

## Safe System of Work

### Loading and unloading cabins, containers, plant & equipment using lorry mounted crane.

#### PPE Required

- Hard Hat including Chin Straps (to be stored in a cool dry place out of sunlight)
- Gloves (if required)
- Steel toe cap boots
- High visibility jacket or vests

#### Documentation Required

- Driving Licence
- Lorry Loader plant operators card or certificate
- Certificate of annual inspection for crane
- Certificate of 6 monthly inspection for all lifting attachments (chains, strops, etc)

#### Routine Maintenance Required

##### ➤ Lorry

- Driver daily inspections
- 6 week lorry inspections (Nominated repairer)
- 18 week full service including oil changes

##### ➤ Lorry Loader and all attachments

- Driver daily inspections
- Daily inspection of all access equipment before use
- Weekly grease and thorough inspection
- Annual insurance inspection
- Daily hard hat inspection, replaced every 3 years

#### Additional Information

- Refer to Alsim document- procedure for the HIAB delivery and installation of single stacked and double stacked configuration steel units
- Refer to Alsim procedure for the site assembly of an external staircase with a 1050mm x 1200mm single exit or double exit landing
- Or refer to manufacturers documentation relevant to the equipment being used

**For any defects found appropriate defect report sheets should be completed and action taken to rectify problem, vehicle or equipment should not be operated until repaired.**

#### Guidelines for Driver

1. **You are** in charge of directing the lifting operation
2. On arrival at site, firstly report to the site manager or their representative.
3. Check with the site contacts for any hazards on site (overhead power cables, unsuitable ground for load bearing). Access to the top of the cabin or container to attach the lifting hooks will be using a ladder, decide with the site manager whether fall arrest equipment is required (must be used for double stacked units). If fall arrest equipment is used please follow the instructions below. **It is the driver's responsibility to decide if it is safe to commence delivery.** In the event of any doubt the operation must not be started without seeking further advice (Call Mark Black or another Director).
4. Discuss and agree a plan for delivery with the site manager. This must be safe for both operation of lorry loader equipment and takes account of any specific site hazards. Appropriate control measures, where necessary, must be taken (such as placing bollards around stabiliser legs if they are in areas of vehicle movement).
5. Adhere to all signage on site (speed limits, one way systems).
6. Stabiliser legs must only be used with timber spreader pads and should never be used near to manhole covers.
7. Before loading or unloading assurance must be made that all movable parts are secured (including window shutters, doors & jack-legs).
8. All unauthorised personnel should be cleared from the lifting area whereby there could be danger to persons or property. No lifting operations to take place until this can be achieved.

#### Method Statement - Offloading Cabins (or other plant)

1. Visually check all lifting equipment required to be used for operation
2. Record that this has been done on the delivery ticket and if any serious defects are found remove equipment from use immediately and report to Mark Black or another Director.
3. Extend Stabiliser legs onto timber pads.
4. Unfold the crane in preparation for the lift.

5. Remove Restraints used to secure the load.
6. Attach Load slung with certified chains/slugs to the crane hook.
7. Lift load off vehicle and place on ground, where indicated.
8. Once in position, detach slings/chains from load and stow safely on vehicle.
9. Fold the crane away into travelling position.
10. Retract stabiliser legs and lock into travelling position.

#### Method Statement - Loading Cabins (or other plant)

1. Visually check all lifting equipment required to be used for operation.
2. Record that this has been done on the delivery ticket and if any serious defects are found remove equipment from use immediately and report to Mark Black or another Director.
3. Extend Stabilisers of vehicle onto timber pads on ground.
4. Unfold crane in preparation for lifting.
5. Load slung with certified chains/slugs and attached to hook of crane
6. Lift and manoeuvre load onto vehicle.
7. Once secure, detach slings/chains from load and stow safely on vehicle.
8. Fold crane away into travelling position.
9. Retract stabiliser legs and lock into travelling position.

#### Method Statement - Assembling and disassembling Staircases

1. Refer to Alsim procedure for the site assembly of an external staircase with a 1050mm x 1200mm single exit landing or other document depending on type of staircase being fitted.
2. Attaching / removing chains on double stacked cabins – 12 metre fall arrest and harness to be used (see below).

#### Method Statement - Use of fall arrest and harness

This procedure is to be used for double stacked cabins or when operator decides that there is increased risk of falling. Two people must be present, the HIAB operator should stay on the ground and at least 1 person must be trained in the use of the equipment.

1. Attach inertia Carabina to jib shackle.
2. Hook webbing line to Inertia Carabina (hook) and move directly above ladder access.
3. Fix line to safety harness and position ladder at a gradient of 1 in 4 with at least 4 rungs above the cabin roofline. HIAB Operator foots ladder before assistant ascends to roof.
4. Move jib to point above head height. HIAB Operator moves jib to each corner as hooks are attached to prevent angle exceeding 40° to block whilst chains are attached.
5. Clear cabins before lifting operations commence.
6. In the event of a fall, HIAB Operator positions ladder to effect rescue.
7. Reverse to unhook.

#### Method Statement - Loading Wheeled Equipment

1. Park Lorry on firm level ground
2. Fully lower rear suspension
3. Extend rear stabiliser legs
4. Remove ramps from rear of vehicle and place safely on the ground
5. Raise the rear deck of the lorry using the airbag and release safety mechanism, keep well clear of rear deck when safety mechanism is released
6. Lower rear deck and fit ramps at width appropriate to vehicle being loaded
7. With help of banks-man drive vehicle onto ramps and onto body
8. Park vehicle on lorry leaving vehicle in gear and with handbrake on
9. Once secure, raise rear deck and replace ramps, leaving deck in either fully down or locked with the safety mechanism.

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