

Method Statement 1
Loading and Off-Loading Sheet Materials onto Commercial Vehicles

It is the individual responsibility of all Greenberg Ltd employees to comply with the safety instructions contained within this Method Statement.

Only personnel who are authorised and adequately trained, or if undergoing training, are properly supervised are to carry out work on behalf of the Company. IF IN DOUBT - ASK!

- 1 Vehicles being loaded/off-loaded are to be guided under control to a suitable parking area within safe and easy reach of racks and crane.
- 2 Once parked the hand-brake is to be applied, the vehicle keys removed from the ignition and retained by the driver.
- 3 During the operation no-one is to enter the cab or any compartment/part of the vehicle without the permission of the supervisor who will suspend operations until safe to proceed.
- 4 During the operation personnel involved are to wear the appropriate protective clothing and equipment (PPE) as prescribed in the National Joint Council for the Flat Glass Industry Labour Agreement; Hard Hats must be worn by all personnel involved in the movement of suspended loads.
- 5 The operation is to be at all times under the supervision of a nominated, competent person and all personnel are to know who that person is and comply with instructions given.
- 6 Unauthorised personnel or those having nothing to do with the operation are to stay clear of the working area.
- 7 Routes between racks, vehicles and crane are to be kept free from obstruction.
- 8 The electric overhead travelling crane (EOTC) is to be used in all practicable situations and manual handling is only to be used when loads are considered by the supervisor to be suitable and safe. Under no circumstances whatsoever is an EOTC to be operated in any way by untrained/unauthorised personnel.
- 9 The internal loading of the vehicle, if appropriate, is to be completed prior to loading external glass carriers.
- 10 All components of glass carriers are to be checked for serviceability prior to starting the job. Any damage or discrepancy is to be reported to the Works Manager who is to take all necessary steps to remedy the situation, thus satisfying himself that it is safe to proceed.
- 11 Prior to loading ensure that the load will not exceed the maximum load capacity of the vehicle. (This should be detailed in the cab of the vehicle - **IF IN DOUBT ASK!**).