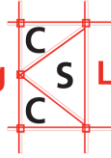


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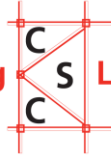
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Safe loading/unloading from vehicles procedures

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Cork Scaffolding (CSC) Ltd as part of its operations involves loading and unloading trucks, pick-ups and trailers with scaffolding components and equipment. These activities are probably taking place almost every single day of business.

These components can be bulky or loose, long or short and can be steel, timber or plastic.

If they are not handled, secured or transported correctly they may cause an employee or a member of public a very serious injury.

Security of Loads

Materials must be secured to truck/pick up 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.

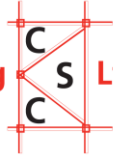
Standing on the rear of trucks

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.

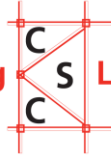


Load Restraint Equipment

1. Check load restraint equipment for damage, wear & tear, every time you use it.
2. Check that equipment is being used, stored & maintained in accordance with manufacturer's instructions.
3. Ensure that load restraint equipment is marked to show the load it is rated for.
4. Attach load restraint equipment to the vehicle chassis or to rated attachment points.
Never attach them to rope hooks.
5. Protect webbing straps from sharp edges, use edge protectors or sleeves.
6. **Never** knot webbing straps.
7. Always use the same type of load restraint equipment for a specific load. Never mix webbing straps & chains for example.
8. Never use webbing straps suspended from the roof of a curtain-sided vehicle for load restraint.



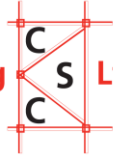
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Ranking Risks

Likelihood	Definition	Rating
Very Unlikely	Less than 1% chance per individual working lifetime/ extreme situations only	1
Unlikely	Once per individual working lifetime/ no evidence of occurring	2
Likely	Once every five years per individual / possibly may occur; may be due to staff or equipment failure	3
Very Likely	Once every year per individual/ intermittent in normal conditions	4
Extremely Likely	Once every six months per individual/ constantly in normal conditions	5

Note: When applying the likelihood rating, the following aspects should be considered:

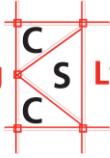
Prevalence of the hazard, frequency of exposure, duration of exposure, and the effectiveness of existing controls.

Severity ⇒	5	4	3	2	1
↓ Likelihood	Risk Rating				
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

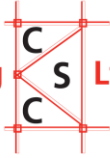
Severity	Definition	Rating
Slight Injury	Slight injury: no treatment required; no time lost	1
Minor Injury	Minor injury or disease; treatment required; up to three days lost	2
Serious Injury	Reportable injury or disease; treatment required; > 3 days lost	3
Major Injury	Major injury with long term absence / effects	4
Fatality	Almost certain death	5

Risk Rating (RR) Matrix

Risk Rating	Risk Category	Acceptability	Action
1-5	Very Low	Acceptable	Controls can be implemented to further minimise the risk
6-10	Low	Tolerable	Effective control measures to minimise the risks should be implemented
11-15	Medium		
16-20	High	Unacceptable	Must be reduced as far as reasonably practicable through appropriate, effective control measures
21-25	Very High		

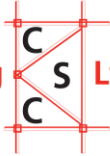


REF	Activity	Hazards	Persons at Risk	S	L	Pre-Controls RR = (SxL)	Existing and additional Risk Control Measures	S	L	Post-Controls RR = (SxL)
01	Manual Handling	Sprains & strains	CSC Personnel	3	3	9	All personnel to be trained in manual handling and use of handling equipment. Mechanical equipment to be used where practicable (equipment to be suitably inspected and tested). Awareness of environment and team lifting to be utilised when required. Materials to be delivered / stored as close to the work area as possible to reduce the distance material is carried.	3	1	3
02	Movement of materials to work area using forklift	Injury from loads and falling objects Slip trips and falls	CSC Personnel	4	2	8	Physical controls / procedures: Forklift/ lifting appliance Operators are to be: <ul style="list-style-type: none"> Trained and certified Physically fit and able for lifting operations Care must be taken when stacking equipment. Equipment must be stacked safely & neatly. Barriers and signage to be placed around work area to provide a safe work environment. Passageways are always to be kept clear. Forklift to be used to lift material into position to avoid slip trips falls.	4	1	4



