



CCM Policy 12.5.2

Offloading Vehicles

Document Ref:	QA-0000-HS-P-0012.5.2	Revision:	A	16-Oct-16	
Document Temp:					
Issue Date:	1 November 2015				
Status:	Issued				

Contents

12.5.2 Offloading Vehicles

Introduction

12.5.2.1 Relevant Local Regulations

12.5.2.2 Cenve Standards

Planning for Delivery and Safe Access onto Delivery Vehicles

Loading of Delivery Vehicles

Specific Legislative Requirement

12.5.2.3 Transport of Construction Vehicles

12.5.2.4 Loading and Towing of Trailers

Preparing to Tow, Loading and Unloading

Towing on the Road

12.5.2.5 Hierarchy

12.5.2.6 Avoidance of Work at Height Where Possible

Pre Slung Loads

Grab Systems on Machine Booms (Hiab)

Fork, Forklift and Telehandlers

Sidelifters and Demountable Trailers

Demountable Trailers

Straddle Carriers

Electromagnetic Lifting Beams

12.5.2.7 Use of Work Equipment to Prevent Falls

Loading Pits and Loading Docks

Side Gantries

Lifting Flaps & Edge Levellers

Dock Levellers / Hydraulic Lifts and Ramps

Mobile Access Platforms

MEWPS

Load Bed Barriers

Work Restraint Systems

12.5.2.8 Equipment to Minimise the Height and Consequences of the Falls

Collective Fall Arrest

Nets

Air Bag System

12.5.2.9 Personal Fall Protections Equipment

Anchorage Points

Precautions & Restrictions on Use

Rotating Arm Systems

12.5.2.10 Safe Method of Accessing Delivery Vehicles

Mobile Stair Units

Retractable Steps

Ladders

Additional Guidance

12.5.2 Introduction

Serious injury is commonly caused by falls and lifting accidents while loading and unloading vehicles. This is frequently due to poor stacking and securing of loads, unsafe or inappropriate working methods, poor access arrangements, the difficulty of identifying and reaching slinging points, uneven or slippery surfaces while working at a height on load platforms and a general lack of edge protection.

12.5.2.1

In order to demonstrate determination in the commitment to Health and Safety Standards and Requirements, Cenvé ensures that relevant local regulations are being highly referred and are being consistently enforced on all of its projects.

The relevant local regulations that being enforced in this policy are listed below, but are not limited to the following:

12.5.2.1 Qatar Traffic Law No. 19 - 2007

12.5.2.2 Qatar Work Zone Traffic Management Guide

12.5.2.3 QCS 2014 Section 1 - Part 10 Occupational Health and Safety

12.5.2.4 QCS 2014 Section 11 – Part 1.1 Qatar Legislation and Management (Regulatory Document)

12.5.2.4 QCS 2014 Section 11- Part 1.3 Working at Heights

12.5.2.5 QCS 2014 Section 11 – Part 1.4 Safe Use of Plant Equipment (Regulatory Document)

12.5.2.6 QCS 2014 Section 11- Part 2.3.12 Control of Working at Heights

12.5.2.2 Cenvé Standards

Planning for Delivery and Safe Access onto Delivery Vehicles

(Refer to Qatar Traffic Law No. 19 - 2007, for further details)

- Planning of safe loading and storage areas must be considered as early as possible in the planning process to ensure these areas suit the nature of the deliveries, the types of delivery vehicles, the layout of the access routes and the location of crane or other means of distribution.
- Accidents frequently occur when suitable handling equipment is not available on site and ad hoc methods are devised. It is important that the sizes and weights are known prior to delivery and the loading / unloading methods used by the supplier and the contractor are understood and agreed to allow the use of a consistent, safe handling system.
- Agreement should be reached with suppliers on the way loads are called forward and delivered. Correct loading / offloading sequences can be agreed to reduce double handling, lifting eyes and other specialist equipment can be procured and sufficient resource made available for offloading.
- For some activities such as moving cabins, containers, storage units, suspended loads etc, agreed methods should be referenced in the lifting plan where this is required to comply with LOLER (Lifting Operations and Lifting Equipment Regulations).

