SSoW 14 - Safe Unloading of Panels using a Crane

CUSTOMERS ARE NOT TO ACCESS THE BED OF THE VEHICLE. EMPLOYEES DO NOT ACCESS THE BED OF THE VEHICLE UNLESS ABSOLUTELY NECESSARY AND ONLY WHEN USING AGREED METHOD OF WORKING AT HEIGHT EQUIPMENT.

Personal Protective Equipment (PPE) Required

Head Protection

Hi Vis Wear

Safety Footwear

Hand Protection

Main Hazards

Weather

Manual Handling

Slip, Trip, Falls

Falling Items from Above

Crane

Method

1. Before removing the ratchet straps, the driver will use SSoW 14 to explain to the customer how the unloading process works, even if the customer is already aware of this document, it is a useful reminder.

2. CDM Construction Plan

When orders are placed for Spandrel Panels the arrangements for pre-delivery load plan, delivery, unloading and lifting to roof shall be agreed between Supplier and Contractor in order for this information to form part of the CDM construction phase plan. The supplier does not physically offload.

Deliveries have to be unloaded using one of the recommended unloading methods. Not to do so creates a risk for the Supplier and Contractor by participating in unloading operations that may not have been fully risk assessed.

3. Crane

The contractor is responsible for the provision of a crane, the qualified operator and the Slinger/Banksman. After parking on site, the driver inspects the load ensuring it is still secure, with all company branded banding and 8mm blue rope in place. Once inspected the driver must sign in at the site manager's office. Level unloading areas are essential as Spandrel Panels due to their weight and height may be unstable once the straps have been removed. Tie down straps should not be removed from the load until mechanical unloading equipment is available and unloading is ready to commence. Driver will release the load on customer instruction.

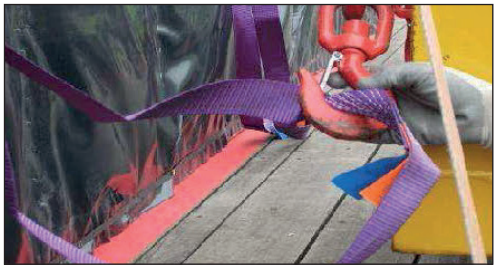
4. Slings

Drivers and site staff are not permitted to access lorry bed during unloading. Spandrel Panels will arrive preslung with appropriate 7:1 lifting slings. These slings are designed to be attached to crane hooks from ground level. Where Panels are delivered in sections always check supplier information for lifting and assembly details.

Method

5. Multiple Section Panels
When panels are delivered in multiple sections, installed slings are intended to lift only the panel section to which they are attached as delivered. Panels are intended for in-situ assembly only i.e. at their final location post lifting.

6. Unloading
Once the order of unloading is agreed between the slinger and driver, the slinger will attach the lifting slings to the crane hooks. Guide ropes may also be attached to pre-installed straps along bottom chord.



7. The crane will then take up the slack of the lift. On instruction from the site responsible person the driver will release the transport straps on the side being unloaded.

8. The driver can assist the responsible person to cut the 8mm blue rope attaching the panel to the vehicle centre bars if required. This must be carried out from a safe position using a telescopic cutting device.

9. The crane will then lift the panel from the bed of the trailer. Given the weight and shape of panel it is essential that the danger area in front of the panel is kept clear of all personnel. **NEVER** stand in the danger area where the panel could potentially fall or swing. Do not allow any others to enter the danger area.

10. Spandrel Panels require specifically designed storage racks if they are not being installed immediately. Seek further information from Supplier re appropriate storage. If weather protection wrappings are damaged or removed before final installation, then the dry timber and cladding materials used may be prone to water damage significantly reducing performance of fixings and potentially increasing the overall weight of panels. If water damage has occurred, no attempt should be made to lift the panel using the preinstalled lifting straps.

    If driver has to mount vehicle, he must do so under the authority and supervision of the site manager/contractor using agreed method of working at height safety equipment.