

# SAFE DELIVERIES

## SAFETY GUIDANCE FOR LOADING AND PACKING MATERIALS

This leaflet has been developed by Joseph Ash Galvanizing to help delivery drivers, site operatives and customers deliver materials safely to and from our sites. It contains good and bad examples of packing, stacking and loading so that everyone involved is aware of the potential dangers that could occur during transportation, and how these dangers can be minimised.



HOW IS THE LOAD GOING TO BE FITTED ONTO THE LORRY SAFELY AND SECURELY?

**THINK**

HOW WILL IT BE UNLOADED SAFELY ON SITE AT JOSEPH ASH GALVANIZING OR ITS FINAL DESTINATION?

### 1 ARRANGE, STACK & PACK

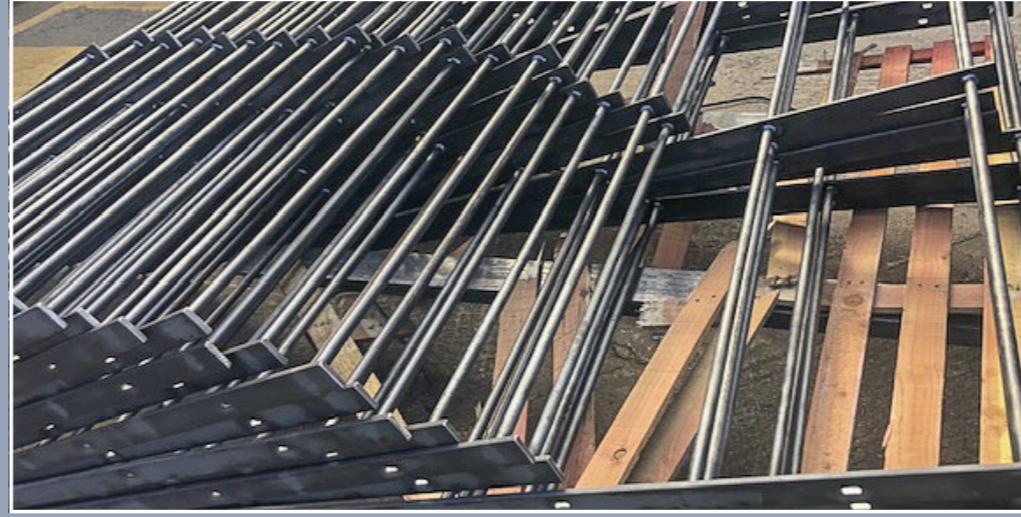
Stack the materials together in a way that eliminates movement between each piece. Use the shape of the materials or blocks of wood to fix them in place and remove any gaps.

Use approved banding materials to secure the load or shrink wrap for smaller pieces. Stillages, boxes and bulk bags can also be used to pack materials. Think carefully about the banding on the materials and the banding onto stillages or pallets.

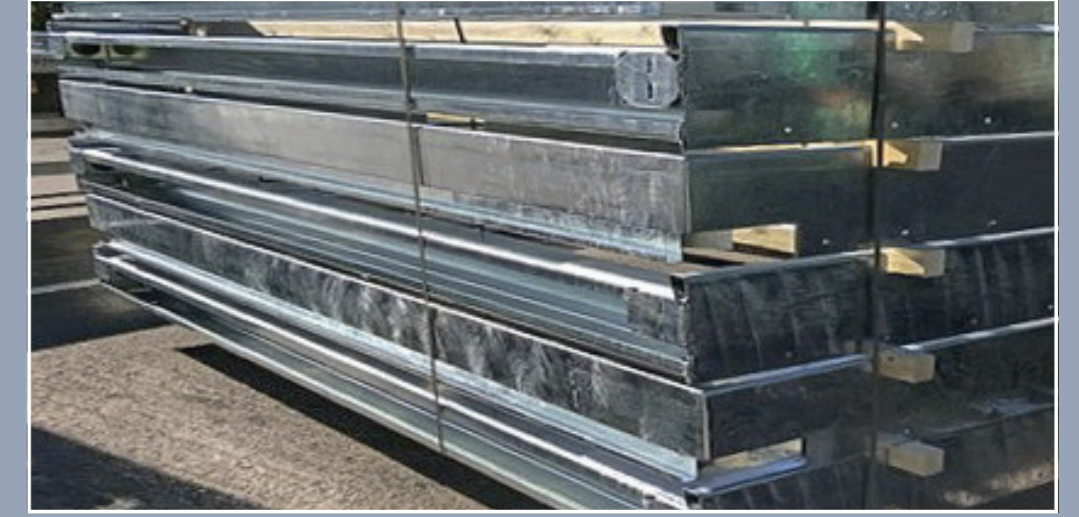
Cardboard boxes are not an acceptable form of packaging.



Pallet is damaged and the material has not been secured to the pallet.



Items are nicely stacked on timbers and securely banded.