Loading of Delivery Vehicles

(Refer to QCS 2014 Section 1 - Part 10 Occupational Health and Safety, for further details)

- Vehicles must never be overloaded. Loads must be evenly distributed, secured and not project beyond the sides or back of the vehicle. Overloading or uneven loading can cause loss of control when cornering or braking and high or insecure loads may fall causing injury to pedestrians or motorists. Drivers or operators are responsible for checking the security of their load before starting off.
- Projecting loads are a hazard to the driver/operator and a menace to others, particularly public road users. If some degree of overhang is unavoidable, it must be visibly marked in an approved manner such as red flags or marker boards and additional lighting, dependant on the degree of projection. Where necessary, abnormal loads must be formally notified and a warning vehicle should be in attendance.
- When the vehicle is loaded, fast cornering and fierce braking must be avoided as securing devices can break under severe strain resulting in the load moving or being tipped off.
- When vehicles are being loaded the driver can only remain in the cab if the cab can protect the driver from the risks of falling materials/objects and any other relevant hazards. The CDM2007 regulation 37(5) specifically states the driver must not remain in the vehicle whilst it is being loaded with loose materials unless 'a safe place of work' is provided and maintained for that person.
- During unloading, ropes or other fixing devices must be removed with caution as loads may redistribute themselves during transit and can slip when securing devices are being taken off.
- Loading and unloading of tipper lorries should be attended by a competent banksman and the tipper body lowered as soon as practicable. Tipper lorries should not move off until the body has been fully lowered, particularly when they are articulated, as part of the load can jam and cause the truck or trailer to become unstable. Dumpers should never travel with the body in a raised position unless inching forward to discharge the load.

Specific Legislative Requirement

- Attention is drawn to the Road Vehicles (Construction and Use) Regulations 1986. The law requires that the weight, distribution, packing and adjustment of the load of a vehicle or a trailer shall at all times be such that no danger is caused or likely to be caused to any person in or on the vehicle, or on the road.
- Attention is also directed to the Department of Environment Code of Practice, Safety of Loads on Vehicles, which provides guidance on the measures necessary for the safe carriage of tracked and wheeled engineering plant. It is important that:
 - Loads carried on vehicles are adequately secured so they can not move or fall off;
 - Particular attention is paid to the dangers of high loads;
 - The design and construction of the vehicle is suitable for the load(s);
 - The maximum expected floor loading is ascertained in order to ensure that the floor and supporting members are adequate;

- The load is so arranged not to obstruct the driver's field of vision, including rearward vision through the driving mirrors;
- If practicable, the load is placed in contact with the headboard;
- In order to achieve maximum stability, the load is placed so the centre of gravity is kept as low as practicable and near to the vehicle's longitudinal centre line;
- The weight of heavy loads of small dimensions is distributed across the vehicle platform by use of load spreading devices;
- The load is checked frequently for security during the journey;
- Equipment used for securing loads is regularly inspected for wear and damage.

12.5.2.3 Transport of Construction Vehicles

(Refer to QCS 2014 Section 1 - Part 10 Occupational Health and Safety; Qatar Traffic Law No. 19 – 2007; and Qatar Work Zone Traffic Management Guide, for further details)

The construction vehicle operator will usually be responsible for the safe loading of the construction vehicle (under the direction of the transporter driver who will take final responsibility) and for the necessary attachment, stowage, locking of brakes and construction vehicle safety devices.

Loading and Unloading:

Before driving the construction vehicle on or off a transporter, the construction vehicle operator should ensure that:

- The loading/unloading area is sufficiently large to accommodate the movement of the construction vehicle without striking obstructions or causing hazards to others;
- The transporter is on firm, level ground and correctly positioned with its brakes on;
- Any ramps are secure and long enough to keep the ramp angle low. If required, the transporter should be blocked as a precaution against tipping during the loading/unloading, making sure that, when loading, the packing placed below the transporter deck is sufficiently thick to prevent tipping, but not so thick that it would jam in position when the construction vehicle is loaded;
- The construction vehicle transmission, clutches, brakes, etc. are working correctly. (An unserviceable construction vehicle will require the assistance of the transporter-loading winch).

When loading or off-loading the construction vehicle, the construction vehicle driver/operator should ensure that:

- The construction vehicle is lined up with the ramps, so that the hazardous procedure of turning the vehicle whilst on the ramps does not become necessary;
- Loading or unloading is carried out at the slowest possible speed, particularly at any point of balance;
- Any necessary movement of the construction vehicle whilst on the transporter (e.g. to centre it), is carefully executed.