03	Forklift Lifting Mechanism Failure. Overturning lifting appliance	Falling Loads	CSC Personnel	5	3	15	<p>A statutory examination is required for a Forklift / lifting appliance. The examination must be carried out by a competent person once every 12 months. A planned maintenance schedule established including:</p> <p>Daily operator Safety equipment checks (horn, warning beacon, fire extinguisher, guards etc.) and Pre-operation checks (lights, tyres, brakes, hydraulics, fluid levels etc)</p> <p>Weekly in-depth checks by competent person of components (reports written/ records kept)</p> <p>Maintenance as per manufacturer's instructions.</p> <p>Inspection checks by competent engineer following any major repair/ modification/ accident.</p> <p>Loads should not exceed the SWL of the machine being used to load or unload to prevent overturning of mechanical equipment.</p>	5	1	5
04	Falling Objects from Heights	Serious Injury	CSC Personnel /other Site Operatives	5	3	15	<p>Items being loaded/unloaded should be in suitable containers to prevent falling from height or should be strapped together to avoid the likelihood of overturning.</p> <p>A tag line should be used to control bundles and allow a slinger/banksman to stay a safe distance from a load being lowered or raised. Stacked items should be prevented from falling.</p>	5	1	5

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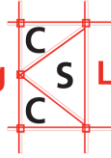
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05	Access and egress to work area	Interaction with other trades and vehicles.	CSC Personnel /other Site Operatives	4	2	8	Use pedestrian walkways. Control the area where loading/unloading is taking place using a mixture of barriers, signs and people. Truck drivers, Forklift drivers etc may require an escort person to guide movements and help with parking and manoeuvring transport particularly in busy areas on site and where visibility is an issue.	4	1	4
06	Vehicle collision striking other vehicles/pedestrians	Collision injury to personnel vehicles	CSC Personnel /other Site Operatives	5	3	15	Ensure a suitable environment and enough area is available for loading and unloading. A Banksman/Spotter should assist loading/unloading activities. Choose an area to load and unload that is even, sufficiently wide and has enough overhead clearance. Always check for electricity cables. Pedestrians need to be protected and kept away from loading/ unloading activities by use of physical barriers. Warning devices need to be installed on Forklift/ trucks (reversing beeper, camera if fitted)	5	1	5

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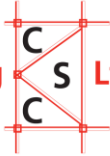


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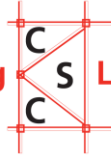


07	Unauthorized Persons	Forklift operation	CSC Personnel	5	2	10	Only trained operatives are permitted to operate a forklift.	5	1	5
08	Poor housekeeping	Slips, trips and falls, cuts and abrasions	CSC Personnel /other Site Operatives	3	2	6	Clean as you go rule/policy on all sites. Equipment should be stored in stillages and fittings in suitable boxes, bins or bags. Defective equipment should be quarantined and removed from site. Strapping and any items which can trip persons should be immediately removed from the ground.	3	1	3



09	Security of Loads	Loads falling from vehicles	CSC Personnel /other Site Operatives	5	2	10	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.	5	1	5
10	Poor Condition of Tying ratchet straps etc.	Unintentional loss of load	CSC Personnel /other Site Operatives	5	2	10	Ensure straps and tensioning devices are checked prior to use. Defective straps will not be used to secure loads. Drivers should regularly check the condition of their straps and check for any loosening of straps during their journey. If a loading strap becomes loose during a journey, the driver should pull in where safe to do so and re-tension the strap.	5	1	5

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