



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 Gloves can be removed to untie/tie rope knots

Main Hazards

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

Method

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| 1. Before removing the ratchet straps, the driver will use SSoW 17 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. | 2. The customer is responsible for providing an appropriate number of able-bodied personnel for the unloading of all materials.

There will be a requirement to have a minimum of 2 able bodied persons to manual unload the Posi-Joists. (This does not include the CTE Driver) |
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3. The customer is responsible for the provision of sufficient labour to lift the product in accordance with the Manual Handling Operations Regulations 1992.

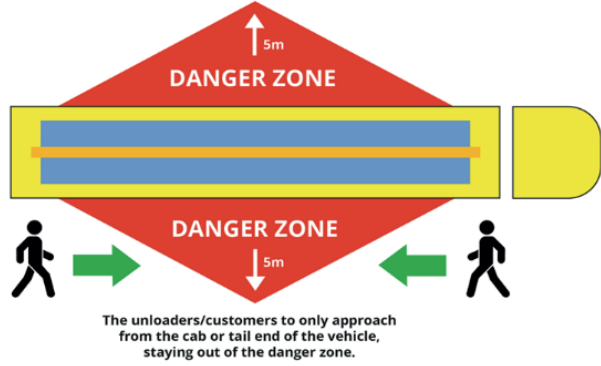
The manual lifters **MUST NOT** lift and load beyond their lifting capacity.

Do they understand the SSoW 17?

Are there minimum of 2 capable persons to unload?

Not unloading onto public highway?

If the above are not met, the driver will contact his manager for instruction of which may result in the load being returned to the manufacturer.





Method

4. The driver will position the vehicle where possible to ensure that Posi-Joists are leaning towards the centre bars and are secured in position, using; road camber, kerb, blocks under wheels.



5. The manufacturer will supply Posi-Joists banded in packs (each layer to be banded individually) with yellow banding.



6. Once the load stability has been checked the driver will remove the transportation straps. Unloading team must stand clear of the lorry bed outside of the clear exclusion zone.

7. The driver will cut the yellow banding of the top layer only to allow separation of the individual Posi-Joists.



8. If the driver has to access the lorry bed, they must use the agreed method of working at height safety equipment.



9. The driver will cut the banding of the top layer only, ensuring that the rest of the stack is always secured.



Method

10. Rear End Unload

The driver will slide the first Posi along the length of the pack dropping the end of the Posi to the unloading team who will take the weight of the Posi and remove to storage.



Side Unload

Depending on length and weight, if the driver can move one at a time and hand them down onto the bed of the lorry for the customer to remove.

The Posi's can be moved across the bed using the pro pole so the unloaders can then reach to take them off.