When a construction vehicle is loaded onto a transporter and positioned to the satisfaction of the transporter driver, every precaution should be taken to ensure that the vehicle couldn't change its position during transit. For example:

- The brakes must be engaged;
- The construction vehicle should be securely lashed;
- Any loose items, (eg spare buckets) are securely lashed.

12.5.2.4 Loading and Towing of Trailers

(Refer to Qatar Traffic Law No. 19 - 2007 and Qatar Work Zone Traffic Management Guide, for further details)

The driving of any vehicle on the public highway always requires additional care and an extra sense of responsibility due to the constant interface with the public.

Many vehicles are fitted with tow bars and when a manager requires a driver to tow a trailer or other item of plant, they must check both the category of license held by the driver and whether it was issued post 1st January 1997 as these determine the maximum relative proportional and absolute weights of vehicle and trailer that can be driven.

These are complex requirements so you should refer to your transport manager for guidance on license categories and restrictions.

The act of towing, the position and security of the load will change the dynamics of the vehicle, increasing the possibility of an accident if additional care is not taken.

Preparing to Tow, Loading and Unloading:

- The trailer must be suited to the load, allowing it to be safely loaded, secured and carried. The Driver must check the weight of the trailer and load is less than the permitted trailer load of their vehicle and is within the limits specified for their category of license. There may be different permitted loads for braked and unbraked trailers.
- Parking brakes should be fitted on trailers over 0.75 tonnes maximum gross capacity. Trailers between 0.75 and 3.5 tonnes should have a parking brake and an overrun brake, usually operated by braking inertia, and trailers over 3.5 tonnes should be fitted with a parking brake system and braking systems linked to the towing vehicle.
- Connections between trailer and towing unit must be securely fixed using the correct towing pin and trailer parking brakes applied before disconnection from the towing vehicle. Suitable wheel chocks should be provided when parking on an incline.
- The trailer is regarded as part of the vehicle; therefore drivers must check the condition, lights, tyres etc of both the tow vehicle and the trailer to ensure they are completely roadworthy.
- The tow bar must be in good condition and the trailer point correctly fitted with securing pins and safety 'R' clips in place and carefully checked by the driver before progressing. The driver must also ensure any breakaway cable is securely attached to the towing vehicle.
- The driver is responsible for his load; therefore to achieve maximum stability, the load is usually placed so the centre of gravity is as low as practicable, and near to the vehicle's longitudinal centre line. Loads must be located over the trailer wheels to avoid vertical

loads to tow hooks especially on 2 wheel trailers and securely fastened and checked for stability before starting off.

- Machinery must be prevented from slewing and any loose items, such as spare buckets or hoses securely lashed. Impaired driver visibility may require extended mirrors.
- Straps must be rated at least twice the static weight of the load and correctly tensioned. Locating straps and fixing points must be regularly inspected for wear or damage. Any defects must be reported to the supervisor immediately.
- Loads must be checked for stability before releasing the straps as they may move in transit.

Towing on the Road:

- When towing on the public highway, the road traffic act applies.
- Drivers must tailor their driving style to take account of the load. Any driver inexperienced in towing must be briefed and should first accompany a competent and experienced driver, although formal training in towing is recommended.
- Drivers must drive more carefully, thinking ahead to allow more gradual acceleration and braking. Maximum speed on motorways and dual carriageways is 60mph and on standard roads 50mph, although lower posted limits must also be observed. Corners must be taken at lower speeds and additional clearance allowed to avoid clipping kerbs and destabilising the load.
- Trailers are prohibited from the outside lane of a motorway and extra consideration must be given to the possibility of crosswinds and vortices from trucks.
- When reversing, the assistance of a competent banksman is required. Trailer brakes have a limited ability to stop backward movement requiring special care when facing uphill.

