John Parker & Son Limited
Metal Products Delivery Plan

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Guidance Document

SAFE DELIVERY OF METAL PRODUCTS
DELIVERY PLAN – GOODS OUT

Guy Parker

Managing Director

Contents

Scope

This document details the delivery plan for the delivery of metal stock and processed metal items (Metal Products) to our Customers on our delivery vehicles and sub contract carriers including the collection and return of these goods when appropriate. (See Appendix A) This does not include the delivery of our Engineering goods delivered by sub contract parcel carriers.

Introduction

The steel industry has witnessed a number of serious accidents that have occurred during the delivery of metal products, involving unloading staff, vehicle drivers and other persons. We in turn have also experienced several serious accidents, which have involved injury to drivers either from unsafe practices adopted by the recipient or as a direct result of the driver's actions. Investigation has often shown that the incidents could have been avoided had an appropriate assessment and effective plan been made of the risks associated with the loading/unloading process and each customer made aware of the standard delivery plan offered by John Parker & Son Ltd (JPS).

The distribution of our products and the loading/unloading of vehicles is an integral part of our business. The type of product we deliver can be hazardous if we fail to follow the appropriate safety guidelines; the casualty often being the driver. Accidents and risks may include manual handling injuries when loads are moved by hand, or when using cranes or other lifting equipment such as fork lifts. Many of these delivery (loading/unloading) accidents could be prevented if there was better communication and co-operation between the parties involved.

By working with the recipient, planning the delivery and complying with the health and safety legislative requirements, injuries to members of staff, damage to materials and vehicles, disruption, breakdown in business relationships, financial loss and time can be avoided.

The **five key duty holders** are:-

- the **sales** person selling the goods
- the **loading** team loading the vehicles
- the **carrier** - transport or other company carrying the goods
- the **recipien**t – the person / party receiving the goods
- the **customer service team** – contingency planning and review of the process

A common factor in delivery accidents is the **lack of any agreement** between supplier, carrier and recipient about "who is responsible for what" in terms of safety. In most work situations the safety of an employee is primarily the responsibility of his or her employer, but in order to deliver goods our employees have to visit premises and sites controlled by others. The safety of everyone at these premises, including visitors, is in the hands of the person in charge of the recipient or supplier, as the legally responsible party.

DELIVERY PLAN GUIDANCE DOCUMENT

The primary function of all metal stockholders is that of distribution, therefore, loading/unloading, and transport load safety is a significant area of the business. Any guidance or delivery plan cannot be an exact science as the type and mix of products and the variance in loads is unique to almost every load. Delivery planning begins with an assessment of the associated hazards / risks by the supplier and recipient.

The following outlines the John Parker & Son Ltd delivery plan for Metal Products, which covers our legal obligations and the use of best practise in delivering these materials.

1. Risk Assessments and Safe Systems of Work

Definitions:

i. Hazard – A situation that gives rise to a risk.
ii. Risk – An opportunity exists where an injury to an individual(s) or damage to property may occur.

In devising safe systems of work for the loading, transporting and unloading of vehicles, a risk assessment of these activities has been undertaken. This involved:

- Identifying all of the hazards
- Analysing the risk of these hazards causing injury or damage to property
- Deciding what precautions are necessary to reduce the risks to an acceptable level.

A JPS risk assessment covering the delivery of our Metal Products has been produced (Appendix B), to identify all the hazards and risk elements have been identified as far as reasonably practical for us as the supplier. Recipients are required to produce corresponding risk assessments covering the receiving of goods and their associated hazards and risks.

As a result of this risk assessment a Safe System of Work (see Appendix B) has been produced for delivery staff, Recipients are required by law to produce corresponding Safe Systems of Work covering the receiving of goods.

Residual Product Hazards:

Customers must be aware that although our processes with regards to the delivery and packaging of our product is quality controlled, the very nature of our steel products produces latent residual hazards, for example, banding, burrs on the steel after cutting, protective coatings on the steel and residual shot blasting material within tubes and hollow section, which have a potential to cause harm. Although we have endeavoured to do everything reasonably practical to minimise the impact of the residual hazards during our processing and packaging procedures, ultimately the customer must ensure that they carry out their own risk assessment for their unloading at their site, unpacking goods and further processes that this material may be fed into, with regards to our product and packaging. Taking into consideration the residual hazards advised and the potential risks which they may produce within the customer's processes.

2. Contract Review

All Metal products are sold to a standard specification covering delivery and packaging; any variations to this have to be agreed and confirmed in writing by JPS at the time of the order in contract review.

The "Delivery Plan – Metal Products" (See Appendix A Delivery Plan Notification) is the standard specification offered by JPS to all customers where Metal Products are ordered.

The delivery plan forms part of our terms and conditions of sale and we take this opportunity again to draw to your attention to clause **6.10.** in those terms and conditions that: - ***"It is the Customer's responsibility to offload the Goods at the Delivery Point in a safe manner and to provide, free of charge, adequate labour and equipment for this purpose***".