### 2 LOAD & SECURE

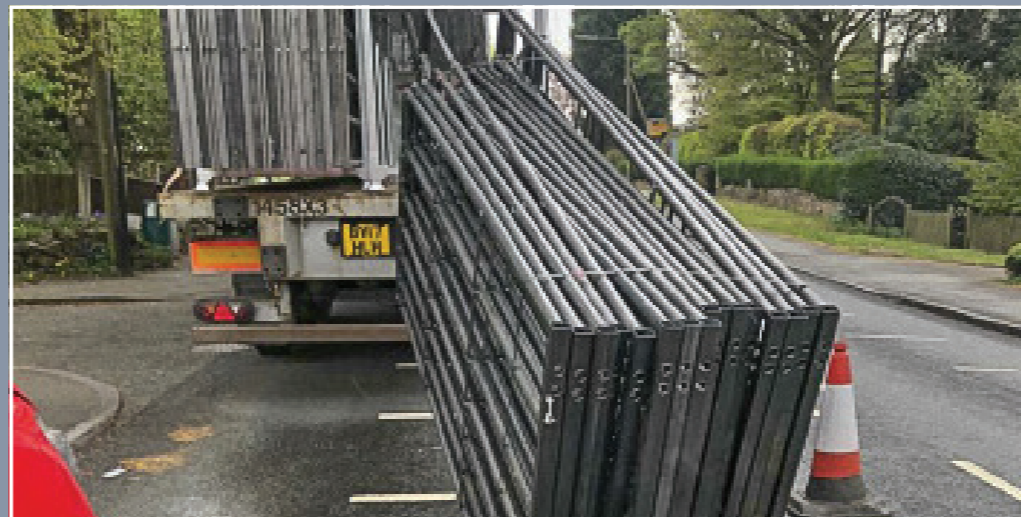
When loading the material onto the lorry bed, drivers, as well as forklift and crane operators must work together safely. Load placement is important to eliminate movement during transportation. It is also important to load materials in a sequence that promotes safe unloading after transportation. Finally, choose the correct vehicle for the size and weight of the load.

Before transporting the materials, ensure the load is secured to the trailer bed correctly. The strapping needs to be inspected before use to check it is in good condition. Drivers must also understand how to strap safely. Seek help if in any doubt.

Joseph Ash drivers will need to ensure that the product is banded correctly (where applicable) so clear shrink wrap is preferable over coloured. If coloured shrink wrap is used, our drivers may need to remove it to check for suitable banding.



Items have not been banded to the stillage and a strap has not been fed through the gate.



Items are nicely stacked on timbers and securely banded.



### 3 TRANSPORTATION

Inspect the load prior to leaving, after any sharp turns or braking, and before unstrapping to check for any movements.

If you have any concerns about the load during collection and transit, you must report them to the Goods In team upon arrival at the plant.

Anything that does not meet the requirements will not be accepted by our driver.



! CAN THE LOAD SLIDE FORWARDS, BACKWARDS OR OVER THE SIDE?

! IS THERE ANYTHING LOOSE THAT COULD FALL OFF?

! IS THE STRAPPING FIT FOR PURPOSE AND REGULARITY CHECKED?

### 4 LOAD LOCATION

The load should be spread evenly on the vehicle for an even weight distribution

- If the load is stacked it should be kept as low as possible. The heavier items should also be on the bottom of the load, and the lighter items on top of the load.
- The largest (longest or widest) part of the load should be on the bottom layer. No layer of load should be larger than the layer beneath it.
- The lower layers of load should be strong enough to support the other layers. This helps with safety when the vehicle brakes, turns corners and accelerates.
- Where possible the heavier items should be placed nearer to the centre line of the trailer. Where this is not possible, ensure the load is evened out with an item of a similar weight to balance the load across the trailer.
- The load centre of gravity should be kept as low as possible to achieve maximum stability when the vehicle brakes, accelerates or changes direction.
- The load must be placed in contact with a headboard. Where this is not practicable, alternatives include:
  - Fitting an obstacle across the platform to act as a headboard. This must be firmly attached to the chassis
  - Use blocks, bolsters or wedges to prevent individual items of a load from moving
  - Additional lashing of the load.

Prior to transit, all dunnage (excess packing material) not used must be removed from the trailer after vehicle has been loaded. Any loose material could cause serious accidents if it falls off during transit.

! IF YOU'RE NOT HAPPY WITH THE LOAD, PLEASE REPORT THIS TO GOODS IN. ALL DRIVERS ARE RESPONSIBLE FOR ENSURING LOAD SAFETY.

! WE WILL HELP YOU ENSURE THE LOAD IS SAFE. DO NOT RISK LEAVING THE SITE WITH AN UNSAFE LOAD.

### FOR DRIVERS COLLECTING FROM A JOSEPH ASH GALVANIZING PLANT

### FOR DRIVERS DELIVERING INTO A JOSEPH ASH GALVANIZING PLANT

- 1 Comply with collection times and approach route.
- 2 Report to the site and they will locate your load for collection.
- 3 Follow the site rules at all times.
- 4 Risk assess the load, considering the route and distance before leaving the site.
- 5 Supervise your trailer bed being loaded from a safe distance.
- 6 If you are not happy with the packaging, report it!

- 1 Report to the site team and present paperwork.
- 2 Identify a safe parking area for delivery.
- 3 Follow the site rules at all times.
- 4 Stay away from your vehicle (in a safe area) whilst it is being unloaded.
- 5 Do not get on the trailer unless authorised and supervised.
- 6 Inform yard team of any issues during transport.