12.5.2.5 Hierarchy

(Refer to QCS 2014 Section 11 - Part 2.4.1 Risk Assessment Guides and Method Statement, for further details)

Collective protective measures must always be given priority over personal protective measures, and measures that prevent a fall are given priority over those that minimize the height and consequences of a fall. **(Also refer to QCS 2014 Section 11- Part 1.3 Working at Heights)**

A summary of the recommended hierarchy from the Work at Height Regulations 2005 is:

Hierarchy		Possible Safe Systems of Works
Best >>>	1. Avoid Work at Height where Possible	<p>Methods not requiring access to the vehicle</p> <ul style="list-style-type: none"> ▪ Pre slung loads accessible from ground level; ▪ Grab system on machine boom ▪ Forks, forklifts and telehandlers ▪ Sidelifters & Demountable Trailers ▪ Straddle Carriers & Electromagnetic lifting
	2. Use of Work Equipment to Prevent Fall (including guardrails or safe working platforms)	<p>Loading Pits and Loading Docks</p> <p>Side Gantries / Static access platforms</p> <p>Dock Levellers / Hydraulic Lifts & Ramps</p> <p>Mobile Access Platforms</p> <p>MEWPS</p> <p>Load Bed Barriers / Advanced guardrail systems</p> <p>Work Restraint Systems preventing access to edge</p>
<<< Least Favoured	3. Work equipment to minimise height and consequence of fall	<p>Collective Fall Arrest including:</p> <p>High level safety nets rigged close to the work</p> <p>Air bags tight and close to working level</p>
	4. Personal Fall Protection Equipment	<p>Personal Fall Protection Equipment (PFPE)</p> <p>(The use of PFPE is a last resort as it is heavily dependent on management, supervision, training and attitude of users to work effectively)</p>
	Safe Access to Delivery Vehicles	<p>Mobile Stair units, Retractable steps</p> <p>Ladders, Ramps</p>

12.5.2.6 Avoidance of Work at Height Where Possible

(Refer to QCS 2014 Section 11 – Part 1.4 Safe Use of Plant Equipment (Regulatory Document), for further details)

Wherever possible, the risk of working at height should be eliminated and other alternative safe systems of work adopted.

Pre Slung Loads

Agreement may be reached with the supplier to ensure loads arrive on site with slings (and possibly lifting beams) of the correct length already attached. The end of the slings or the lifting point on any lifting beam must be positioned and accessible to allow easy connection to the lifting device from ground level completely. This method can also increase productivity through reduction of unloading times and crane hook time. With the use of dog chains a more expensive initial outlay is required but this should be recouped by the long lifespan of this item. Sometimes limited access will be required to sling loads and subsequent sections of this Standard should be referred to.

Pre Slung Load where bags arrive attached to a beam allowing quick connection and safe unloading



Use of Dog Chains on Unchained Mesh

Grab Systems on Machine Booms (Hiab)



Where loads are arranged to allow use of lorry loaders, the correct grab or forks can remove the need to access the back of the vehicle and reduce unloading time. This system is common with the loading/unloading of bricks and blocks from a flatbed where the loads are palletised and banded or shrink-wrapped to ensure secure loads.

Grabs can also be used from crane hooks but where a pallet of potentially loose materials will be lifted over the site to another position, it should be lowered to ground level to allow debris netting to be fixed around the load before the lift is continued.

Fork, Forklift and Telehandlers

Secure palletised loads or other larger loads can often be lifted by forklift, telehandler or counterbalanced forks suspended from a crane. The forks can be guided into place without mounting the back of a delivery truck however, loads must be checked to ensure they are not unstable or have an offset centre of gravity. Where forklifts and telehandlers are used, there must be sufficient room for manoeuvring and the surface around the loading bay should be compacted.

Where a pallet of potentially loose materials will be lifted over the site to another position, it should be lowered to ground level to allow debris netting to be fixed around the load before the lift is continued.



Sidelifters and Demountable Trailers

Sidelifter trailers incorporate a pair of folding cranes which can pick up or land a container at ground level. Instead of loading materials and equipment over a metre from the ground, a container can be loaded while on the ground. Unloading personnel can also be reduced by walking straight into the container instead of handing goods up/down to a second person.

Adaptable spreader bars can be fitted between the lifting arms enabling the sidelifter to handle and deliver palletised or bulk loads without further adjustment.

Side lifters can also deliver site cabins without the need for operatives to access the roof level for slinging. They also make the lifting operation safer allowing cabins to be easily double stacked, even in confined spaces.



