

SAFE UNLOADING OF TRUSSES OR PANELS USING A FORKLIFT

Personal Protective Equipment (PPE) Required



Main Hazards



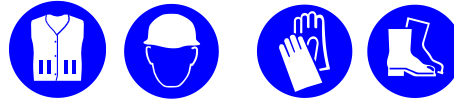
Procedures

The forklift truck is any form of mechanical lifting equipment where the lifting appliance is two forks. This can be a counterbalance, sideloader, or reach truck

<p>1. We will supply the trusses secured to the lorry with different coloured banding. Familiarise yourself with the colour which attaches the trusses to the trailer.</p>		<p>2. The customer is responsible for the provision of the forklift truck and its qualified operator.</p>	
<p>3. The FLT Operator must position the forks in the most appropriate area to lift the trusses safely. The forklift truck will take the weight of the trusses on the forks.</p>		<p>4. Each Panel has been secured individually, so MUST be unloaded individually. On panels use the small loop on the sling for the forks or hook as appropriate</p>	
<p>5. NEVER stand between the forklift and the trailer, or under or on the forks, or allow any others to enter the danger area.</p>		<p>6. The Driver shall release the individual band attaching the bundle to the lorry. This should be completed from the ground using the telescopic tree cutters provided. The driver must be in a safe position when carrying out this function</p>	
<p>7. The FLT Operator shall remove the trusses or panels from the lorry</p>		<p>8. NEVER stand in the area around the lorry, or where the lorry will move into, or allow any others to enter the danger area.</p>	
<p>9. The FLT Operator shall move the trusses or panels to the compound.</p>			

UNLOADING OF INVERTED TRUSSES & TURNING THEM THE CORRECT WAY AROUND

Personal Protective Equipment (PPE) Required



Main Hazards



Procedures

The forklift truck is any form of mechanical lifting equipment where the lifting appliance is two forks. This can be a counterbalance, sideloader, or reach truck

<p>1. The FLT Operator must position the forks in the most appropriate area to lift the trusses safely. The forklift truck will take the weight of the trusses on the forks.</p>		<p>2. NEVER stand between the forklift and the trailer, or under or on the forks, or allow any others to enter the danger area.</p>	
<p>3. The Driver shall release the individual band attaching the bundle to the lorry. This should be completed from the ground using the telescopic tree cutters provided. The driver must be in a safe position when carrying</p>		<p>4. NEVER stand in the area around the lorry, or where the lorry will move into, or allow any others to enter the danger area. Position bearer for the FLT Operator.</p>	
<p>5. The apex of the truss to be placed on the bearer.</p>		<p>6. The FLT Operator shall reverse slowly, lowering the boom of the truck as they move back. NEVER stand in the area around the lorry, or where the lorry will move into, or allow any others to enter the danger area.</p>	
<p>7. When the truss is at its lowest, the FLT Operator shall reverse back, removing their forks from the truss. The apex is supported by the bearer.</p>		<p>8. The FLT Operator shall slide the forks in where they can lift the truss, and pick them up. The FLT Operator shall then move them to the compound.</p>	

METHOD STATEMENT

SAFE UNLOADING OF TRUSSES OR PANELS USING A CRANE











Personal Protective Equipment (PPE) Required

Main Hazards



Procedures

We offer a Crane Offload Package. This Method Statement is written for the supply of trusses or panels with the crane offload package picked. Please contact a member of the design team for further information.

<p>1. We will supply the trusses or panels pre-slung. These slings are sacrificial and stay with the customer when the delivery is complete. The slings will be secured using banding to minimise the slack, as low on the truss or panels as possible.</p>		<p>2. The customer is responsible for the provision of the crane, the necessary lifting equipment, the qualified operator and Slinger / Banksman.</p>	
<p>3. The Driver will liaise with the Slinger to ensure that they understand which pre slung trusses or panels are to be removed, and the order they are secured to the vehicle, using different coloured banding.</p> <p>Familiarise yourself with the colour which attaches the trusses to the trailer.</p>		<p>4. The Driver will cut the banding that secured the slack on the slings using the telescopic cutters provided.</p> <p>Trusses can be lifted in batches as they are secured together.</p> <p>Panels should be lifted individually as they are not secured together</p>	
<p>5. The Slinger will attach the slings to the crane hooks</p>		<p>6. The Crane takes up the slack on the lift.</p> <p>The sling must not be twisted or tied in any way as this will reduce the lifting capacity of the strap</p>	
<p>7. The Driver shall release the individual band attaching the panels or batches of trusses to the lorry. This should be completed from the ground using the telescopic cutters provided. The driver must be in a safe position when carrying out this function.</p>		<p>8. The Crane lifts the trusses or panels to the area. The Driver must NEVER stand in the danger area where the trusses or panels could potentially fall, or allow any others to enter the danger area.</p>	
<p>9. The customer may on occasion, ask you to assist in this function. You must do this from a safe position either on the other side of the load, or from a position that you have not put yourself at risk. The risks can either be from falling from the trailer, being struck by the crane jib, or the trusses falling in the event of failure on the mechanical handling equipment.</p>			

