











Do not access the bed of the vehicle unless absolutely necessary and only when using agreed method of working at height safety equipment.

Personal Protective Equipment (PPE) Required							
	Head Protection		Hi Vis wear		Safety footwear		Hand protection

Main Hazards											
	Weather		Manual Handling		Slip, Trip, Falls		Falling items		Falling items from above		Forklift

Method		
<p><b>1.</b> CDM Construction Plan. When orders are placed for Spandrel panels the arrangements for pre delivery load plan, delivery, unloading and lifting to roof shall be agreed between Supplier and Contractor in order for this information to form part of the CDM construction phase plan. The supplier does not physically offload. Deliveries have to be unloaded using one of the recommended unloading methods. Not to do so creates a risk for the Supplier and Contractor by participating in unloading operations that may not have been fully risk assessed.</p>	<p><b>2.</b> Once on site the driver must sign in at the site manager’s office. After parking up, the driver inspects the load ensuring it is still secure, with all yellow banding &amp; blue rope in place. Level unloading areas are essential as Spandrel Panels due to their weight and height may be unstable once straps removed Transport straps should not be removed until mechanical unloading equipment is in place</p> <div style="text-align: center;">  </div>	<p><b>3.</b> The contractor is responsible for the provision of lifting equipment, a qualified operator, and the Slinger / Banksman Drivers and site staff are not permitted to access lorry bed during unloading. Spandrel Panels will arrive pre-slung with appropriate lifting slings. It is recommended Forked equipment is fitted with appropriate Crane Hook attachment. Where not available, forks must be inspected for sharp edges to protect straps from damage during lifting. Alternatively fork sheaths or other appropriate protection shall be used.</p> <div style="text-align: center;">  </div>



**4. Lifting.** The Lifting equipment will then take up the slack of the lift. On instruction from the site responsible person the driver will release the panel by cutting the blue rope. This must be carried out from a safe position using a telescopic cutting staff. The panels will have a short circular strap attached at one of the corners for guide use if required



**5. Safety Area** Forked equipment will then lift the panel from the bed of the trailer. Given the weight and shape of panel it is essential that the danger area in front of the panel is kept clear of all personnel. NEVER stand in the danger area where the panel could potentially fall or swing. Do not allow any others to enter the danger area.



**6a. Further Information**  
Spandrel Panels are not wrapped however its is advisable to cover them if they are being stored on site prior to use.

Panels should be stored on a specifically designed storage rack

If panels have been stored on site for some time they should be checked for panel/sling damage before installation

**6b. Attachment.**  
Several options are available:

- Straps are lifted onto a hook attachment or over protected forks by the CTE driver, or qualified banksman, using a telescopic pole (available from CTE driver or site).
- An additional heavy-duty load strap is threaded through installed slings and the slinger can then attach the heavy-duty
- strap to the lifting equipment.
- Steel Stillage frames can be lifted directly from vehicle using forks



**6c. Information.**  
Multiple Section Panels.  
When Panels are delivered in multiple sections, installed slings are intended to lift only the panel section to which they are attached as delivered. Panels are intended for in-situ assembly only i.e., at their final location post lifting