Demountable Trailers

Demountable trailers are a simple way for reducing the falls from delivery vehicles. The trailer simply detaches from the vehicle leaving the goods and the loading bed at ground level for easy unloading often with a forklift. This system is common in the scaffold industry where trailers loaded with scaffold are demounted from the vehicle and left on site.



Example of demounted trailers and Forklift unloading, including truck-mounted forklifts.

Straddle Carriers

Straddle carriers have the ability to drive over the load bed of a delivery vehicle and off load materials without the need for operatives to access the load bed. Telescopic masts, top lift spreaders and specialised spreaders are available for different material handling.

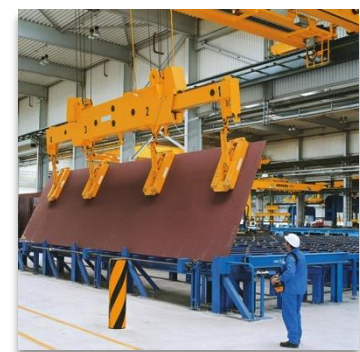
Straddle carriers are ideally suited to the unloading of steel deliveries, palletised goods or pipes.



Electromagnetic Lifting Beams

In larger temporary fabrication yards, electromagnets secured to a lifting beam may be used to lift securely bound rebar or other ferrous objects.

Photograph on the right shows where it was used at a rebar offsite fabrication facility.



12.5.2.7 Use of Work Equipment to Prevent Falls

(Refer to QCS 2014 Section 11- Part 1.3 Working at Heights and QCS 2014 Section 11- Part 2.3.12 Control of Working at Heights, for further details)

Where loading or unloading cannot be carried out from ground level and access to the vehicle or trailer is required, a safe access dock edge or working platform should be provided. Gaps between the platforms and the vehicle can be bridged with flap plates or edge levelers.

Loading Pits and Loading Docks

Loading pits can be used in order to reduce the difference in height between the surrounding ground and the truck floor. The two possible options available are to:

- Raise the surrounding ground level to the level of the truck floor, or;
- Create a depressed driveway approach.

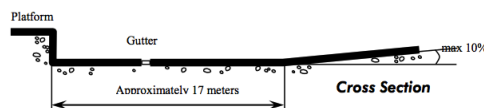
The latter approach may be unfavourable due to soil conditions or the ground water level. Also a steep decline can create the following problems due to the truck not being horizontal during (un)loading:

- The load can fall out when you open the door;
- The process of loading or unloading will be more difficult;
- Internal transport materials will be under more pressure;
- The dock bumpers will be overburdened;
- Rainwater can fall from the roof of the truck into the building;
- Increased chances for damage on the overhead door or building.

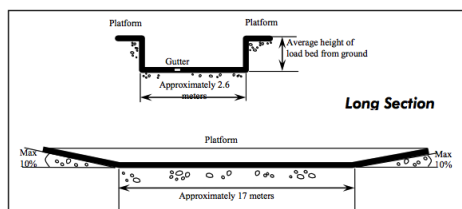
The last two problems will be irrelevant if the loading pit is constructed externally as would be the case on the majority of construction sites.

The height difference between the loading bay and the road should be bridged with a maximum gradient of 10%. When this incline is larger than 10%, problems will rise when trucks drive in and out. A truck cabin and trailer might even hit each other.

The pit should be designed and constructed so that there is a minimum distance between the edge of the load bed and the adjacent ground. There should also be a removable handrail along the edges of the pit to provide edge protection while the loading bay is not in use.



Delivery vehicle reverses into loading pit with loading platform at rear of vehicle.



Loading Pit where vehicles drives between Loading Platforms.

Side Gantries

Raised platforms can be positioned on either side of the vehicle at the same level of the load, with steps for adequate access and handrails to prevent falls.

These gantries can be simply fabricated and can either be mobile to be positioned against the side of a vehicle once it has parked, or static so that the vehicle parks between adjacent gantries. A third gantry could also be added at the rear of the vehicle providing access to the entire loading bed of the vehicle.

Lifting Flaps & Edge Levellers

The use of any side access system such as side gantries or loading pits will mean that there is often a gap between the load bed and the working platform creating a fall/trip hazard. This problem can be overcome by utilising lifting flaps or edge levellers as shown below.

Dock Levellers / Hydraulic Lifts and Ramps

The dock leveller system provides a safe working platform at the rear or side of the vehicle, and allows for speedy unloading.