METHOD STATEMENT UNLOADING OF TRUSSES BY HAND WHERE MATERIALS CANNOT BE REACHED FROM THE GROUND


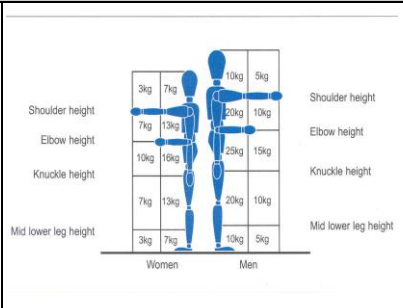



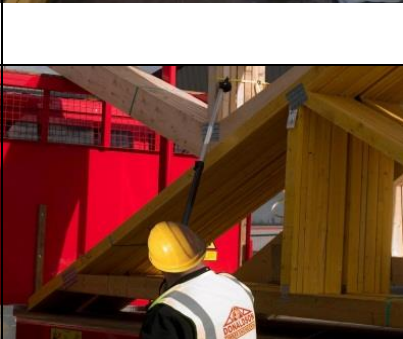


Personal Protective Equipment (PPE) Required



Main Hazards



Procedures

<p>1. We will supply the trusses secured to the lorry with different coloured banding. Familiarise yourself with the colour which attaches the trusses to the trailer.</p>		<p>2. The customer is responsible for the provision sufficient labour to lift the trusses in accordance with the Manual Handling Operations Regulations. The manual lifters must not lift beyond their lifting capacity.</p>	 <table border="1" style="margin: auto; font-size: small;"> <tr> <td>Shoulder height</td> <td>3kg</td> <td>7kg</td> <td>10kg</td> <td>5kg</td> <td>Shoulder height</td> </tr> <tr> <td>Elbow height</td> <td>7kg</td> <td>13kg</td> <td>20kg</td> <td>10kg</td> <td>Elbow height</td> </tr> <tr> <td>Knuckle height</td> <td>10kg</td> <td>18kg</td> <td>25kg</td> <td>15kg</td> <td>Knuckle height</td> </tr> <tr> <td>Mid lower leg height</td> <td>7kg</td> <td>13kg</td> <td>20kg</td> <td>10kg</td> <td>Mid lower leg height</td> </tr> <tr> <td></td> <td>3kg</td> <td>7kg</td> <td>10kg</td> <td>5kg</td> <td></td> </tr> <tr> <td></td> <td colspan="2" style="text-align: center;">Women</td> <td colspan="2" style="text-align: center;">Men</td> <td></td> </tr> </table>	Shoulder height	3kg	7kg	10kg	5kg	Shoulder height	Elbow height	7kg	13kg	20kg	10kg	Elbow height	Knuckle height	10kg	18kg	25kg	15kg	Knuckle height	Mid lower leg height	7kg	13kg	20kg	10kg	Mid lower leg height		3kg	7kg	10kg	5kg			Women		Men		
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<p>3. The Customer will provide and position Fall Arrest bean bags around the trailer to protect the driver from falling, prior to the driver boarding the vehicle. ONLY the driver is permitted on the lorry. The Driver will control the batch being split into individual trusses.</p>		<p>4. The Driver will cut some binds, which will allow them to pull the feet of the truss out. The Driver will then secure a rope around the bundle and will secure them to the central support allowing a small amount of "slack".</p>																																					
<p>5. NEVER stand at the side of the trailer where the trusses are only secured with one band, or allow any others to enter the danger area.</p>		<p>6. Cut the bind securing the bundle to allow separation of the individual trusses.</p>																																					
<p>7. The driver shall attach a second rope securing all but the outside truss to the central support.</p>		<p>8. The manual lifters will then support the first truss, and the driver will release the first rope, allowing the truss to be removed, carried, and stored at location.</p>																																					

