



HEALTH & SAFETY HANDBOOK

Our approach and commitments
for managing Health & Safety.

“...better by design”

REMEMBER

**THE BEST HANDBOOK IN THE WORLD
IS NO SUBSTITUTE FOR ALERTNESS
AND COMMON SENSE - IT'S UP TO YOU
TO PROVIDE THESE...**

Why should you read this handbook?

It is mandatory to read this book and understand it.

We are committed to having a safe workplace.

**To do this we have to provide safeguards, enforce safety rules
and train people to work safely.**

**We will only be successful in achieving this goal if you
and every other employee play your part.**

This handbook is provided as a guide to help you do this.

Please read it carefully and follow the advice.

If you are not sure about something, please ask.

Thank You

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CEO INTRODUCTION

Welcome to your new, completely revised, Health & Safety Handbook.

Our safety culture is important to us, it is vital that we all understand what is expected of us in terms of Health & Safety, and that we all aspire to live up to the principles of that culture and hold each other responsible for safe behaviour.

The purpose of this booklet is to provide useful information and practical guidance about Health & Safety to all staff working in The Roof Truss Company Northern. Health & Safety has never been more important – both to ensure a safe and healthy working environment for all staff, and to ensure the continued success of our business.

As responsible employers, we take a positive approach to all aspects of Health & Safety at work; ensuring that our workplaces remain safe; and that every effort is made to protect the health, safety and welfare of our employees.

All our employees are required to take adequate care of yourself and your fellow employees at work, and to inform management of any safety issues or concerns. This is the core of our safety culture and is essential for the continued safety of your workplace.

It is important that all staff read and fully understand this booklet and our Health & Safety Policy.

We are all personally responsible and must "think safety" at all times at work, do not rush or cut corners and adopt a practical approach, there is no reason why you will not continue to be safe, healthy and enjoy good welfare at work.

A handwritten signature in black ink, appearing to read "Stephen Thompstone".

Stephen Thompstone
Chief Executive Officer



OUR CHARTER & CULTURE

SAFETY CHARTER

1. We are all committed to working in partnership to achieve the aim of no injuries to anyone.
2. We all believe that no job is more important than any person's health, safety & welfare.
3. We will never walk past any unsafe act or potential hazard without taking positive action.
4. We will always assess the risk before starting a task, use the correct equipment and safe working practices.
5. We will obtain advice from the line manager if we are unsure on how to proceed with any task.
6. We will have a no blame culture.

NO BLAME CULTURE

1. All employees are encouraged and required to report all "EVENTS" from personal injury, quality defects, and near misses as well as more serious breaches of procedures.
2. Employees who make an honest mistake or error and who quickly report it as soon as they are aware of it will not be blamed, penalised or subject to disciplinary action.
3. Any employee who experiences a series of mistakes or errors may be subjected to an assessment of their competence, which may result in retraining or a change of duties if appropriate.
4. Any employee who knowingly violates any operating procedure or safety rule, or who acts recklessly or who fails to report events promptly will be liable to disciplinary action.

INTRODUCTION

PURPOSE OF THE HANDBOOK?

The Company considers the Health & Safety of its employees as being of paramount importance.

A safe and healthy place of work will never be achieved without your full co-operation, participation and support.

This handbook contains essential health and safety information to help you remain safe at work.

These arrangements are part of the Company Safety Policy. You should familiarise yourself with the information in this handbook.

As well as reading this handbook carefully it is imperative for your own Health & Safety in the workplace that you always identify and adhere to site rules, and the policies and procedures on safe systems of work, to ensure you are not putting yourself or others at unnecessary risk.

You must never be afraid to ask questions if you are unsure about any substances, equipment or systems of work that affect you.

If the information you require is not contained within this handbook or you require further clarification on any Health & Safety issues, please raise this with your immediate manager or contact the Health & Safety Team.

HEALTH & SAFETY STATEMENT

It is the policy of the Company to take all reasonable steps to ensure the safety, health and welfare at work of all its employees, customers and contractors.

OUR HEALTH AND SAFETY AIMS ARE:

- To undertake risk assessments and provide adequate control of the Health & Safety risks to employees, customers, visitors and contractors;
- To consult with our employees on matters affecting their Health & Safety;
- To provide and maintain safe premises, plant and work equipment;
- To ensure safe handling and use of substances;
- To provide adequate information, instruction, training and/or supervision for employees;
- To maintain safe and healthy working conditions.