3. Products and Packaging

Product Definitions

a) Very long products - >18.0m
b) Long Products - 11 to 17,9m
c) Wide Products - >2.5m wide
d) Flat Products – Sheet, strip mill and plate, generally wider than 600mm
e) Bright Steel – Cold Rolled steel bars normally covered in oil / grease
f) Non Ferrous – Aluminium, Stainless Steel and Brass, Zintec
g) Semi Manufactured Goods - Weldmesh, Open mesh flooring, expamet etc, including folded and cut items
h) Fabric – Reinforcing Fabric

Packaging Type

a) Bins – (Single 400mm x 470mm x 350mm, Double 400mm x 990mm x 350mm)
b) Bundles – (Maxiumum 2t)
c) Sacks Hessian – (25kg)
d) Sacks Polypropylene – (SWL 1t, recommended weight 200kg, single trip / use only)
e) Pallets – (not exceeding 1t)
f) Boxes – (200 mm x 200 mm x 260mm)

* Boxes and Hessian Sacks will not exceed more than 25 kilos unless specified on the packaging label. Bundles will be a maximum 2 tons in weight unless the weight of a single bar exceeds this or the recipient has indicated a greater offloading capability.

Special Packaging

Standard types of packaging offered by JPS are listed above, goods will be packed in the most appropriate manner; any variation to this needs be specified at the time of placing the order, confirmation of this will be sent by fax and indicated as special packaging. Once the fax has been checked any variation or error must be notified to us in time to effect packaging and delivery.

4. Loading, Transit and Delivery

The loading of the vehicle is of paramount importance as this not only affects the safety of the load during transit but also the circumstances of its unloading. The automated route scheduling system initially determines the loading sequence; this determines the weight of each vehicle and the sequence of each delivery. Articulated vehicles are an integral part of our of delivery fleet, we need to be informed at the time of ordering if site / access restrictions at the delivery address prohibits the use of these vehicles. The need to work safely but efficiently is vital, as the driver's taco time and therefore working time can be effected by any delays.

Instructions relating to specific loading / positioning of goods on the delivery vehicle cannot be accommodated as each load is determined according to a number of key factors.

- Weight and distribution of load
- Type of product and mix of processed and stock items
- Length of material
- Schedule of deliveries
- Type of vehicle
- Legal / mandatory limitations and requirements

Quality Control Check

Each vehicle is subject to a quality control check once the vehicle loading process has been completed. The quality controllers are very experienced in product knowledge whose role is to check that the specification, quantity and quality of the material is correct. The team will also check that each of the orders is accessible and in the route scheduled by the transport department, in order to facilitate the off loading process. It is also the checkers role to ensure that the load is safe and correctly loaded, balanced and stable, however the driver has the ultimate sanction and changes can be made subject to his / her inspection to ensure safety of the load prior to leaving the depot.

The checker will also correct any errors or discrepancies and where ever practically possible correct the load. This process also ensures the integrity of the load. A final check is carried before leaving the depot when the vehicle is weighed on our public weighbridge to ensure that it meets all legal requirements and that weight of the vehicle is as expected. Once all the checks have been completed the load / vehicle is handed over to the driver. The driver on taking receipt of the vehicle must carry out the routine inspection and tests on the vehicle and load and does not rely on any previous checks carried out. The load is then secured prior to departure.

A short time after leaving the depot the driver must stop to inspect the load to ensure that no undue settlement / movement of the load has taken place in the initial stage of transit and that the load is still secure.

Although the load has been checked for accuracy of orders and stability of load, the recipient must complete a further check before starting the offloading process, as the load may have moved during transit.

Delivery

Delivery covers the period from arrival at the delivery address to the delivery destination point. The agreed point of transfer is considered to be the point when the customer accepts the delivery from the driver and instructs the driver to position his vehicle in order to proceed with the unloading process. At this stage the responsibility will have transferred to the recipient.

Consignment

Consignment to the recipient marks the point at which the goods become the recipient's responsibility. It is at the end point of delivery and is to be the same point at which financial liability for damage or loss transfers from supplier to recipient. In general, overall assessment of risk after this point rests with the recipient although implementation of control measures is likely to require close cooperation between JPS and the recipient.

Positioning of the vehicle at the delivery point.

The driver will always try and position the vehicle as requested by the recipient; however on many occasions the recipient may ask the driver to place the vehicle in an unsuitable or dangerous position. Should this occur the driver may refuse. In all cases the lorry should be positioned on flat stable ground.

5. Unloading

Distribution of steel is undertaken to a wide variety of places, many of which are unsuitable to take the delivery. There are other unknown elements such as the knowledge and competency of the recipient's staff and the material handling equipment.

The recipient prior to delivery and offloading needs to carefully consider the following areas;

- Access restrictions
- Position of Vehicle
- Obvious hazards.
- Access onto the vehicle bed.
- The condition and stability of the load following transit
- Method of unloading.
- Size, weight and balance of items being lifted
- The location of people whilst unloading.
- Manual Handling risks
- Environmental Conditions (Temperature, Light, Wind, Snow & Rain etc)
- The final destination of the material

Having considered these and other factors the recipient will design and communicate the lift plan to the driver.

If the driver has any concerns about the lift plan, they will discuss these further with the recipient to resolve their concerns. If a solution cannot be found, the driver will contact his line managers, who will liaise with the recipient to resolve these issues**.**

The lift plan is the sole responsibility of the recipient.

Wherever practical the driver will assist the customer in the unloading if it is safe to do so, following our safe system of work (appendix B). **However it is not the Drivers responsibility to offload the vehicle.**

The off-loading of the material must be planned and supervised by the recipient who must check and sign for the delivery.

a. Associated documents and use of mobile data terminal

All company owned vehicles are tracked via the GPRS system which enables the company to control their remote work force.

