

# Operational procedure

## Task instructions:

**The person in control of the delivery site / yard must provide a storage area suitable for the safe unloading and safe storage of packs of blocks / pavers, in respect of the procedure set out below.**

### Preparation

- Wear the correct PPE, (footwear – EN ISO 20345; Gloves – EN 388; Hi-Vis – EN ISO 20471; Hard hat – 397)

### Arrival at site

- Stop and park your vehicle in a safe position for yourself and others
- Report to the person in control of the site / deliveries
- Establish where the unloading area is for the load
- Move your vehicle to the unloading area

### Preparing to unload

- Check for overhead obstruction, particularly power / utility lines
- Position your vehicle close to the area where the stock is to be placed
- Check the ground conditions – any concerns must be raised with the person in control of the site
- Position your vehicle outriggers, utilising the outrigger pads as necessary

**Department:** Translift Freight

**Area:** Block and Paver deliveries

**Task:** Delivery to customer sites / yards

**Site reference:** TLF15

**Version:** 2025.01

**Revision:** Rev.1

**Document owner**

**-site level:** Jim Parker

### Health & Safety

- Ensure PPE is in good condition for use



### Health & Safety

- Never park your vehicle where it may cause an obstruction or a hazard to others
- Take care when manoeuvring your vehicle around the site, particularly in respect of pedestrians

### Health & Safety

- Refer to the 'Site Lifting Plan' in your drivers pack when setting up for off-loading
- Always check for overhead obstructions when setting up for off-loading

## Off-loading the delivery:

- When off-loading onto solid level ground, (hardstanding such as concrete, tarmac and paved areas);
  - you may stack the product to 4 packs high, on pallets or not, providing the ground is undamaged and has no undulations
  - when using pallets, you may only stack product to 4 packs high on Plasmor pallets
  - where the customer has provided the pallets, and they are not Plasmor pallets, you may only stack product to 2 packs high
  - should you have any concerns regarding stability of the stack you have the right to reduce the stack height to ensure stability
- When off-loading onto natural ground, (such as grass or dirt), or loose ground, (such as hardcore or gravel);
  - You may only stack to 2 packs high, on pallets or not, providing the ground is level and looks in good condition
- When placing packs onto pallets;
  - Place the pack so the load is evenly distributed over the surface area of the pallet
  - Place the pack so it is not overhanging any edge of the pallet
  - Do not place packs onto obviously damaged pallets

## Health & Safety

- Where product is to be stacked more than one pack high, the packaging, (e.g. shrink-wrap, vertical banding, horizontal banding) must be in place on the pack
- When stacking product more than one pack high, ensure each pack / pallet is lined up squarely with the pack below it
- Do not stack product where the stack safety / stability is in doubt
- If you have any issues or difficulties contact your transport office immediately for advice
- You must never dismantle and restack product, other than our own, at a customer site / yard

## Environmental

- You must not create a noise nuisance when delivering to customer sites (unnecessary revving of engine, shouting, etc)