MINIMUM STANDARD

Loading & Unloading of Lorry Trailers

The following Minimum Standard is applicable on all projects

Introduction
The risk of falls is a major issue that must be addressed when planning the loading/unloading of materials on Unitas sites.

Planning

- A risk assessment must be undertaken in order to identify the site specific risks arising from the loading/unloading of materials
- In order of preference the Work at Height hierarchy should be followed as below :
  - **Remove the need to work at height:** Where possible fork trucks or telehandlers should be used to load/unload trailers in order to remove the need to access the beds of Lorries or trailers. Where loads have to be sheeted, vehicles should use proprietary automatic sheeting systems
  - **Prevent the fall:** Where practicable, proprietary overhead "running line" systems or the Combisafe Loading system can be used in order to prevent the operative from falling (see *Fig 3 overleaf*). Consideration should be given to constructing trailer height docking bays
  - **Reduce fall height and risk of injury:** Where practicable, use of a proprietary soft landing system such as Parapet Air mat or Trailer bean bag systems in order to reduce fall height and reduce extent of injury. (see Figs 1 & 2)
  - **Manage:** Control residual risks through approved safe system of work

Traffic management/site plans must be produced prior to starting on site. The Plan should detail any delivery time restrictions, routes to site, access routes into and off site, one way systems or turning areas and designated loading/unloading zones

Potential outrigger loads must be considered when preparing unloading areas which must be level and well compacted and maintained throughout the contract period

Consideration must be given to the stability of the materials. Securing parts of the load with straps or banding may be necessary along with the use of Kingposts to prevent material from falling from the trailer

Delivery drivers will be required to comply with the site rules regarding PPE during loading/unloading operations on site

A safe means of accessing the trailer or bed of the lorry must be identified i.e. use of a properly secured ladder or use of a proprietary ladder or step system that forms part of the lorry

Proprietary systems for loading/unloading of materials on Unitas sites

Fig 1. Parapet Air Mats used to reduce fall height & risk of injury; usually these will be provided as part of the 3rd party delivery system.

Fig 2. Jumbo "soft landing" trailer bags being installed in order to reduce fall height and minimise risk of injury. (Bags are secured to bed of trailer).

Combisafe Loading System

Based around the Alsipercha fall protection system, the Combisafe Loading System is designed for the loading and unloading of materials from the top of flatbed vehicles in a safe manner.

Mobile and demountable, this fall protection system can be positioned adjacent to the lorry bed to permit a person access to the whole area. The system comprises two counterweighted bases each containing three tonnes of ballast, on top of which an Alsipercha body is placed with an application specific fall arrest block.
The anchor position on the units is 6m from the ground, permitting a working height of up to 5m. For lorry beds longer than 6m, the user **MUST** be connected to both fall arresters simultaneously.

Fig 3. Combisafe Loading System

Features and benefits

- Accommodates slopes or uneven ground
- A system of two units provides protection for two 12m lorry beds
- Readily disassembled into components of <1 tonne for ease of transport
- Can be used on site or in a loading yard

Procurement
The requirements of this Minimum Standard need to be included in all orders to Unitas suppliers

Competence/Training
Site management should approve the system of work for visiting drivers and ensure that requirements are communicated through site induction. Close supervision will be exercised for loading and unloading processes.
Many deliveries are made via integral hi-ab, brick grabs or fork lift units. Checks must be made to ensure that the operator is competent to use the equipment and that the ground conditions and gradients are within those permitted by the providers/manufacturers information. All persons slinging loads must have been trained in the techniques of slinging. All materials unloaded by crane will require a CPCS trained Slinger/Signaller.

Documentation
Driver competences
Vehicle Documents
LOLER Certificate
Risk Assessment and Method Statement
Manufacturer's Instructions for proprietary fall prevention/soft landing systems.

Further Guidance/Reference
Fall Prevention Systems (other options may be considered): Combisafe- Tel: 01604 660600 www.combisafe.com

Passive Fall Height reduction Systems: Airtek Safety-Lorry Air Mats- Tel: 01252 360550 OR Forest Safety Products-Bean Bags-Tel: 01531 828960

OPERATION – LOADING & UNLOADING OF LORRIES & TRAILERS CHECKLIST

Project:

Contract No: Date:

Name of Person Undertaking check or safety monitoring:

	Check	Complete	
1.	Has a risk assessment been undertaken to identifying site specific risks?	✓	×
2.	Is there an effective traffic management plan?	✓	×
3.	Are the materials being loaded/unloaded in a segregated designated storage area that has been prepared to facilitate the loading/unloading of materials?	✓	×
4.	Is the ground flat, level and capable of taking any load imposed by the outriggers (where applicable) or the weight of the materials to be unloaded?	✓	×
5.	Are barriers required to keep people out of the unloading area?	✓	×
6.	Are any traffic control measures required? (i.e. road closures or pavement licences)	✓	×
7.	Is there a safe method of accessing the trailer?	✓	×
8.	Are measures in place to prevent/reduce the risk of falls from the trailer?	✓	×
9.	Has the driver/operator been trained in the use of the equipment to be used?	✓	×
10.	Has the person slinging the load been trained in slinging techniques (CPCS Slinger/Signaller training required for all loads moved by cranes)?	✓	×
11.	Will kingposts or other measures be required in order to prevent materials/components from falling from the trailer?	✓	×
12.	Will chocks be required to prevent materials rolling once they have been unloaded?	✓	×
13.	Is there a regime for ongoing supervision/monitoring?	✓	×
14.	Are deliveries being checked to confirm that they are capable of being unloaded safely **before being accepted**?	✓	×

Signature …….

Date ……