As such then our delivery fleet is controlled through a GPRS fleet management system called Microlise. All drivers are required to carry a “route document set” which comprises of individual delivery documents and a route summary sheet. However the technical interface occurs when the driver interacts with the mobile data terminal (or MDT). All route information is stored on the terminal as well as satellite navigation details.

At the point of delivery the driver is required to update his/her MDT with the outcome of the delivery.

Where the delivery is successful the driver must obtain the signature on the soft screen of the MDT as well as the conventional delivery document. The information from the MDT is downloaded throughout the course of the day allowing the JPS support teams as well as web account customer’s immediate access to the proof of delivery information.

Where the driver is unable to deliver all or part of the delivery he/she must “clause” the items affected. The clause codes are detailed within the MDT and are repeated again in the driver’s manual. (Please refer to the transport training document for more information)

The driver is obligated to ensure that the correct material is offloaded paying particular attention to the tag number information which is recorded on the manual documentation as well as the MDT and is clearly marked on the sticky label attached to the package.

b. Security of Mobile Data Terminal

The company has invested heavily in new technology to improve the standard of service received by each customer.

The MDT is an integrated hand held device which if damaged or lost will have a detrimental operational impact.

The driver is responsible for its safe keeping at all times. The driver must not leave the MDT on the back of the vehicle, or on the ground, or any where it is likely to be damaged, and must place the MDT back in the cab when it is not in use.

c. Returned Material

Goods that are not accepted for delivery are to be left on the vehicle and the dispatch paperwork marked accordingly, indicating the reason for non delivery.

Collection of material from previous deliveries will only be completed by prior request and the driver must have supporting collection paperwork. It is the recipient's responsibility to obtain proof of collection of all goods. The recipient is responsible for loading the items for collection.

6. Implementing the Delivery Plan

Safe delivery of metal stock requires good coordination of effort by all those involved. Sales, Operations and Recipients will need to work together to ensure that Delivery Plans are fully implemented. It is important that all persons, responsible for implementing the Delivery Plan, are informed of the extent of their duties and responsibilities that they are adequately instructed, trained and supervised, and that they cooperate with one another to ensure that the work is carried out safely, (See Appendix A Delivery Plan Notification).

Loading and unloading will normally involve lifting and/or manual handling operations. These must be planned and adequately supervised by the employer of the person carrying out the work, in accordance with the requirements of the current Lifting Equipment & Lifting Operations Regulations ("LOLER") and/or the current Manual Handling Operations Regulations.

Details of the weights of individual load components or bundles should be made available to unloading staff (These are available on the delivery paperwork) to ensure that the correct lifting equipment and attachments are used or that they may be safely manually handled.

Changes to the Delivery Plan should be avoided wherever possible. In the event of unavoidable changes to the arrangements at any stage in the process, a re-assessment should be carried out and the Plan amended/updated, preferably by the person who originally prepared it. In particular, the driver of the vehicle or other person on site should not be responsible for making decisions as to loading, unloading or load securing methods, unless they are competent and authorized.

7. Contingency Planning and Review

Problems with a delivery or deliveries are normally identified through the driver, the sales staff or recipient's goods inwards. The details are investigated and if necessary further clarification may be sought by means of a site visit. A review of the service delivery plan will then be carried out in relation to a specific recipient / delivery if necessary.

Appendix A

Delivery Plan Notification

To Whom It May Concern

RE: HEALTH & SAFETY REQUIREMENTS – SAFE DELIVERY OF METAL PRODUCTS

In order to comply with HSE guidance notes we are required by law to detail a clear definition of responsibility for all aspects of the delivery process through to departure from the recipient. Accordingly, we advise you here of our responsibilities in this matter.

On arrival at the nominated delivery address the driver of the vehicle will proceed, as and when directed, to the designated unloading area and park. He/she will then prepare the vehicle for unloading by removing any protective covers and any securing straps, chains etc having ascertained that this is safe to do so.

Our terms and conditions of sale specify that the responsibility for the safe unloading of the steel rests with the recipient. The driver will be available, if so required, to assist the recipient under the direction of your competent person if he/she feels it is safe to do so. In accordance with the requirements of the current Lifting Equipment & Lifting Operations Regulations ("LOLER"), and/or the current Manual Handling Operations Regulations.

Loading and unloading will normally involve lifting and/or manual handling operations. These must be planned and adequately supervised by the recipient. The recipient has a responsibility to plan the safe lifting of the steel and ensure only competent individuals supervise the unloading process. Additionally you are required to establish an exclusion zone around the vehicle during the unloading process to prevent personnel from endangering themselves. The driver is instructed to seek guidance from John Parker & Son Ltd if he / she consider that the material cannot be unloaded safely.

To ensure that you can offload the vehicle safely, it is important that we inform you of our delivery plan. Please find attached our guidance document, “Safe Delivery of Metal Products” to facilitate safe offloading at your delivery point. If there are any changes you wish to make to this delivery plan in relation to your premises, please advise us of these changes at the time of placing your order, These changes will be confirmed by us as part of the order confirmation process. A copy of our full delivery planning document, which includes our risk assessments and safe systems of work for delivering material are available from our safety office upon request. To request a copy please phone 01227 783389, E-mail Sales@Parkersteel.co.uk or visit our website http://www.parkersteel.co.uk/Literature.

