

## Lifting (Delivery's and Uplifts – Points to consider

- Manual Handling
- Weight of materials marked on boxes etc
- Competence of haulage company / Certification
- Planning, delivery plans
- Communication of plan
- Site signage
- Access egress for load, to load
- Edge protection, fall from heights / vehicles
- Supervision / Authorisation / Responsibilities
- Training, Induction, Briefing
- Designated loading / offloading area
- Load checklist
- Security / stability of load
- Dedicated team to offload
- Offloading as part of order
- Risk assessment, method statement / lift plan
- Uplifts
- Site restrictions, services etc
- Ground / Weather conditions
- Exclusion zones
- Local environment
- Suppliers requirements
- LOLER/PUWER
- Stacked safely to enable future use

## Lifting (Delivery's and Uplifts – Points during Inspection

- 1. Induction:** (contents) – 2pts
  - Site induction includes information/protocol regarding deliveries
  - Specific instruction is given to the driver of delivery vehicle
- 2. Competent:** (proof of training & experience) – 3pts
  - Offloading equipment training, hiab, forklift etc
  - Banksman/Slinger training
- 3. Method Statement:** Specific Site Delivery Plan (details the following information) – 3pts
  - Clear responsibilities for site team to offload
  - Locations for loading / offloading or details contained within the traffic management plan or elsewhere
  - Refers to company / site unloading checklist
- 4. Risk Assessment:** (RA details the following risk) – 5pts
  - Site have a strategy for limiting/removing/work at height for deliveries
  - RA/plan/ strategy deals with protecting others/public – ie segregation
  - Specific site hazards detailed
  - Specific load risks detailed
- 5. Briefing:** – 5pts
  - Proof of briefing to Operatives involved in company process
  - Briefing given to buying department on process
  - Operatives briefed on RA/MS
- 6. Equipment & Material:** – 3pts
  - Suitability of offloading plant equipment
  - Condition of plant and lifting accessories
- 7. Risks Controlled from Equipment & Material:** – 5pts
  - Is what happens out on site detailed in the unloading strategy
  - Is material/equipment loaded in a manner that they will not fall when transit straps removed
  - Can load be safely slung prior to lift
  - Is there sufficient information for which a thorough RA can be undertaken to identify the safest method
  - Written Delivery Plan available from Driver
- 8. Equipment Inspected/Examined:** – 1pt
  - Proof of check of certification for plant and lifting accessories
- 9. Personal Protective Equipment (PPE):** – 1pt
  - Suitable PPE worn/condition/detailed in induction
- 10. Worker describes risks Risks/Hazards:** – 2pts
  - Able to describe the risks
- 11. Worker describes Control Measures:** – 2pts
  - Able to describe the control measures
- 12. Activity carried out Safely:** (SWS General Observations/Personal Comments) – 3pts
  - Evidence that activity is or has been carried out in accordance with RAMS

### Basic Rules:

- Site Induction
- Risk Assessment Completed
- Supervision of Activity
- Trained Staff
- Authorisation to Unload/Load