“TO ENSURE YOU HAVE A SAFE PLACE TO WORK”

ROLES & RESPONSIBILITIES

Branch Manager/Operations Managers responsibilities;

- Ensure the health, safety and welfare of staff on a day to-day basis through instruction and supervision.
- To make information available to staff about any risks to which they are exposed.
- To monitor accidents and near misses within their area of control, to investigate and implement appropriate and timely control measures and report accidents to the H & S manager.
- Ensure staff have received the required training to carry out their duties and if necessary organise.
- To ensure the provision of suitable safety equipment and personal protective equipment (PPE).
- Ensure that suitable plant and equipment is provided and maintained and conforms to all relevant statutory provisions.
- Ensure that tools and equipment used are suitable for the purpose and comply with all relevant statutory provisions.
- Ensure first aid, firefighting and any other relevant emergency equipment is provided and readily available.

EMPLOYEES' HEALTH & SAFETY RESPONSIBILITIES

As your employer we have a legal responsibility to ensure you have a safe and healthy workplace. You also have Health & Safety responsibilities of which your responsibilities as an employee are:

- To take reasonable care of your own Health & Safety.
- To take reasonable care not to put other people, fellow employees and contractors, at risk by what you do or don't do in the course of your work.
- To co-operate with your employer, making sure you get proper training and you understand and follow the company's Health & Safety policies.
- Observe fully any safety rules and abide by the safety policy at all times.
- Not to interfere with or misuse anything that's been provided for your health, safety or welfare.
- Use the correct tools and equipment for the job and use any safety equipment and protective clothing provided.

- Keep tools and equipment in good condition.
- Report to line manager any defects in plant or equipment, or any obvious health risks.
- Avoid any improvisation that may lead to unnecessary risks.
- Co-operate with management on matters of Health & Safety.
- To report any injuries, strains or illnesses you suffer as a result of doing your job, your employer may need to change the way you work.
- To tell your employer if something happens that might affect your ability to work, like becoming pregnant or suffering an injury or taking medication that may affect your ability to work safely.
- Attend any training designed to further Health & Safety.
- Be aware of any fire or emergency procedures.

Non – compliance with Health & Safety procedures can and will result in disciplinary action, which may include dismissal if appropriate.

HEALTH & SAFETY SUPPORT

Our Health & Safety Manager is available to help meet our legal obligations. They will conduct site safety audits and make written recommendations for safety improvements. They will help with writing risk assessments, policies and procedures, training and accident investigations.

The Health & Safety law poster is also displayed at each site providing you with basic Health & Safety information.



HEALTH & SAFETY ARRANGEMENTS

RISK ASSESSMENTS

A risk assessment is simply a careful examination of work activities and tasks.

The aim is to eliminate or minimise the likelihood of anyone, including yourself, becoming ill or getting injured as a result of the hazards that arise from performing the activities and tasks.

As you may be aware, risk assessments are legally required to be in place for all work activities, equipment and areas that pose a significant risk to Health & Safety. All-important findings from risk assessments will be communicated to you via your induction and on-going training.

Risk assessments specific to your branch are located on the Shared Drive and are available to be viewed by you at any time. They will also be at your work station

Ask your line manager and they will make them available to you.

Specific and more detailed risk assessments need to be carried out for:

UNDER 18'S

Anyone under the age of 18 years may not work in production areas, they may be employed (or placed on work experience) in the office environment but only after a risk assessment has been carried out to identify any potential risk, to the young person in the place of work. Such an assessment is needed because young employees/trainees may lack work experience and in particular, perception of the hazards and risks associated with work activities/working environment.

If you are under 18 you are prohibited from operating any dangerous machinery, using hazardous substances or undertaking manual handling unless closely supervised. All staff should play a part in this supervision.

NEW OR EXPECTANT MOTHERS

New and expectant mothers may be more at risk than others in relation to certain work activities, working environments, exposure to biological agents and chemical hazards. The definition of a new or expectant mother is someone who is pregnant, has given birth within the previous six months, or is breastfeeding.

Pregnant workers/nursing mothers will not be allowed to come into contact with hazardous substances or process that could affect the health of the child. Job roles will be adjusted where the risk to the pregnant worker/nursing mother are considered unacceptable.