Yours sincerely

Stewart Bundy

Health & Safety Manager

Appendix B. JPS

Risk Assessment Delivering Material

Manual Handling Risk Assessment Delivering Material

Safe System of Work Delivering Material

Generic Type✓

John Parker & Son Limited
Risk Assessment – Delivering Material (Metal Products)

Task Analysis Details: Delivering Material	Department: 180 Transport	Description of Operation Being Assessed: Vehicle Loading/Unloading at Customer Sites

People at risk	Operational Staff	Office Staff	Maintenance	Contractors	Visitors	Members of Public
Select X / ✓	✓					✓

Machinery and Equipment Required for Task: Serviceable & Suitable Vehicle, Suitable Lifting Equipment for Task Provided by the Customer & Competent Customer Supervision

Frequency of Task:	Hourly	Daily	Weekly	Monthly	Annually
Select X / ✓		✓			

Significant hazards: List all Hazards Associated with the Task

	Hazards:	Hazardous Event:	Initial Risk - Without Safety Measures: Probability (Without Safety Measures)	X	Severity (Without Safety Measures)	=	#	Initial Risk (Low/Med/High)	Existing Safety Measures Required To Manage Risk:	Residual Risk - With Existing Safety Measures: Probability (With Safety Measures)	X	Severity (With Safety Measures)	=	#	Residual Risk (Low/Med/High)
									Generic Safety Measures:- Comprehensive and Robust Delivery Plan - Safety rules - Safe Vehicle design - Safety Inspections - Competent persons - Authorised Safe System of Work - Induction Training - Specialist vehicles for the task - Vehicle has been designed to chain from the floor - Access steps on near/off sides of the vehicle at the head board end - Training and Instruction in correct methods of access – Toolbox Talks.						
1	Load Restraining Chains	• Chain Tensioner slipping • Struck by a chain • Trapping fingers & feet • Muscle damage	4	X	4	=	16	High	Safe Vehicle design. Use of webbing straps/chains with ratchet tensioners. Regular inspection of restraint & tensioner condition. Vehicle has been designed to chain from the floor. Specialist vehicles for the task.	3	X	3	=	9	Medium
2	Moving around on the vehicle. Trips/Slips	• On Vehicles / Trailer Bed (Caused by weather effects, e.g. rain, snow, Ice,) • Trip over material/bearers	4	X	5	=	25	High Winter Months	Careful inspections of trailer bed for damage, e.g. broken or holed floor and damaged fixed bearers. Removal of debris such as old dunnage, metal banding, etc. Non slip paint on vehicle bed. NO BARRING OFF MATERIAL	4	X	3	=	12	Medium
3	Struck by Load	• Moving Machinery • Caused by Load Suspended from crane or material dislodged from lorry bed	5	X	5	=	20	High	Create an exclusion zone around the vehicle as stipulated in the relevant SSW Ensure customers put in place and adhere to exclusion zones.	3	X	4	=	12	Medium
4	Sprains/Strains	• Manual handling • Carrying material • Muscle Damage	4	X	4	=	16	High	Manual handling training, employment of correct lifting techniques. Use mechanical aids to load / unload	2	X	4	=	8	Medium
5	Falls from Height/Falling objects Death Broken bones	• Falls when accessing or egression the vehicle, vehicle bed or trailer • Falls from Vehicle load during chaining & unchaining the vehicle load.	5	X	5	=	25	High	Access only by recognised methods Access steps on near/off sides of the vehicle at the head board end and rear. Use of access steps where provided. Fall restraint or edge protection systems should be used where provided.	3	X	4	=	12	Medium
6	Sharp Edges/Burrs	• Cuts to other areas of body • Cuts from handling Material	4	X	4	=	16	High	Ensure no protruding banding or strapping on loads to be placed on vehicle.	3	X	4	=	12	Medium
7	Reversing Vehicle	• Struck by a reversing vehicle • Crushed by vehicle	5	X	4	=	20	High	Audible reversing alarms. Visual Alarms e.g. flashing lights, especially for high noise areas.	2	X	3	=	6	Low
8	Load moving during transit/Load spilling from vehicle	• Load strikes pedestrian or other vehicle • Load falls from vehicle during unloading • Side panel impact under load	4	x	4	=	16	High	Check facilities at customers for off-loading etc. Use mechanical aids to load / unload. Proven restraint systems of sound condition and properly applied. Side panels or side pins fitted to all vehicles.	2	x	4	=	8	Medium
9	Vehicle collision on site	• Collision with other vehicles or pedestrians on site • Obstructions caused by badly parked vehicles	3	X	4	=	12	Medium	Minimum of dipped headlights in on all vehicles in warehouses / buildings to improve visibility. Minimise the need for vehicles to enter the buildings. Competent drivers – skills / knowledge appropriate to the role assessed.	2	X	3	=	6	Low
10	Overhanging loads	• Struck by load protruding from the vehicle • Head injury	3	X	4	=	12	Medium	Ensure no protruding banding or strapping on loads to be placed on vehicle. Where it is not possible to use a vehicle longer than the load, the overhangs should be secured and clearly marked.	2	X	3	=	6	Low
11	Entrapment	• Stacked material falling over • Lifting equipment failure • Poor loading • Trapped between load projections and load and sling	4	X	5	=	25	High	Careful placement of loads to ensure maximum room to manoeuvre on trailer beds. Side panels or side pins fitted to all vehicles.	3	X	4	=	12	Medium

