

Safe deliveries

Safety guidance for loading and packing materials

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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.

THINK

How is the load going to be fitted onto the lorry safely and securely? How will it be **unloaded** safely on site at Joseph Ash Galvanizing, Premier Galvanizing or its final destination?

PACK

Tight, firm, stable packages securely banded into bundles, stillages or onto a pallet.

ARRANGE

Larger items on the bottom where practical, with adequate timber packing. Box smaller items in where possible and consider how the load is going to be secured.

SECURE

Inspect straps and ratchets to ensure all are safe to use. Apply a sufficient number of straps and do not over-tension. If necessary, **use more straps**.

TRANSPORT

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

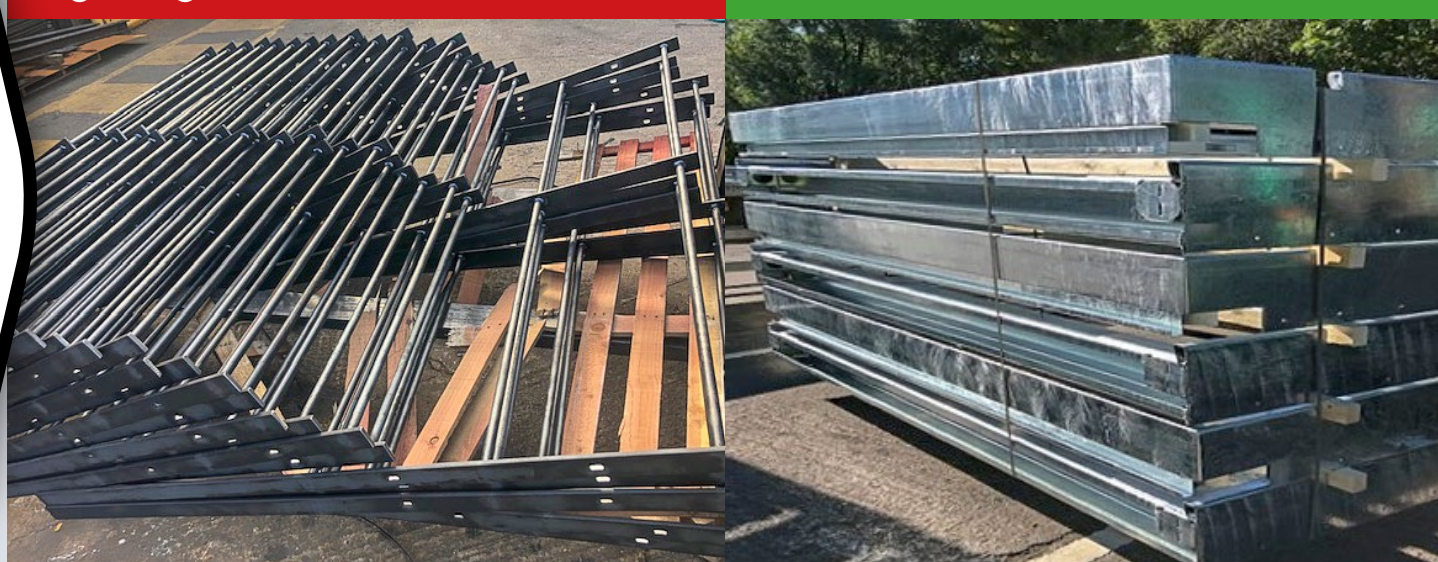
Stacking and Packing



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



Items are nicely stacked on timbers and securely banded.



Loading and Securing



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



Items are nicely stacked and banded to a pallet.



As soon as the product is ready for transportation it is important that everyone involved in the process considers the safest way to transport the material from A to B. Following the principles below will help minimise the risk of injuries from loading and unloading.

ARRANGE

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.

PACKING

Packing or banding the material correctly is crucial for transport. 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. The aim is to eliminate movement. Think carefully about the banding on the materials and the banding onto stillages or pallets.

LOADING

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.

SECURING

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.

For drivers **collecting** from a Joseph Ash Galvanizing or Premier Galvanizing plant

Comply with collection times and approach route

Report to the site and they will locate your load for collection

Follow the site rules at all times

Risk assess the load, considering the route and distance before leaving the site

Supervise your trailer bed being loaded from a safe distance

If you are not happy with the packaging, report it!

If you're not happy with the load, please report this to Goods In. We will help you ensure the load is safe. All drivers are responsible for ensuring load safety. **DO NOT** risk leaving the site with an unsafe load.

For drivers **delivering** into a Joseph Ash Galvanizing or a Premier Galvanizing plant

Report to the site team and present paperwork

Identify a safe parking area for delivery

Follow the site rules at all times

Stay away from your vehicle (in a safe area) whilst it is being unloaded

Do not get on the trailer unless authorised and supervised

Inform yard team of any issues during transport

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.

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 and where practicable, laid flat. The heavier items should also be on the bottom of the load, and the lighter items on top of the load
- Where practicable, 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
- At the headboard end where practicable 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 the vehicle has been loaded. **Any loose material could cause serious accidents if it falls off during transit.**



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 regularly checked?