The employee will be entitled to:

- Frequent breaks from standing (seating provision).
- Heavy lifting is prohibited.
- Reduced shifts are provided on demand.
- The employee is offered warm protective clothing if working in cold temperatures.
- Chemical assessments will be reviewed to assess impact of working with hazardous chemicals.

If all reasonably practicable control measures have been taken and a risk still exists to an expectant or new mother, then a hierarchy of steps will be followed:

Step 1

Temporarily adjust her working conditions and/or hours of work, or if it is not reasonable to do so or would not avoid the risk.

Step 2

Offer her suitable alternative work if any is available, or if this is not feasible you must:

Step 3

Suspend her from work (give paid leave) for as long as necessary to protect her safety or health or that of her child.

EMPLOYEE TRAINING

The Company has a responsibility to ensure a competent workforce through the provision of suitable and adequate information, instruction and training.

Your individual Health & Safety training requirements will be identified through a number of processes such as appraisal, risk assessment, accident/incident/ill-health or near miss investigations and training needs analysis.

Induction training will be provided to all new employees as soon as is practicable after commencement of employment. Ongoing and refresher training will be required at various stages throughout your career with the Company to update your skills and knowledge i.e. first aiders.

The Company will not require you to perform any work activity or task unless you have received suitable and adequate information, instruction and training, or are working under the supervision of a trained and competent employee.

If you are asked to undertake a task which you feel you are not competent to do and where your Health & Safety might be put at undue risk, you are required to stop work and report this immediately so that if necessary, appropriate remedial steps can be taken.

Training requests from employees should be made through their line manager.

ACCIDENTS

Although every effort will be made to prevent accidents at work, procedures are in place for the recording, reporting and investigation of any such occurrences.

ACCIDENT REPORTING

If you are injured whilst at work, obtain first aid treatment from a qualified First Aider.

It is your responsibility to report accidents or injury to your Line Manager so that they can record the incident into the accident book on your behalf.

Remember, it is important that you report all incidents to your Line Manager, even if you did not get hurt. This can help us to investigate the causes of the incident and to prevent a near miss for you, becoming a major injury to somebody else.

FIRST AID

If you are injured whilst at work, obtain first aid treatment from a qualified first aider. Only fully qualified first aid personnel can administer first aid treatment. All injuries should be reported and treated immediately – even minor injuries can become infected if left untreated.



You should make yourself aware of the location of the first aid facilities and the appointed person / first aider for your site. This will be pointed out to you during your induction and will also be displayed on the Health & Safety notice board.

FIRE

The company are responsible for ensuring that measures are taken to prevent the outbreak of fire and to develop procedures in case of fire and other emergencies.

These include completing fire risk assessments; provision and inspection of fire extinguishers, fire exits, alarms and fire detection systems; appointment of fire wardens; and organisation of emergency evacuation drills etc.

You can also play your part in preventing fires and reducing the damage caused by outbreaks by:

- Making sure you are tidy in your work. Do not allow rubbish to build up & always dispose of it in the correct manner. When removing rubbish don't leave it where an arsonist could have access.
- Not overloading or using damaged electrical equipment. Remember to report hot, smelling, sparking or damaged electrical equipment and not to block vents on equipment.

- Keep the use of flammable liquids to a minimum and always store away from any heat source and in a designated or secure area.
- Quickly clean up any spills of flammable chemicals and solvents.
- Report any issues relating to fire safety, such as blocked or restricted exits and gangways or locked fire doors.
- Don't block fire exits or fire escape routes.

FIRE INSTRUCTIONS

It is important that you familiarise yourself with the emergency evacuation procedures for the site you work at, this will be explained during your induction. The following is generic advice only.

1. If you discover a fire, raise the alarm by shouting FIRE, FIRE, FIRE, then operate the nearest fire alarm.
2. Leave the building by the nearest exit route and report to the designated assembly point for roll call.
3. Do not re-enter the building until instructed by the appointed fire marshal or alternative authorised person i.e. Fire Brigade.



NEVER ENDANGER YOUR OWN SAFETY: IF IN DOUBT, GET OUT!!!