Guard rails can be adjusted to suit the application. A mobile version is also available which is easily moved from the unloading area and offloaded where required.

These can either be static or mobile to allow flexibility in where the vehicle is parked.



Mobile Access Platforms

Raised, mobile access platforms with integral steps should be designed at the average level of a load platform with some height adjustment designed in as necessary. Access steps and guardrails are required round the other three sides to prevent falls. Wheels would be lockable and their size will reflect the terrain on which the platform is to be moved and used.

These platforms can frequently be positioned at around the middle third of the trailer length to allow safe access to common attachment points. Exposed vehicle edges should either be guarded or a work restraint system used to prevent access to unprotected edges.



MEWPS

MEWPS can be used to sling loads without the need for operatives to directly access the vehicle.

However, beware that the use of scissor lifts may not permit access to the centre of the vehicle flatbed and a platform is usually designed for lateral or overhead work and therefore access to slinging points below may be restricted, particularly as Operators are required to wear restraint lines and harnesses.



Load Bed Barriers

A system of barriers can be used to surround the load bed of a vehicle preventing materials from falling off and also providing edge protection for operatives who need to access the load bed.

Truck Mounted:

The barriers can either be permanent features of the load bed or can be demountable for installation fitted to location slots on the edges of delivery vehicles when access is required. This system is common in the transportation of timber.

Individual removable barriers can take a considerable time to erect and remove and will require a safe method of access and erection, so a built-in advance guardrail system is safer, more productive and more likely to be used.

Slab Mounted Barriers:

There have been several excellent fabricated systems used on projects which can provide an effective barrier to the platforms of visiting vehicles. Care must be taken to ensure these are securely and tightly fixed along the side of the flat bed to eliminate the risk of any fall through a gap. Two examples are given below:



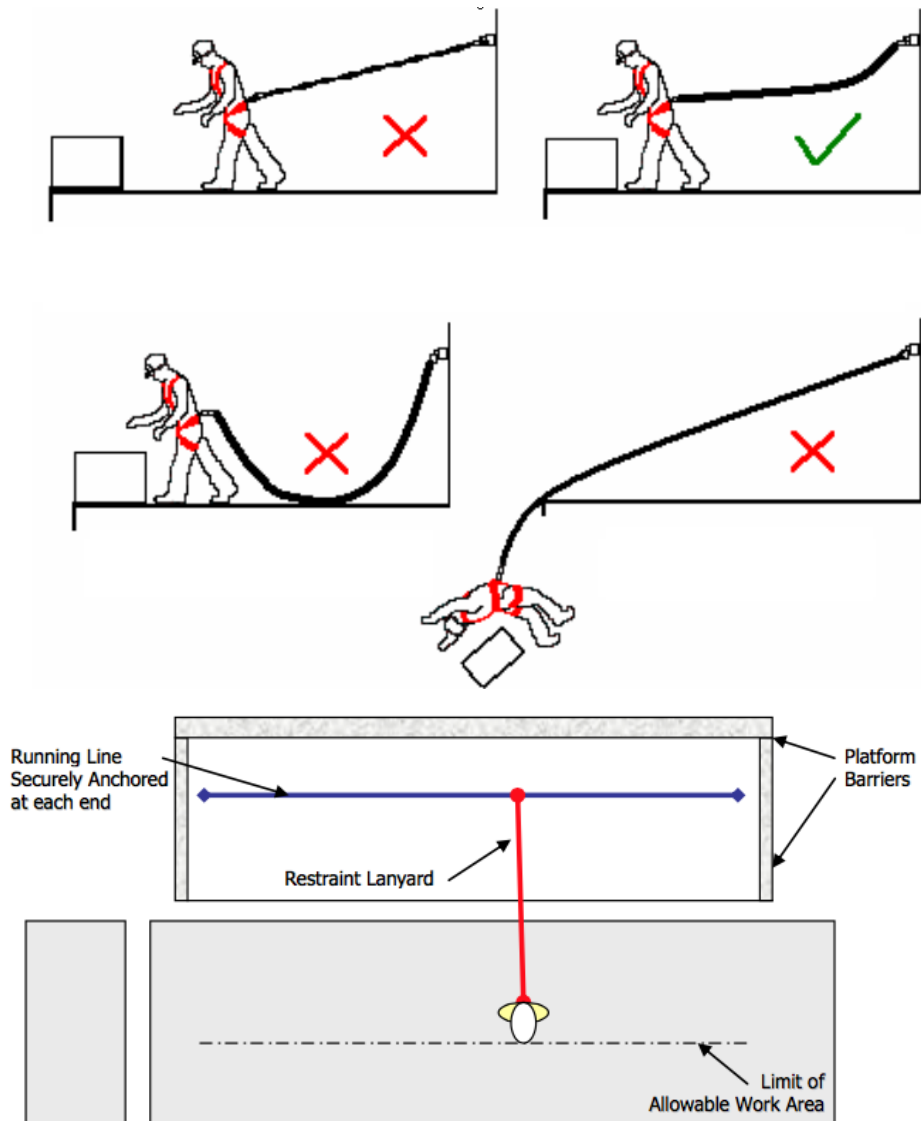
Movable edge barrier system on Castors

Work Restraint Systems

A work or travel restraint system prevents the user from approaching an unprotected edge. The system would normally consist of a harness connected by a lanyard to a suitable anchorage point such as an overhead gantry, rotating arm or static line.

It is essential that the correct length lanyard is used in order to prevent the wearer from reaching the edge, but as the individual usually adjusts this, the operation will always require planning allied with close supervision and monitoring.

Therefore work restraint systems are frequently used in conjunction with other fall prevention methods such as guardrails, safety nets and catch platforms.



Plan Sketch Above; The use of a running line allows access to the leading edge along its length

12.5.2.8 Equipment to Minimise the Height and Consequences of the Falls

(Refer to QCS 2014 Section 11- Part 1.3 Working at Heights and QCS 2014 Section 11 – Part 1.1 Qatar Legislation and Management (Regulatory Document), for further details)

If it is not possible to work from the ground or provide full edge protection, the height and consequences of a fall must be minimised.

Collective Fall Arrest

In construction, the usual collective way of doing this is to use an inflatable soft landing systems or safety nets. These can also be used to assist safe unloading.

Nets

Nets should be rigged close to the work area but their use may discourage slingers getting far enough away from the load during lifting.



Typical Post and Netting System

Air Bag System

The cost effectiveness of using these must be considered carefully against scaffold docks etc, as they take some time to arrange and inflate as well as being more liable to damage and may impede access to the trailer deck.



Examples of inflated and un-inflated airbags.

12.5.2.9 Personal Fall Protection Equipment

(Refer to QCS 2014 Section 11- Part 1.3 Working at Heights, for further details)

Personal Fall Protection Equipment Systems (Fall Arrest) are a Last Resort

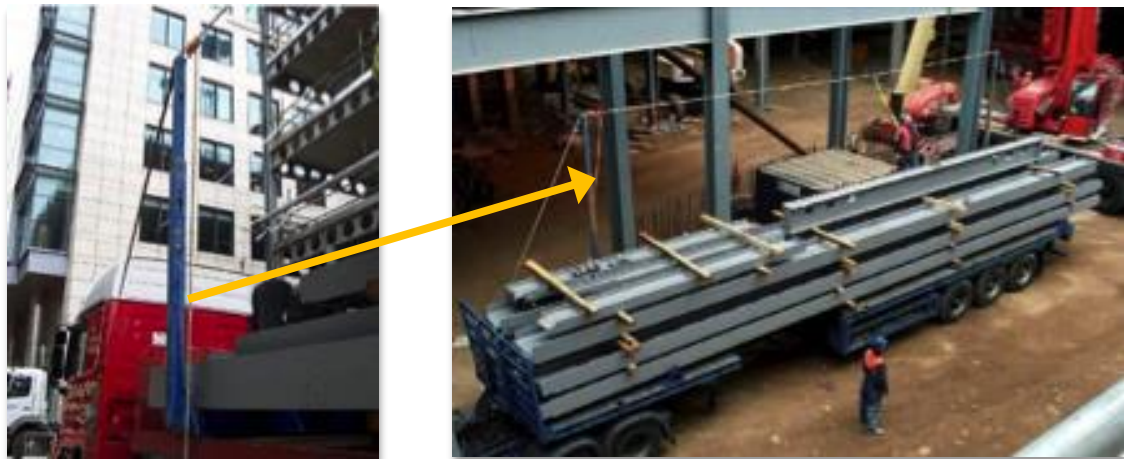
PFPE systems should only be used where it is not practicable to use one of the other methods of removing or reducing the risk of a fall as listed previously.