METHOD STATEMENT

UNLOADING OF TRUSSES BY HAND

WHERE MATERIALS CAN BE REACHED FROM THE GROUND

Personal Protective Equipment (PPE) Required



Main Hazards



Procedures

<p>1. We will supply the trusses secured to the lorry with different coloured banding. Familiarise yourself with the colour which attaches the trusses to the trailer.</p>		<p>2. The customer is responsible for the provision sufficient labour to lift the trusses in accordance with the Manual Handling Operations Regulations. The manual lifters must not lift beyond their lifting capacity.</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Shoulder height</td> <td>3kg</td> <td>7kg</td> <td>10kg</td> <td>9kg</td> <td>Shoulder height</td> </tr> <tr> <td>Elbow height</td> <td>7kg</td> <td>13kg</td> <td>20kg</td> <td>10kg</td> <td>Elbow height</td> </tr> <tr> <td>Knuckle height</td> <td>10kg</td> <td>18kg</td> <td>25kg</td> <td>15kg</td> <td>Knuckle height</td> </tr> <tr> <td>Mid lower leg height</td> <td>7kg</td> <td>13kg</td> <td>20kg</td> <td>10kg</td> <td>Mid lower leg height</td> </tr> <tr> <td></td> <td>3kg</td> <td>7kg</td> <td>10kg</td> <td>9kg</td> <td></td> </tr> <tr> <td></td> <td colspan="2" style="text-align: center;">Women</td> <td colspan="2" style="text-align: center;">Men</td> <td></td> </tr> </table>	Shoulder height	3kg	7kg	10kg	9kg	Shoulder height	Elbow height	7kg	13kg	20kg	10kg	Elbow height	Knuckle height	10kg	18kg	25kg	15kg	Knuckle height	Mid lower leg height	7kg	13kg	20kg	10kg	Mid lower leg height		3kg	7kg	10kg	9kg			Women		Men		
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<p>3. The Driver will cut some binds, which will allow them to pull the feet of the truss out.</p>		<p>4. The Driver will pull the feet of the truss out.</p>																																					
<p>5. Cut the bind securing the bundle to allow separation of the individual trusses.</p>		<p>6. Take the weight of the first truss, ensuring that the feet are taken first.</p>																																					
<p>7. The manual lifters will then remove, carry, and store the truss in the desired location.</p>		<p>8. The manual lifters will then remove, carry, and store the truss in the remaining trusses until the batch are complete.</p>																																					

Personal Protective Equipment (PPE) Required



Main Hazards

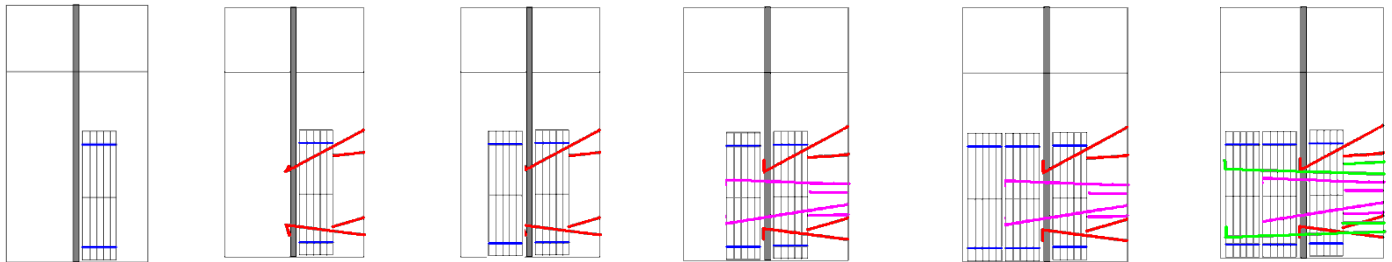


Procedures

We offer a Crane Offload Package. This Method Statement is written for the supply of trusses with the crane offload package picked. Please contact a member of the design team for further information.

<p>1. Crane or Forklift to bring the trusses back to the lorry</p>		<p>4. The driver and slinger will ensure the trusses are correctly located onto the trailer.</p>	
<p>2. The Driver will throw the restraining straps over the load, and pass back through the trusses</p>		<p>5. The Driver will ensure that strap catches the frame, and will attach the ratchet</p>	
<p>3. The driver will tighten the ratchet, and will secure the trusses to the lorry.</p>		<p>6. Once secured, the Crane or forklift will be removed</p>	

3. Where there is more than one batch to come back, they must be attached using the following methods.



4. Depending on quantities, this can be repeated on the other side of the lorry at the front.

Personal Protective Equipment (PPE) Required



Main Hazards



Procedures

The forklift truck is any form of mechanical lifting equipment where the lifting appliance is two forks. This can be a counterbalance, sideloader, or reach truck

<p>1. The customer is responsible for the provision of the forklift truck and its qualified operator.</p>		<p>2. The Driver shall remove the sides of the vehicle to allow the forklift access to the product.</p>	
<p>3. The FLT Operator must position the forks in the most appropriate area to lift the product safely. The forklift truck will take the weight of the product on the forks.</p>		<p>4. NEVER stand between the forklift and the trailer, or under or on the forks, or allow any others to enter the danger area.</p>	
<p>5. NEVER stand in the area around the lorry, or where the lorry will move into, or allow any others to enter the danger area.</p>		<p>6. The FLT Operator shall remove the products from the lorry.</p>	
<p>7. The FLT Operator shall move the products to the compound.</p>		<p>8. The Driver will then replace the sides of the vehicle.</p>	