls

FLOORING BEAMS

Where the load is over 300mm from the headboard or there are gaps between the product of over 300mm additional means are needed to prevent forward movement



EXAMPLE PRE-CAST FLOORING

Where the load is over 300mm from the headboard or there are gaps between the product of over 300mm additional means are needed to prevent forward movement