Place of safety

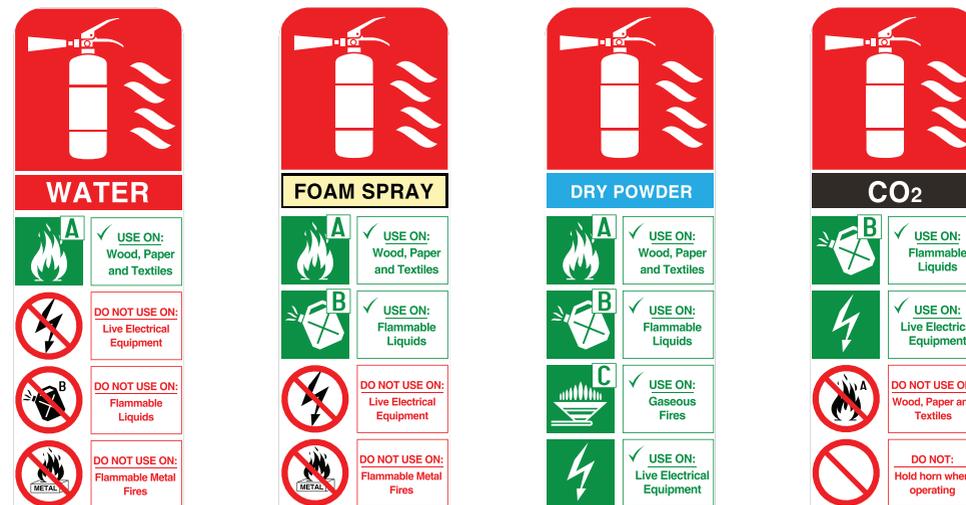
REMEMBER:

Do not stop to collect personal belongings. At all times act quickly, quietly and keep calm.

FIRE EXTINGUISHERS/BLANKETS

Only trained personnel should attempt to extinguish a fire and then only when it is safe to do so. In addition to the fire extinguishers shown, fire blankets are used to extinguish fires in a kitchen environment (cooking oil, fat pans, waste bins etc) and clothing fires provided the blanket completely covers the fire.

THE 4 TYPES OF EXTINGUISHER ARE:



SMOKING

Smoking is not permitted anywhere on company premises, in transport provided by the Company or hired from a third party. e-cigarettes are also not permitted on company premises.



ALCOHOL AND ILLEGAL DRUGS

Consumption of alcohol or non-medically prescribed drugs on site is prohibited. All employees, the consumption of any alcohol before work, at break or lunchtimes both on and off the premises is prohibited, this is for all staff. You should also be aware that alcohol remains in the system for several hours. It is possible that alcohol you drink in the evening will still be in your system the next morning when you start work.

Any drivers/lift truck operators or machine operators should notify their line manager if they are taking any medication that affects their ability to drive or operate machinery.

HYGIENE

You must maintain high standards of personal hygiene at all times at work. You must protect open wounds with suitable dressings, whilst at work. You must not consume food or drink in a place other than the dedicated area highlighted to you by your manager.

HORSEPLAY

Practical jokes can misfire, and someone may get injured. Horseplay is not permitted and will result in disciplinary action.

MOBILE PHONES

The use of mobile telephones at work offers a convenient and efficient means of communication. In some circumstances they can also have safety benefits in terms of security and use in emergencies.

However, using a hand-held phone or other communication device while driving is illegal. Using a hand-held while operating machinery can severely limit the operator's ability to physically control the vehicle/ equipment in a safe manner.

For this reason, the Company have deemed the use of mobile phones as a Health & Safety issue. Unless a mobile phone is a requirement of your job, you are not permitted to use a mobile phone other than at recognised break times. If you need to make an urgent call, please speak to your line manager.

STRESS

The Health & Safety executive define stress, as the adverse reaction people have to excessive pressure or other types of demand placed on them. The company recognises that workplace stress may at times be a Health & Safety issue and acknowledges the importance of identifying and reducing causes of workplace stress.

Where work-related stress is as a direct result of harassment, intimidation, abuse or violence, the company will fully investigate and take disciplinary proceedings against any perpetrators as appropriate. This will be done confidentially where possible.

Please raise any concerns you may have with your line manager – your view is important in helping us to identify and address causes of workplace stress.

HOUSEKEEPING

Thousands of people are injured in workplace falls each year. **You can make a difference!**

A neat and tidy workplace prevents accidents and creates a nice working environment. Untidy, disorganised and cluttered work areas can cause slips, trips and falls, make work tasks more difficult and create a poor work ethic.

