

Loading / Offloading Purchase Orders

Request from contractor to supplier

- Size and Weight of Load
- Loaded same at depot in the same way it will be offloaded
- Method of off loading specified, information on how to offload including any specialised accessories required
- Location and site restrictions
- Route to Site/ traffic management
- Type of vehicle/ restrictions of vehicles
- Time (schools, section 60's)
- What to expect on site re requirements of site
- Security of load, i.e. what stops it moving en-route including appropriate dunnage
- Certification required for offloading means, equipment, accessories and operators
- PPE required for site
- Offload by supplier is priority choice
- If self offload, how is access gained safely to their lorry
- Unsafe loads or loads that can not be safely unloaded will be rejected at cost to the supplier
- Offloading method / safe system from Haulier to be supplied with load, preferred option – no access onto back of wagon

Receiving loads onto site

- Is this what you asked for (purchase order requirements)
- Signage
- Designated areas (including off-site holding areas)
- Instructions to drivers
- Ground Conditions
- Destination of load
- Trained vehicle banksman

Pre-unload check

- Load stability inspection
- Vehicle stability
- Operator, Equipment and Accessory check
- Agreement of safe system of unload and responsibilities including safe access and egress to vehicle
- Proximity hazards
- Environmental Conditions
- Area where load is to be sited or stored OK to receive load

Unloading Process

- Only Authorized persons as detailed in the agreed safe system to be involved in the offloading process including access and egress to the vehicle, although this is a last resort
- Ensure safe area around load
- Receiving the load as per agreed method

Specific Problem Loads

- Rebar – Mesh
- Cabins
- Pipes
- Large dia Plastic pipes
- Coiled pipes
- Manhole rings
- Heras fencing
- Shutters and Formwork
- Scaffolding
- Trench boxes
- Plant big and small