Guidance Document

SAFE DELIVERY OF METAL PRODUCTS
DELIVERY PLAN – GOODS OUT

Guy Parker
Managing Director
Contents

Scope

Introduction

Delivery Plan Guidance Document

1. Risk Assessments and Safe Systems of Work
2. Contract Review
3. Products / Packaging Types
4. Loading, Transit and Delivery
5. Unloading
   a. Associated documents and use of mobile data terminal
   b. Security of Mobile Data Terminal
   c. Returned Material
6. Implementing the Delivery Plan
7. Contingency Planning and review

Appendix A.
Customer Delivery Plan Notification

Appendix B.
JPS Risk Assessment Delivering Material
JPS Manual Handling Risk Assessment Delivering Material
JPS Safe System of Work Delivering Material
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 recipient – 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 – (Maximum 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 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.
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
**Task Analysis Details: Delivering Material**

**Department:** 180 Transport

**Description of Operation Being Assessed:** Vehicle Loading/Unloading at Customer Sites

<table>
<thead>
<tr>
<th>People at Risk</th>
<th>Operational Staff</th>
<th>Office Staff</th>
<th>Maintenance</th>
<th>Contractors</th>
<th>Visitors</th>
<th>Members of Public</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select X/✓</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

**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

**Materials:**

**Significant Hazards:** List all Hazards Associated with the Task

<table>
<thead>
<tr>
<th>No</th>
<th>Hazard</th>
<th>Hazardous Event</th>
<th>Probability</th>
<th>Severity</th>
<th>Initial Risk</th>
<th>Existing Safety Measures Required to Manage Risk</th>
<th>Residual Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Load Restraining Chains</td>
<td>• Chain Tensioner slipping</td>
<td>X</td>
<td>Without Safety Measures</td>
<td>4</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Moving around the vehicle</td>
<td>• On Vehicles / Trailer Bed (Caused by weather effects, e.g., rain, snow, ice)</td>
<td>On trip over material</td>
<td>X</td>
<td>Without Safety Measures</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>3</td>
<td>Struck by Load</td>
<td>• Caused by Load suspended from crane</td>
<td>X</td>
<td>Without Safety Measures</td>
<td>5</td>
<td>X</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Sways/Slips</td>
<td>• Manual handling</td>
<td>Carrying material</td>
<td>X</td>
<td>Without Safety Measures</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>5</td>
<td>Falls from Height/Falling objects</td>
<td>• Driving or climbing on vehicle</td>
<td>X</td>
<td>Without Safety Measures</td>
<td>5</td>
<td>X</td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td>Sharp Edges/Burns</td>
<td>• Cuts to other areas of body</td>
<td>X</td>
<td>Without Safety Measures</td>
<td>4</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>7</td>
<td>Reversing Vehicle</td>
<td>• Struck by reversing vehicle</td>
<td>X</td>
<td>Without Safety Measures</td>
<td>5</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>Load moving during transit/Load spilling from vehicle</td>
<td>• Lead strike pedestrian or other vehicles</td>
<td>X</td>
<td>Without Safety Measures</td>
<td>4</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>9</td>
<td>Vehicle collision on site</td>
<td>• Collision with other vehicles or pedestrians on site</td>
<td>X</td>
<td>Without Safety Measures</td>
<td>3</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>10</td>
<td>Overhanging loads</td>
<td>• Struck by load detaching from the vehicle</td>
<td>X</td>
<td>Without Safety Measures</td>
<td>3</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>11</td>
<td>Entrapment</td>
<td>• Stacked material falling over</td>
<td>X</td>
<td>Without Safety Measures</td>
<td>4</td>
<td>X</td>
<td>5</td>
</tr>
</tbody>
</table>

**NOTE:** Risk Assessments must be reviewed periodically. If this process, people or material changes, training and work or hazardous occurrence or following incident changes, the risk assessment must update the structure, the risk assessment must update the structure. The assessment is carried out in association with staff members that may be affected by the process or process. The person assessing the risk will receive their terms from their Health & Safety Manager. It is the risk assessor's responsibility to review and update the terms with the Health & Safety Manager and ensure that the program of action is in place.
### Personal Protective Equipment Required to Reduce the Risk:

<table>
<thead>
<tr>
<th>Mandatory PPE</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Required/×</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

### 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 the customer has correct equipment to unload/load vehicle:**
- **Do not use customer cranes or forktrucks:**
- **Do and remove the side posts for either loading or unloading unless it is necessary for other reasons of safety.**
- **Ensure 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:**
- **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 the recommended weight is not exceeded, if necessary use two people or mechanical lifting devices.

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:

- **Risk Rating:**
  - **High:** Substantial work should not start until the risk has been reduced. Initial work in progress is permitted as long as proper controls are in place to reduce the risk.
  - **Medium:** Some controls are in place and working. Efforts should be made to reduce the risk further.
  - **Low:** Control measures in place and working. Further reduction is not required.

### Corrective Action Must Be Taken:

- **Corrective Action by whom:**
  - The responsibility of the department manager to verify the corrective actions taken to manage the risk within the specified time and return the signed form to the Health & Safety Manager.
- **Action by:**
  - Other Risks Requiring Detailed Assessment:
    - Select Yes/No
    - Comments: i.e. Hyperlinks to Relevant Risk Assessments:
- **Complete Date:**
  - Date of assessment: 8/01/2014
- **Signature:**

### Associated Health & Safety Documents:


**Assessment Completed by:** Stewart Bundy
**Date of assessment:** 8/01/2014
**Review Date:** Feb 2016

**NOTE:** All assessments must be reviewed annually or if new processes, people or demolition change, following accident or emergency occurrence or following legislative change. The risk assessment is restating the above form that may be reproduced. The assessment is carried out in correlation with the employee that may be affected by the hazard or process. The person assessing the risk will copy the form that has been used and keep the original in the Health & Safety Manager. It is the risk assessor’s responsibility to ensure not update the form with the Health & Safety Manager and to ensure that the progress of action is met and recorded.
### Task Analysis Details: Unloading Material By Hand

**Department:** Transport-100

**Description of Operation Being Assessed:** Unloading Material from a Vehicle by Hand

#### TYPE OF ASSESSMENT

<table>
<thead>
<tr>
<th>Selected</th>
<th>General</th>
<th>Specific</th>
</tr>
</thead>
</table>

#### A: ASSESSMENT (Answer the following questions)

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)

1. **Is there any protective clothing or items being worn that may increase the risk?**