The company will ensure that standards of cleanliness are maintained in all areas of the site during regular audits, however, you can help by ensuring;

- Floors surfaces are always kept clear of obstructions and spillages to prevent trip and slip hazards. Where necessary, suitable warning signs and barriers should be erected during the removal of spillages.
- You are responsible for keeping your work area clean and tidy.
- Main pedestrian walkways (access from fire escapes, entrances etc) are kept clear.
- It is the responsibility of all employees to ensure the following:
 - Materials and equipment are stored safely and tidily at all times. (Store personal belongings in desks or lockers, so that they do not create a trip hazard.)
 - Walkways and walking areas are kept clear and free from obstructions at all times, this includes fire exit routes.
 - If you spilt any liquid on the floor it should be wiped immediately to avoid slipping.
 - Trailing cables should not be left in any walking area.
 - Report any defects in lighting or floor surfaces immediately to your line manager.
 - Any concerns regarding cleanliness, hygiene or housekeeping should be reported to the area manager.

DISPLAY SCREEN EQUIPMENT

There are many roles in the company which require computer use on a regular basis. Whilst working at a computer it is important that you are able to sit comfortably as this will reduce your risk of suffering aches and pains as a result of a poor workstation set up.



The following points should be considered:

- Adjust your chair to suit your body shape and height.
- Feet - check your feet can rest flat on the floor or use a footrest.
- Keep your work area free of clutter.
- Take regular short breaks, away from the screen (equivalent to 10 minutes every hour, do other tasks etc).
- Keep the mouse as close as possible to the end of the keyboard to avoid over-stretching.
- If you are a regular computer user, you will be asked to complete the DSE assessment.



Seating and posture for standard office tasks:

1. Seat back adjustable.
2. Good lumbar support.
3. Seat height adjustable.
4. No excessive pressure on underside of thighs and backs of knees.
5. Foot support if needed.
6. Enough space for postural change, no obstacles under desk.
7. Forearms approximately horizontal.
8. Minimal extension, flexion or deviation of wrists.
9. The screen height and angle should allow for your head to be in a comfortable position.
10. Enough space in front of keyboard to support the hands & wrists during pauses in keying.

Try These Exercises

Let your eyes rest – spend time refocusing your eyes on distant objects e.g. the view from a window – roll your eyes to look up, to the right, down and then left – cover your eyes for a while to rest from any glare.

- Neck relaxation – put your shoulders back, look up at the ceiling and relax your neck.
- Roll your shoulders – let your arms hang loose and roll your shoulders in a circular motion.
- Relax your fingers – alternate between making a fist and spreading your fingers.
- Hand/wrist relaxation – use one hand to bend the other hand to flex your wrist, repeat with the other hand.

Employees who are considered to be DSE users are entitled to free eye tests, and vision correction appliances (spectacles) where these are needed for work with display screen equipment.

ELECTRICAL SAFETY

Thousands of people are killed or injured each year as a result of electrical shocks.

You could be a victim if you;

- Are careless around electricity.
- Use equipment carelessly or use faulty equipment.
- Use equipment for a job it is not intended to be used for.

Prior to using electrical equipment ensure you check for faults.

If any of the following are spotted, the equipment should not be used and reported to management;

- Defective/loose wiring, damaged cables, flexes, plugs, sockets.
- Damage to the casing of plugs or equipment.
- Overloaded circuits and fuses. Look out for scorch or burn marks on socket casing and chained extension leads (one plugged into another).

Additional electrical safety measures include;

- Follow the correct start up and shut down procedures for equipment. Mechanical injuries can occur from machinery starting unexpectedly.
- You must switch off or isolate all equipment/machinery before any adjustment or maintenance works are undertaken.
- Remedial work on electrical equipment will not be allowed before the equipment has been properly isolated from the source of supply.
- Never carry or drag electrical equipment by its cable/flex.
- You must not bring your own electrical equipment to work without management authorisation and inspection/testing being carried out.
- If unsure how to operate electrical equipment, stop and inform your Supervisor/Manager.
- Never carry out tasks without the necessary authorisation.

Finally

Only trained or qualified staff are permitted to work with electrical equipment. Never carry out repairs or alterations to electrical equipment unless suitably qualified.

SAFETY SIGNS & COLOURS

Throughout the premises there are displayed a variety of warning and information signs. To protect your health, it is essential that you know the meaning of these signs.

