

# DELIVERING SAFELY



## Guidance for the delivery and receipt of building products



## IF YOU ARE DELIVERING BUILDING PRODUCTS:

### BEFORE YOU ARRIVE ON SITE...

- Comply with restrictions regarding delivery times and approach route(s)



### AFTER YOU ARRIVE ON SITE...

- Report to the site manager or designated site office and sign the site register
- Follow site rules and procedures at all times before, during and after the delivery



### WEAR YOUR PPE

- You should wear your PPE at all times when out of your vehicle, including when descending from your cab
- The minimum requirement is safety footwear (some sites may not accept rigger boots), high visibility vest/jacket and hard hat secured by chin-strap
- Some sites may require additional PPE
- You must not wear shorts on site



### FOLLOW THE SITE RULES...

#### Site rules may include:

- Parking instructions (before, during and after loading/off-loading)
- Use of mobile phones/CB radios
- Traffic signs and site speed limits
- Traffic and pedestrian routes
- Reversing arrangements



### RISK ASSESS THE AREA

- For example, ensure there are no overhead obstructions such as power or telephone cables in the off-loading area



### ACCESSING /EGRESSING THE VEHICLE OR LIFTING EQUIPMENT

- Use an approved route only
- Maintain 3 points of contact at all times
- Keep access clear of slip and trip hazards

### WORKING AT HEIGHT

- Avoid the need to work at height
- Walk in the corridors between products
- Keep trailer bed clear of slip and trip hazards
- Do not climb on top of products

### WORKING SAFELY

- Stabiliser legs/outriggers must be fully deployed on both sides
- Mobile phones and handheld communication devices must not be used whilst operating machinery
- Report all vehicle accidents, injuries, near misses and other safety concerns
- Always work in accordance with the safe systems of work in which you have been trained
- Take extra care when stacking packs/pallets. If there are any indications of instability, take corrective action
- You are authorised to stop loading/off-loading your vehicle if you feel it is unsafe

### DOCUMENTATION

- You should carry:
  - Evidence of your training and competence
  - Inspection certificate(s) for lifting equipment
- If requested, arrange to provide copies of safe systems of work and risk assessments

## IF YOU ARE TAKING DELIVERY OF BUILDING PRODUCTS...

### BEFORE DELIVERY...



- Notify your supplier/hauler in advance of any restrictions on vehicle type, delivery hours, access routes or access points



### DURING/AFTER DELIVERY...

- Make the supplier aware of any issues, injuries or near misses relating to the delivery

### ON ARRIVAL...



- Identify a safe parking area for the delivery vehicle
- Ensure there is a nominated person responsible for monitoring the delivery
- Make site specific rules available to the driver
- Provide a responsible person to assist with reversing if required
- Where required, request evidence of the training/competence of the driver to undertake the lifting operation safely

### DURING DELIVERY...



- Provide a safe recognised route around the site, which minimises reversing
- Provide designated safe off-loading areas that are:
  - Clearly identified, obstruction free and adequately lit
  - Of firm and level ground suitable for lifting operations, outrigger deployment and safe/stable stocking of product
  - Controlled for access and movement
  - Provided with a safe refuge area for the driver, which may be the vehicle cab, allowing the driver full visibility

- Where required, lay out pallets that are of appropriate size and strength on firm and level ground
- Recognise that the driver is not authorised to offload to any areas outside the safe specification of the loading equipment
- Provide a receptacle for disposal of any waste or debris
- Be aware that drivers may on occasion need to access the trailer bed and in doing so will follow their safe systems of work