Fall arrest systems are designed to limit any fall distance and reduce the impact of that fall. Therefore when used for loading or unloading delivery vehicles, this system would normally be used in conjunction with an overhead beam or gantry to which the operative can attach their full body harness via an inertia reel or fall arrest lanyard.

Anchorage Points

The anchorage must be checked and approved as having the capacity to support any anticipated dynamic load of a falling person. Safe access to the anchorage point must also be provided.

If the use of any inertia reel or fall arrest lanyard is planned, **fixing points must be overhead** and the effectiveness of any PFPE system carefully calculated.



Detachable post system with running line and restraint line.

Precautions & Restrictions on Use

Because energy is absorbed by slow extension of the line, this additional length combined with the height of the person below the fixing point on the harness means that harnesses will rarely be effective where an operative is working at a height of under 2m, particularly where there is any chance of the person falling in a pendulum motion when they are offset from the overhead anchorage point.

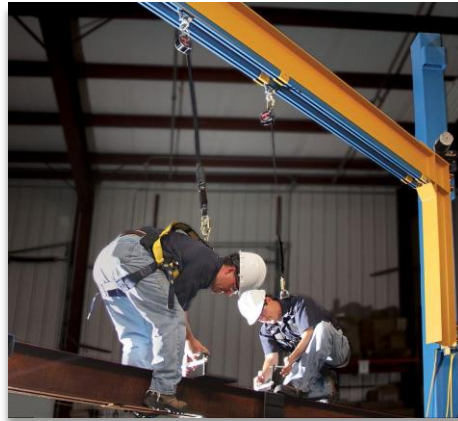
If harnesses and lanyards are to be used, the slinger/signaler must be fully trained in pre-use checks and how to use the PFPE safely.

All operations requiring PFPE must be closely supervised and monitored.

Rotating Arm Systems

A rotating arm gantry system incorporating an overhead anchor point can provide safe access for the slinger/signaller where they have to climb on top of the load.

The operative will be attached via a lanyard connected to a full body harness. The rotating arm allows the operative to access all areas of the load bed while the safety line always remains vertically above their head.



Fall arrest system

12.5.2.10 Safe Method of Accessing Delivery Vehicles

(Refer to QCS 2014 Section 1 - Part 10 Occupational Health and Safety, for further details)

Where safe access cannot be provided from a level working platform, any means of vertical access provided to the vehicle load bed must be assessed and approved as safe to use. In addition to the systems detailed on previous pages, the following methods may also be used to access the load bed of a vehicle.

Mobile Stair Units

Mobile stairs may be kept on site or at the facility and are positioned against the vehicle as required. Steps can substantially reduce the risk of falls, sprain, strain and other injuries compared to the use of ladders.



Retractable Steps

Integrated retractable steps designed stow back into the vehicle are becoming more common and provide a practical means of access. These are most effective when combined with an integrated advance guardrail system.

Ladders

Any decision to use ladders instead of steps or alternative methods must be justified through risk assessment. All ladders must be of sound construction, tied or footed and the user must be able to maintain three points of contact at any one time. The temptation to allow work from the top of a ladder should be resisted.



Ramps

Removable ramps are ideal for loading/unloading vehicles or containers where the height difference is low and the gradient slight, as loading trolleys can then be run directly to the load bed.



Additional Guidance:

Avoiding Falls From Vehicles, Leaflet INDG395, HSE Books 03/04, ISBN 0 7176 2824 8

BS 8437:2005 Code of practice for selection, use and maintenance of personal fall protection systems and equipment for use in the workplace, BSI 29th April 2005, ISBN 0 580 45817 2

Safe Unloading of Steel Stock, INDG313 HSE Books 04/01, ISBN 0 7176 1765 3

Workplace transport safety INDG199 HSE Books 01/04, ISBN 0 7176 0935 9

Refer also to CCM Appendix 8A 'the Schedule of Common Lifts' for additional guidance on how to lift loads from delivery vehicles.

.....end of policy 12.5.2