12	Interaction with Customers (vehicle/mobile plant movements)	Head injuries (falling objects) Slips, trips, falls Collision	4	X	4	=	16	High	Pre-work planning Work co-ordination Customer interface Exclusion zone	3	X	3	=	9	Medium
13	Struck by Vehicle Side Panels	Struck by Side Panel Head injuries (falling objects) Upper body injuries.	4	X	4	=	16	High	Pre-work planning Work co-ordination Ensuring material has not moved during transit. Reporting defective panels	3	X	3	=	9	Medium
14	Splitting Packs	Entrapment of fingers, cuts bruises Falling from vehicle	4	X	4	=	12	High	Splitting of packs should be carried out at ground level. Ensure all parts of the body are clear If two people are involved ensure good communication. Pinch point rule enforced.	3	X	3	=	9	Medium

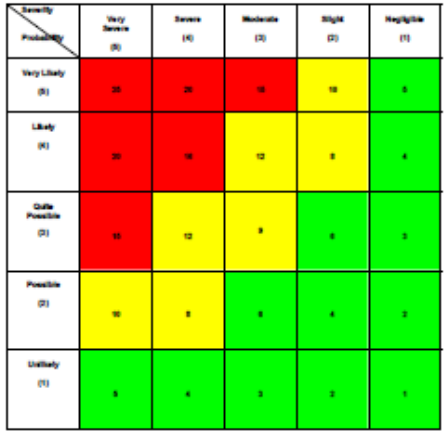
If The Control Measures Are Not Adequate To Reduce The Residual Risk Rating To The "Zone Of Tolerability" I.E. Below "Significant" (A Ranking Below 15) Then Corrective Action Must Be Taken!

Personal Protective Equipment Required to Reduce the Risk:

Mandatory PPE									Specialist PPE Required> Use access steps, gantries or fall restraint systems if provided							Indicate Other PPE Required> Chin Strap must be worn when working at height! Vehicle Edge protection must be used
Required>✓	✓	✓	✓	✓	✓			✓	Required>✓					✓		

Additional Safety Measures Recommended To Manage Risk:

Lifting Equipment is Provided by the Customer
Use loading/unloading platforms or similar if provided!
Avoid standing on material when loading/unloading or chaining up
Follow the delivery plan and ensure customer has correct equipment to unload/load vehicle
Do not use customers cranes or forklifts
Do not remove the side posts for either loading or unloading unless it is necessary for other reasons of safety. Be sure that removing the side posts will not affect the load stability before doing so.
Ensure the driver and the customer check the load is safe prior to unloading
Keep vehicle deck clear of unnecessary obstructions.
Avoid moving material around on the vehicle.
Ensure trailer bed is safe for unloading/loading and walking on. Pay attention to any trip hazards on board. Clear away excess blocks and banding.
Check the weight of the material and ensure no one is in the fall zone of the material during loading/unloading.
If material cannot be kept under control at all times do not off load or unload.
Avoid walking on product on the trailer. Remove straps / sheeting from ground level.
The vehicle edge protection system must be used when working at height on the vehicle and must be available for the customer if requested.
If manual handling of material is required ensure that the recommended weight is not exceeded, if necessary use two people or mechanical lifting devises. .
If a load needs to be split, never attempt this on the trailer. Take the bundle to the floor and split there. Ensure authorised safe systems of work are followed.
NO BARRING OFF MATERIAL



RISK ASSESSMENT MATRIX:- The quantification of the initial Risk is calculated as the product of the probability of the hazard occurring and the severity of the consequences if the hazard is realised. The following Risk Matrix shows how these two components of 'risk' are related to form this product.

16-25:-
High/Substantial, work should not start until the risk has been reduced, if critical work is in progress the problem has to be remedied as soon as reasonably practical , but within 1-3 months depending on numbers exposed. Absolute duty to reduce the risk.

8-12:-
Medium/Moderate, ensure controls are in place and working. Efforts should be made to reduce the risks, but costs of prevention monitored. Risk reduction should be achieved within three to six months depending on numbers exposed.

1-6:-
Low, ensure controls are in place and working. Monitor to ensure probability does not increase. No further prevention necessary, consider more cost effective solutions or improvements. Monitor to ensure controls are maintained.

Corrective Action Must Be Taken!

Corrective Action by whom:	Action by:	Complete Date:	Signature:
It is the responsibility of the department Manager to verify the corrective action taken to manage the risk within the specified date and returning the signed form to the Health & Safety Manager.			

Other Risks Requiring detailed Assessment :	Select Yes/No	N/Y	Comments: i.e. Hyperlinks to Relevant Risk Assessments.	Associated Health & Safety Documents:
Is a detailed manual handling assessment necessary?		Y	http://jps22/Parker/idoc.ashx	http://jps22/Parker/health_and_safety/documents.aspx
Is COSHH Assessment Required for any Materials being Used?		Y	http://jps22/Parker/idoc.ashx?doc	
Workforce and safety reps have been informed of all the assessment findings?		Y	http://jps22/Parker/health_and_safety/documents.aspx	

Assessment Completed by: Stewart Bundy	Date of assessment: 8/01/2014	Review Date: Feb 2015	Signature:

John Parker & Son Ltd

Health & Safety

John Parker & Son Limited

Manual Handling Operations – Unloading/Loading Vehicles by hand

Last Updated Jan 2014
Review Feb2015
General Circulation & Public Display
Serial No: SB061119

Task Analysis Details: Unloading Material By Hand	Department: Transport-180	Description of Operation Being Assessed: Unloading Material from a Vehicle by Hand

People at risk	Operational Staff	Office Staff	Maintenance	Contractors	Visitors	Members of Public
Select X / ✓	✓			✓		✓

TYPE OF ASSESSMENT: Select/ ✓ Generic/ ✓ Specific/

A: ASSESSMENT (Answer the following questions)	YES	NO
1. Does the operation involve a significant risk of injury? (See **Section B: Checklist** Below)	✓	
2. If NO the assessment need go no further.		
3. If YES can the operation be avoided, mechanised or the level of risk reduced?		✓
4. If yes record steps in **Sections C: & D:** and review		
5. Has the risk of injury been eliminated or reduced to an acceptable level?		✓
6. If YES the assessment is complete. If NO a full assessment should be completed by your assessor.		

B: CHECKLIST (Answer the following Questions)	L=Low, M=Medium, H=High -Risk				
The Task – does it involve:	**Y/N**	**L**	**M**	**H**	**Notes & Comments:**
1. Holding the load away from the trunk?	Y		✓		Ensure good lifting technique
2. Twisting the trunk?	Y		✓		Ensure good lifting technique
3. Poor posture i.e. stooping/stretching?	Y		✓		Ensure good lifting technique
4. Strenuous pushing or pulling?	Y		✓		Use Lifting equipment provided or reject task
5. Excessive lifting or lowering?	Y			✓	Use Lifting equipment provided or reject task
6. Repetitive handling?	Y	✓			Ensure good lifting technique
7. Excessive carrying distances?	Y		✓		Use Lifting equipment provided or reject task
8. Insufficient time to recover?	N				
9. An excessive work rate imposed by the process?	N				
The Load – is it:					
10. Heavy?	Y			✓	Use Lifting equipment provided or reject task
11. Bulky or unwieldy?	Y			✓	Use Lifting equipment provided or reject task
12. Difficult to grasp?	Y			✓	Use Lifting equipment provided or reject task
13. Unstable or the contents likely to shift?	Y		✓		Inspect load if unsafe reject task
14. Potentially harmful e.g. hot, sharp?	Y		✓		Wear appropriate PPE
The Working Environment – are there:					
15. Constraints on posture?	Y		✓		
16. Uneven, unstable floors?	Y			✓	Avoid walking on material
17. Variations in floor levels/work surfaces?	Y			✓	Avoid walking on material
18. Extremes of temperature, humidity?	Y		✓		Reject task
19. Poor lighting conditions?	Y		✓		Reject task
20. Excessive noise levels or air movements?	N				

Proceed to the top of page and continue with assessment>

An employer has a duty to ensure that all sources of risk are dealt with appropriately within their organisation. This can only be achieved by taking an overall view of potential risk factors when analysing tasks. In part this is taken into account by the Health and Safety Executive's recommendation to consider the Manual Handling Operations Regulations 1992 (SI 1992/2793) in relation to the Management of Health and Safety at Work Regulations 1999 (SI 1999/3242). The latter requires a general assessment of the risks to health and safety of employees at work. This should lead to the identification of any risks associated with manual handling.

B: CHECKLIST (Continued)	L=Low, M=Medium, H=High -Risk				
Individual Capabilities - does the job:	**Y/N**	**L**	**M**	**H**	**Notes & Comments:**
21. Require unusual capabilities i.e. strength?	Y		✓		Use Lifting equipment provided or reject task
22. Require special information/training?	Y		✓		Follow safe system of work
23. Involve handlers who are pregnant?	N				
24. Involve handlers with health problems?	N				
Other factors:					
25. Is there any protective clothing or items being worn that may increase the risk.	N				

C: DETAILS OF RISK FACTORS IDENTIFIED	Select / ✓					
Overall Perceived Risk of Injury:	Low		Medium	✓	High	

Existing Safety Measures Required To Manage Risk:
Safety rules - Safe Vehicle design Safety inspections - Personal Protective Equipment - Competent persons - Authorised Safe System of Work - Induction Training. - *Unloading Vehicles by Hand ask customer to use his lifting equipment or ask for assistance - Specialist vehicles for the task. - Correct PPE, i.e. gloves, - Manual handling training, employment of correct lifting techniques - Fitness for task - Check facilities at customers for off-loading etc. - Use mechanical aids to unload where possible – Plan the task – Consider team work – Good communication – Check weight on the ticket. - Careful placement of loads to ensure maximum room to manoeuvre on trailer beds*

If HIGH RISK is identified in any of the above then the Line Manager must reduce risk.

D: REMEDIAL ACTIONS TAKEN: Action: (To remove risk, or reduce to the lowest possible level)

Additional Safety Measures Recommended to Manage Risk: Comprehensive and Robust Delivery Plan. This plan is key to safely delivering steel product. - Use Lifting Equipment Provided - Keep vehicle deck clear of unnecessary obstructions. - Avoid moving material around on the vehicle. - Check the weight of the material and ensure no one is in the fall zone of the material during unloading. - Avoid walking on product on the trailer. -Ensure authorised safe system of work is followed. - When handling material ensure that the recommended weight is not exceeded, if necessary use two people or mechanical lifting devises. - When manual handling keep all body parts clear of material & if two people involved ensure good communication during task. - Ensure correct PPE for the risk is worn at all times. - Always refuse to drop a load if all conditions to allow safe unloading are not in place
NEVER BAR MATERIAL FROM THE VEHICLE & DO NOT DRAG MATERIAL FROM THE VEHICLE.