<table>
<thead>
<tr>
<th>Task</th>
<th>Y/N</th>
<th>L</th>
<th>M</th>
<th>H</th>
<th>Notes &amp; Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holding the load away from the trunk?</td>
<td>Y</td>
<td>✓</td>
<td></td>
<td></td>
<td>Ensure good lifting technique</td>
</tr>
<tr>
<td>Twisting the trunk?</td>
<td>Y</td>
<td>✓</td>
<td></td>
<td></td>
<td>Ensure good lifting technique</td>
</tr>
<tr>
<td>Poor posture i.e. stooping/stretching?</td>
<td>Y</td>
<td>✓</td>
<td></td>
<td></td>
<td>Ensure good lifting technique</td>
</tr>
<tr>
<td>Stressful pushing or pulling?</td>
<td>Y</td>
<td>✓</td>
<td></td>
<td></td>
<td>Use lifting equipment provided or reject task</td>
</tr>
<tr>
<td>Excessive lifting or lowering?</td>
<td>Y</td>
<td>✓</td>
<td></td>
<td></td>
<td>Use lifting equipment provided or reject task</td>
</tr>
<tr>
<td>Repetitive handling?</td>
<td>Y</td>
<td>✓</td>
<td></td>
<td></td>
<td>Ensure good lifting technique</td>
</tr>
<tr>
<td>Insufficient time to recover?</td>
<td></td>
<td></td>
<td></td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>An excessive work rate imposed by the process?</td>
<td></td>
<td></td>
<td></td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>The Load – Is it:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heavy?</td>
<td>Y</td>
<td>✓</td>
<td></td>
<td></td>
<td>Use lifting equipment provided or reject task</td>
</tr>
<tr>
<td>Bulky or unwieldy?</td>
<td>Y</td>
<td>✓</td>
<td></td>
<td></td>
<td>Use lifting equipment provided or reject task</td>
</tr>
<tr>
<td>Difficult to grasp?</td>
<td>Y</td>
<td>✓</td>
<td></td>
<td></td>
<td>Use lifting equipment provided or reject task</td>
</tr>
<tr>
<td>Unstable or the contents likely to shift?</td>
<td>Y</td>
<td>✓</td>
<td></td>
<td></td>
<td>Inspect load or unsafe reject task</td>
</tr>
<tr>
<td>Potentially harmful e.g. hot, sharp?</td>
<td>Y</td>
<td>✓</td>
<td></td>
<td></td>
<td>Wear appropriate PPE</td>
</tr>
<tr>
<td>The Working Environment – are there:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Constraints on posture?</td>
<td>Y</td>
<td>✓</td>
<td></td>
<td></td>
<td>Avoid walking on material</td>
</tr>
<tr>
<td>Uneven, unstable floors?</td>
<td>Y</td>
<td>✓</td>
<td></td>
<td></td>
<td>Avoid walking on material</td>
</tr>
<tr>
<td>Variations in floor levels/work surfaces?</td>
<td>Y</td>
<td>✓</td>
<td></td>
<td></td>
<td>Avoid walking on material</td>
</tr>
<tr>
<td>Extreme temperatures, humidity?</td>
<td>Y</td>
<td>✓</td>
<td></td>
<td></td>
<td>Reject task</td>
</tr>
<tr>
<td>Poor lighting conditions?</td>
<td>Y</td>
<td>✓</td>
<td></td>
<td></td>
<td>Reject task</td>
</tr>
<tr>
<td>Excessive noise levels or air movements?</td>
<td></td>
<td></td>
<td></td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

#### C: DETAILS OF RISK FACTORS IDENTIFIED

- **Select:**

| Overall Perceived Risk of Injury | | | | | |
|---------------------------------|--|--|--|--|
| Low | Medium | High |

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

#### D: PREVENTIVE 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. - Always use two people or mechanical lifting devices when manual handling keeps all body parts clear of material. - Ensure good communication during task. - Ensure correct PPE for the task is worn at all times. - Always refuse to drop a load if conditions to allow safe unloading are not in place. - NEVER BAK 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 Assessments
- Safe System of Work
- Risk Assessments

---

**Assessors Name:**

Stewart Bundy

**Signature:**

08/01/2014
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: Stacking & Lifting
- Present & Specific Delivery Instructions
- Equipment Necessary: Suitable Lifting Equipment, PPE, Access Steps

**The Workplace**
- The driver/operates
- The load/operates
- The load

**The Work Equipment**
- Manual handling is to be avoided. Wherever possible see other means of offloading. Ensure you are familiar with SWO41025 Unloading & Loading
- Goods on delivery must be checked to determine whether or not they are in a safe condition.
- Damaged goods must be reported to the customer immediately.
- Customer’s goods delivered must be delivered in a safe condition.
- All items are checked before delivery.
- The load must be in a safe condition before it is delivered.
- Ensure the load is delivered in a safe condition.
- Ensure the customer has been informed of the contents of the load.
- Ensure the load is in a safe condition before it is delivered.

**Hazards**
- Trapping areas on walkways.
- Moving load in warehouse & live electrical conductors.
- Temperature, Oil and grease on floor, dust and poor visibility.
- Collisions with other vehicles.
- Equipment by producing lift & loading equipment, Trapping between load & projections.
- Welding/Grinding operations.
- Special Safety Instructions:
  - Never jump from the vehicle.
  - Never load the trailer, either by crane, forklift or other vehicle.
  - Never Ever Off Material.

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