



CUSTOMERS ARE NOT TO ACCESS THE BED OF THE VEHICLE. EMPLOYEES DO NOT ACCESS THE BED OF THE VEHICLE UNLESS ABSOLUTELY NECESSARY AND ONLY WHEN USING AGREED METHOD OF WORKING AT HEIGHT EQUIPMENT.


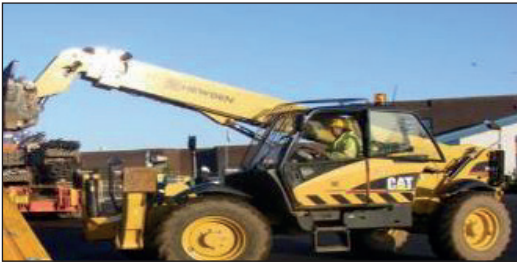

Personal Protective Equipment (PPE) Required

Head Protection	Hi Vis Wear	Safety Footwear	Hand Protection

Main Hazards

Weather	Manual Handling	Slip, Trip, Falls	Falling Items from Above	Forklift

Method

<p>1. Before removing the ratchet straps, the driver will use SSoW 21 to explain to the customer how the unloading process works even if the customer is already aware of this document, it is a useful reminder.</p>	<p>2. The manufacturer will supply truss packs secured to the trailer at two positions with 8mm blue rope. Banded in packs (max 10 x 35mm/6x47mm) with company branded banding. You should familiarise yourself with which blue rope attaches which pack to the centre bars. Check each pack is roped separately.</p> 
<p>3. The customer is responsible for the provision of the forklift truck and its qualified operator. After arriving at site, the driver will report to site office. After parking the driver should inspect the load to ensure it is still secure, with all company branded banding and 8mm blue rope in place.</p> 	<p>4. The forklift truck 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> 



Method

5. **NEVER** stand between the forklift and the trailer, or under or on the forks, or allow any others to enter the danger area.



6. The driver can assist the responsible person to cut the individual 8mm blue rope 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.



7. When instructed that the area is clear the forklift truck operator shall remove the trusses from the lorry.



8. **NEVER** stand in the area around the lorry, or where the forklift truck will move into, or allow any others to enter the danger area.



9. The forklift truck operator must lift the trusses from the trailer and then move the trusses to a safe off-load area. If the driver has to mount vehicle, he must do so under the authority and supervision of the site manager/contractor using agreed method of working at height safety equipment.



10. Metalwork bags must be removed from the trailer in conjunction with the driver's specific manual handling training. All other items to be removed by the forklift truck should be completed by following site procedures.

