

 Cork Scaffolding Ltd	<b>SOP.01</b>	 SAFETY CERT
--	---------------	---

# SOP.01

Safe Parking of Trucks, Pick-ups, Vans etc

	<p><b>SOP.01</b></p>	
---	----------------------	---

### **Parking**

Parking of all company vehicles on site should always be managed with due care to all personnel on site. Pedestrians on site are particularly vulnerable and should always be given special consideration.

Some simple rules will prevent an injury to a work colleague.

- Drivers are to have current category driver licence for the vehicle and correct PPE when exiting the vehicle while inside the site.
- When entering the site from the main road, delivery drivers should proceed to the security building and report to security and swipe in with your access badge.
- Authorised vehicles should display a vehicle authorisation disc which will be issued by security.
- Keys should be left in the ignition on site when the vehicle is unattended.
- Do not park on or too close to pedestrian crossings while on site.
- Do not park on designated pedestrian walkways. Allow enough space
- If you must park adjacent to a designated walkway, allow enough distance to load/unload materials. Always set up an exclusion zone with a large enough area to remove items from a vehicle.
- Do not block roads, exits, doorways, gates, access to buildings unless prior permission has been given by the area owner.
- Fire hydrants should not be obstructed.
- Reverse park cars in the designated employee car parks and lock the vehicle for security reasons.

### **Speed limit on site**

Adhere to SPEED LIMIT on site of 15 KPH.

Drivers should fasten their seat belt on all journeys.

Passengers should fasten their seat belt on all journeys.

### **Security of Loads**

Materials must be secured to truck/vans during transportation.

Side boards should be fastened to prevent items falling from the vehicle during movement.

Ratchet straps should be tied across loads with heights exceeding the side and tail board height.

The driver should check that the ratchet straps are tensioned sufficiently to prevent dislodgement of loads during transit.

### **Standing on the rear of trucks.**

Avoid working from height where possible.

Operatives should not stand on the flatbed of the truck unless:

- Side rails are fixed to prevent a fall from the truck.
- or
- Fall protection is in place and the operative is wearing and attached to a suitable anchorage point when standing on the truck.

 <b>Cork Scaffolding Ltd</b>	<b>SOP.01</b>	
---	---------------	---

### **Manual handling considerations**

Truck should be parked as close to the working area as possible in a designated laydown area as close to the place of work to limit manual handling/carrying of materials.

### **Reversing vehicles**

Avoid reversing if possible as it can be a major cause of accidents. A Spotter needs to be in place if a truck is required to reverse.

Mirrors and beacons should be regularly inspected, and defects should be reported.  
A checklist should be completed and handed to your site supervisor on a weekly basis.