E: LINE MANAGERS COMMENTS: (To Include Action to be taken)

Ensure authorised safe system of work is followed.

F: ASSOCIATED SAFETY DOCUMENTATION:

Risk%20Assessments

Safe%20Systems%20of%20Work

Toolbox%20Talks

There is no such thing as a completely 'safe' manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.

Assessors Name:	Signature:	Date:
Stewart Bundy		8/01/2014

NOTE: Risk Assessments must be reviewed annually, or if the process, people or materials change, following and accident or dangerous occurrence or following legislation change! The risk assessment is made using the above form that may be reproduced. The assessment is carried out in association with staff members that may be affected by the function or process. The person assessing the risk will copy the form for his / her own record and issue the original to the Health & Safety Manager. It is the risk assessor's responsibility to review and update the form with the Health & Safety Manager and to ensure that the program of action is met and recorded.

John Parker & Son Ltd

Health & Safety

John Parker & Son Limited
Authorised Safe System of Work - SSW041025
Delivering Material Vehicle Unloading/Loading

09 January 2014
Last Updated Jan 2014
Review Feb 2016

General Circulation & Public Display

Type of Assessment: Select X / ✓ - Generic ✓ Specific

Ensure You Are Trained in and Understand Any Associated Approved Safe System of Work.

Operation

- Task – Delivering Material
- Applicable to :- Drivers, Warehouse operators and Customers
- Training Required:- Slinging & Lifting Course/Induction Training Lifting Presentation & Specific Delivery Instructions
- Equipment Necessary: Suitable Lifting Equipment, PPE, Access Steps

Procedure

- Park vehicle
- Seek site contact and discuss relevant safety requirements
- Ensure your vehicle edge protection is up and checked
- It is the customer or his agents (not the drivers) responsibility to off load.
- Un-sheet vehicle
- Examine load to ensure that it is correctly blocked and that it has not moved in transit
- Remove restraining ties
- If the load is stable and safe, unloading can commence

The Driver/Operators

- Manual handling is to be avoided. Wherever possible seek other means of offloading. Ensure you are familiar with SSW050107 Unloading & Loading by Hand.
- Sales to advice customers of need to have handling equipment on site at time of delivery. Sales to enter details of amendments to the delivery plan requested by the customer.
- Recommended maximum manual handling limit is 25Kg pr person at waist height (this figure reduces at other heights).
- Drivers must receive training on slinging technique to the company standard. A refresher will be required every five years. Retraining will be required where accidents occur.
- All drivers must be in possession of full HGV licence. All drivers must be medically fit to drive.
- If the customer or his agent is not available to receive and take charge of the unloading the driver must seek advice from his supervisor.
- Loading and unloading will normally involve lifting and/or manual handling operations. These must be planned and adequately supervised by the employer of the person carrying out the work, in accordance with the requirements of the Lifting Equipment & Lifting Operations Regulations 1998 ("LOLER") and/or the Manual Handling Operations Regulations 1992.
- Details of the weights of individual load components or bundles should be made available to unloading staff, for example by product marking or use of notices, to ensure that the correct lifting equipment and attachments (eg fork extensions for long product) are used and/or that product can be safely manually handled.
- Changes to the Delivery Plan should be avoided wherever possible. In the event of unavoidable changes to the arrangements at any stage in the process, a re-assessment should be carried out by the customer and the driver must contact his supervisor.
- Any accidents that happen on customer site must be entered in the customer's accident book and then reported to your supervisor on return to depot.

Securing Load for Delivery

- Always ensure that side posts are in position.
- In all cases, secure the chains or straps from the ground or suitable platform, you should not secure chains whilst standing on the bed of the vehicle.
- Do not over tighten the securing device.
- Ensure all pieces of steel are secured by either chains or webbing. If necessary, place wood under the chains to ensure contact.
- Only use the D rings and shackles to secure chains. Do not use the rope hooks. Where available, chain hooks may be secured to the underside of the chassis.
- Hard hats should be worn to protect against the hazard of overhanging material
- Safety glasses should be worn due to the hazard of swarf and dust which is present on the steel and vehicle
- Gloves should be worn at all times.