These signs are usually in the following format and colour:

Mandatory action:

A blue circle around a white symbol demands that this action **MUST** be carried out.



Hazard identification:

A yellow triangle with a black border around a black symbol, indicates that there is a **hazard present**:



Prohibition:

A red circle with a red diagonal across a white background and the symbol within, indicates that a particular act is prohibited: **Must Not Do**



Safe condition:

A green rectangle or square with a white symbol, offering information about safe conditions. Additional text may also be included. Fire escape signs will include a "running man" symbol:



Firefighting:

A red square or rectangle with a white symbol, indicating the location of fire alarm call-points or firefighting equipment.



Safety sign combinations:

There will be safety signs that may be a combination of some or all of these formats. Be aware of them - the messages are still the same!



NOISE EXPOSURE

Noise is part of everyday life, but too much noise can cause permanent and disabling hearing damage. This can be hearing loss that gets worse over time, damage caused by sudden, extremely loud noises, or tinnitus (permanent ringing in the ears).

With hearing damage, conversation becomes difficult or impossible, your family complains about the television being too loud, you have trouble using the telephone, and you may be unable to sleep. By the time you notice, it is probably too late.

However, there is no need for your hearing to be damaged by your work – The Company will seek to reduce exposure to noise at work to below the legal limits and the consequential risk of hearing damage.

This may involve designating certain areas as 'Hearing Protection Zones' as indicated by the sign below.



All persons working in or entering Hearing Protection Zones must wear personal hearing protectors. Where required, or otherwise upon request, suitable personal hearing protectors will be made available to you.

Where a noise risk assessment reveals that there is a risk to the health of employees who are exposed to noise, suitable health surveillance will be provided to the employees in question and they will be kept informed of the results.

HAZARDOUS SUBSTANCES

Hazardous substances can be chemicals, dusts, fumes, liquids, gases, vapours, solids and microbiological organisms.

Hazardous substances include (but are not limited to):

- Wood dust
- Cleaning chemicals
- White spirit
- Solvent based paints/primers/adhesives

Substances harmful to the body may enter by four main routes. These are:

- Absorption – through the skin, including entry through cuts and abrasions and the eyes.
- Ingestion – through the mouth.
- Inhalation – the route of entry, which can allow direct attacks against the lung tissue, which bypass other defences such as those of the liver.
- Injection – through puncture wounds i.e. needlestick/syringe injuries and contact with sharp objects. Compressed air if used inappropriately can be injected through the skin.

Hazardous substances are currently identified by the symbols below;



All work with hazardous substances MUST be risk assessed in line with the 'Control of Substances Hazardous to Health' (COSHH) regulations prior to work being carried out. The company has carried out an assessment of any hazardous substances that may be used by staff.

These can be found at point of use and explain any precautions to take, these measures will also be discussed with you during training.

It is of vital importance that all employees follow these control measures.

- To protect yourself, always wear the personal protective equipment as stated on the chemical container and or packaging (and in the safety COSHH assessments).
- After handling hazardous substances always ensure hands are thoroughly washed before eating, drinking or smoking.
- Cuts and grazes should be kept covered.
- Always assume all substances are hazardous unless proven otherwise.

In the event of leakage or spillage of any hazardous product you must inform management, restrict people access to the area and check the packaging and or the material safety data sheet for the substance. This can be found on the Shared Drive.

Storage of Hazardous Substances

When storing hazardous substances please ensure they are securely stacked on the ground or shelf. Stacks should be stable to minimise the chance of dropping and spilling. In the event of a spill, stand clear of the area and check the rear of the packaging for how to clear the product up. Never clear the product up without this being checked first. Always store heat sensitive products out of direct sunlight.

Dermatitis

Prolonged skin contact with certain hazardous substances can lead to skin irritation and dermatitis. Dermatitis is a debilitating and unsightly condition of the skin. At best it is irritating or painful. At worst, it can be seriously disabling.

You must be aware of the following early signs of dermatitis and immediately advise your line manager if you notice:

Redness, flaking, itching and cracking of the skin, particularly in the webs between the fingers.

To protect yourself, always wear the personal protective equipment as stated on the chemical container and or packaging (and in the Health & Safety COSHH assessments).

After handling hazardous substances always ensure hands are thoroughly washed before eating, drinking or smoking.

Cuts and grazes should be kept covered. Always assume all substances are hazardous unless proven otherwise.



