

Safe System of Work

Loading and unloading containers and cabins, using two 2.5 tonne masted forklift trucks

PPE Required

- Hard Hat
- Gloves (if required)
- Steel toe cap boots
- High visibility jacket or vests

Documentation Required

- Driving licence
- Current lift truck plant operators card or certificate
- Lift truck

Routine Maintenance Required

- Forklift
- Driver daily inspections
- Annual insurance inspection
- Routine maintenance as advised by operators handbook
- Weekly grease and thorough inspection
- Daily hard hat inspection, replaced every 3 years

Additional Information

For any defects found appropriate defect report sheets should be completed and action taken to rectify problem, vehicles involved should not be operated until repaired.

Guidelines for Driver

1. On arrival at site, firstly report to the Portable Space Office
2. Follow instructions given by the nominated Portable Space banksman.

Guidelines for the Portable Space Banksman (appointed person with responsibility for lift)

Qualified Banksman:

Francis Freeman
Gary Freeman
Malcolm Bendall

1. You are in charge of directing the lifting operation.
2. Make sure that you check the area for any hazards on site (overhead power cables, unsuitable ground for load bearing). The Portable Space representative is responsible for deciding 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).
3. Discuss and agree a plan for delivery with the delivery driver. This must be safe for both operation of the delivery vehicle and any specific site hazards. Appropriate control measures, where necessary, especially if in areas of high vehicle movement).

4. Make sure that the delivery driver adheres to all signage on site (speed limits, one way systems) and only undertakes reversing operations with a banks man present.
5. Forklift trucks should never be used near to manhole covers.
6. Before loading or unloading assurance must be made that all movable parts are secured (such as window shutters and doors on cabins).
7. 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. You must also stand clear of the lifting operation.

Method Statement for Off Loading Cabins (or other plant & machinery)

Direct delivery driver to proposed unloading point
Ask the delivery driver to release all twist locks or load restraints.

Delivery driver should then get back into the delivery vehicle and await further instructions.

Portable Space Banksman will then direct the 2 forklift trucks into position, forklift tines should be set in the widest position, extension tines are not required.

Each forklift should be used on opposite sides of the container to be lifted. The left hand (as viewed from the fork lift seat) fork lift tine of each forklift should be 250mm to the right (as viewed from the forklift seat) of the halfway point of the 20ft container (2779mm from the right hand end- as viewed from the forklift seat).

Once the Portable Space Banksman is sure that the forklifts are positioned correctly and safely he can signal for the lift to commence.

The container should be raised about 100mm to ensure that the container is clear of all 4 twistlocks, balance can also be checked, on confirmation of this the container should be lifted a further 200mm – 300mm to ensure that it clears the highest point of the delivery vehicle.

Once the container is lifted clear the Portable Space Banksman should signal for the driver to move forward very slowly whilst checking that the exiting vehicle will not strike any part of the lifting equipment.

The Portable Space Banksman should check again that the area is clear and may then signal the two lift truck operators to lower the forklift trucks evenly and slowly.

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