The Workplace

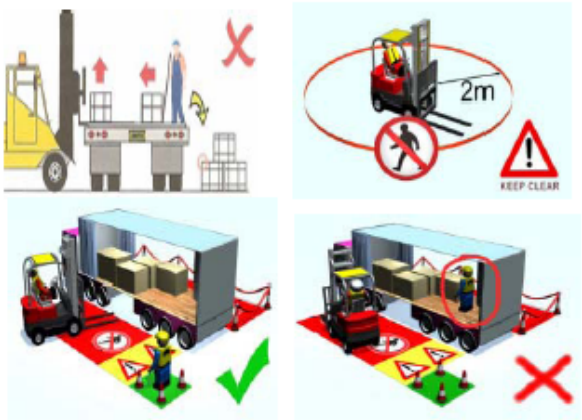
- On arrival, seek site contact and discuss any site safety rules that may be relevant.
- It is the customer or his agents (not the drivers) responsibility to off load all goods in a safe and secure manner.
- Ensure that you are directed to the drop area and discuss the safe positioning of the trailer to facilitate its safe unloading. If cranes are used for unloading, ensure that trailer is parked parallel to crane beam on twin hoist cranes. Ensure trailer is stood on even ground.
- Create and maintain an exclusion zone around the vehicle.
- Ensure that the load is safe and stable on the trailer before the sheeting /sides/restraining straps or chains are removed.
- **Do not remove the side posts** for either loading or unloading unless it is necessary for other reasons of safety. Be sure that removing the side posts will not affect the load stability before doing so.
- Avoid walking on product on the trailer. Remove straps / sheeting from ground level.
- Ensure that the drop area has been prepared before attempting any unloading.
- Distribution of steel is undertaken to a wide variety of places, many of which are unsuitable to take the delivery. There are other unknown elements such as the knowledge and competency of the recipient's staff and the material handling equipment. The recipient prior to delivery and offloading needs to carefully consider the following areas;
  - Access restrictions
  - Position of Vehicle
  - Obvious hazards.
  - Access onto the vehicle bed.
  - The condition and stability of the load following transit
  - Method of unloading.
  - Size, weight and balance of items being lifted
  - The location of people whilst unloading.
  - Manual Handling risks
  - Environmental Conditions (Temperature, Light, Wind, Snow & Rain etc)
  - The final destination of the material
- Having considered these and other factors the recipient will design and communicate the lift plan to the driver. If the driver has any concerns about the lift plan, they will discuss these further with the recipient to resolve their concerns. If a solution cannot be found, the driver will contact his line managers, who will liase with the recipient to resolve these issues.
- The lift plan is the sole responsibility of the recipient.
- If a load needs to be split, never attempt this on the trailer. The recipient should unload the bundle to the floor and split it there.
- Always ensure that during unloading, you are stood in a safe position, not on the trailer or beside the trailer (where you could be struck by falling product).
- The driver will always try and position the vehicle as requested by the recipient; however on many occasions the recipient may ask the driver to place the vehicle in an unsuitable or dangerous position. Should this occur the driver may refuse. In all cases the lorry should be positioned on flat stable ground.
- Always refuse to drop a load if all conditions to allow safe unloading are not in place.
- Always ensure that if there is any doubt as to whether to unload due to safety that you contact an appropriate manager at your business unit.

Work Equipment

- Daily HGV check to be recorded on defect report sheets. All major faults to be actioned immediately. Minor faults to be closely monitored and rectified at 8 week maintenance.
- The transport supervisor must ensure that he/she carries out random checks of the transport fleet, to ensure defects are being reported and rectified.
- Where possible, do not use a bar or leverage device to move items around a trailer. Where it is necessary, ensure that the bar will not spring free of the load causing you to fall backwards onto the load or off the vehicle.
- **The practice of barring material off the vehicle should not be used, if it is requested by the customer seek advice from your transport supervisor.**
- **Vehicle Edge Protection Must Be Erected!**
- **Never** use banding, wire or ties to lift a load.
- If it is not possible to sling the material, consider other approved safe systems of work.
- If it is absolutely necessary for the ongoing safety of the vehicle that the load is removed then the load may be raised a maximum of 150mm to allow dunnage to be placed under the load or to move material to one side. Ensure all persons are clear of the load and that this process is adequately supervised.
- Webbing load tensioners with chains or strapping (where product damage is an issue) should be used.
- Wherever possible, get on and off the trailer via trailer steps or vehicle access ladders placed at the front or rear of the trailer. Never jump from a vehicle or climb the side of the vehicle.
- Ensure vehicle / trailer brakes are engaged before accessing trailer from unloading.

➢ **Never drag a load off the trailer, either by crane, forklift or other vehicle.**

➢ **Never Barr Off Material**



Hazards

- Trapping areas on walkways.
- Moving load within warehouse. Live electrical conductors.
- Temperature. Oil and grease on floor. Noise and dust and poor visibility.
- Collision with other cranes.
- Entrapment by product or lifting equipment, Trapping between load & projections.
- Weld mesh product
- Sharp edges on material to be slung.
- Moving machinery in areas.
- Failure of crane or lifting rack.
- Material falling over.
- Wire ropes cutting hands.
- Dust/Swarf

Special Safety Instructions

NEVER

- Never jump from the vehicle
- Never allow the load to move over your head
- Never drag a load off the trailer, either by crane, forklift or other vehicle.
- Barr Off Material

ALWAYS

- Check the position of the load before de-chaining
- Take care when getting down from the vehicle – danger of falling
- Use your vehicle edge protection
- Stand in a safe position
- Remember – stand clear of the load when lifting

Deviation from this Authorised Safe System of Work May Result in Disciplinary Action.

Mandatory PPE									Specialist PPE Required: Hard Hat Chin Strap								Associated Safe Systems of Work:- http://jps22/Parker/health_and_safety/documents.aspx
Required>	✓	✓	✓	✓	✓	✓		✓	✓								
Generic Hazards	DANGER	DANGER	DANGER	DANGER	DANGER	DANGER	DANGER	DANGER	Mandatory Requirements	Stack correctly	Lift correctly						
Present>	✓	✓	✓			✓	✓	✓	Required>	✓	✓			✓	✓	✓	✓

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