MANUAL HANDLING

The majority of manual handling injuries, (back strains, slipped discs and hernias etc.) are not attributed to a single handling incident, but build up over a period of time. There is NO such thing as a completely "safe" manual handling operation, but a basic awareness of potential hazards and a good handling technique can help avoid potential health problems.

You should not undertake manual handling as part of your job if you have not received manual handling training, please contact your line manager or supervisor if this is the case. The company does not expect you to lift or move any item that will cause injury.

Wherever practicable you should make use of mechanical aids, however you must ensure that any automated plant is properly cleaned/maintained and that you are trained to use it.

The company manual handling assessments will show if there are particular activities where special care is needed but you should always follow the basic rules when undertaking manual handling:

1. The Task

Does it involve a long carrying distance? A twisting, stooping or reaching upwards movement? Do you need to remove obstructions from your path?

Things to consider include: Rearranging the layout of the workplace to minimise traveling distance and/or the use of pallet trucks/trolleys.

2. The Load

How heavy, bulky, unstable or intrinsically harmful (i.e. sharp or hot) is the load?

Things to consider include: breaking up the load to make it lighter, placing the load in a container for carrying and/or the use of another person to assist.

3. Your Physical Condition

If you are pregnant or have a health problem would moving the load endanger your health?

Things to consider include: Asking for help if you need it. Using a handling aid such as a trolley or forklift.

4. The Working Environment

Is it a confined area creating restrictions on movement, are there variations in floor levels, and is the ground wet or slippery?

Things to consider include: Remove any obstructions in the areas, where people need to carry materials. Remove slipping hazards and ensure that lighting levels are adequate.

Important good handling techniques to remember:

1. Plan the lift and always use appropriate handling aids if possible i.e. lifts, trolleys etc. Establish where the load is to be placed, removing any obstructions from your path. If necessary, lean forward a little over the load to establish a good grip. The best position and type of grip depends on the circumstances of the operation and individual preference, but make sure it is secure; generally, a hook grip is less tiring than keeping your fingers straight. For a long lift such as floor to shoulder height, consider resting the load mid-way on a stable surface so that you can change your grip.
2. Position your feet either side of the load, placing your leading leg as far forward as is comfortable and if possible pointing in the direction you intend to go.
3. When lifting from a low level, bend your knees but be careful not to over flex. Lift smoothly, keeping your back straight and your shoulders level and facing in the same direction as your hips.
4. Keep the load close to your body for as long as possible with the heaviest side next to you. If a 'close' approach to the load is not possible, slide it towards you before you try to lift.
5. Move your feet when you are turning to the side, do not turn your upper body without moving your feet. If you need to position the load in a precise position, put it down first and then slide it into the desired position.
6. When pushing or pulling, ensure the handling device you are using is suitable for the load. Try and push rather than pull a load, provided you can see over it and control steering and stopping. Keep your feet well away from the load and go no faster than walking speed. Do not move a load alone if you have to use excessive force. Enlist the help of another person if you have to negotiate a slope or ramp. Take care on soft or uneven surfaces as this can require higher force and the load balance could change consider softer or larger wheels on your handling device.

Lifting timber

Assess the weight of the individual timber piece before lifting (remember wet timber will be heavier).

When withdrawing the timber length from the stack be prepared for the 'increase' in weight when the end of timber 'drops' from the stack.

Withdraw the timber length facing the timber stack, do not twist body whilst withdrawing timber from stack.

It is mandatory to wear gloves to prevent injuries while handling timber.

Handling panels e.g. plasterboard

Due to awkward size it is important to ensure you have a solid grip.

Withdraw panel facing the panel stack, do not twist body whilst withdrawing panel from stack. When withdrawing the panel from the stack be prepared for the 'increase' in weight when the panel drops from the stack. Keep panel close to body whilst carrying. It is recommended you wear gloves to secure grip and prevent cuts. As you lift the product from the rack, position yourself to minimise twisting once you have lifted the product to reduce the chance of injury.

PROTECTIVE CLOTHING AND EQUIPMENT

The head, eyes, hands and feet are all vulnerable to injury. To prevent injury, you must wear the personal protective equipment (PPE) provided.

You will be advised if protective equipment is required on any other specific jobs, which will be supplied to you. You must wear clothing appropriate for the job you do and if PPE is provided or requested – PLEASE USE IT. Remember you have a legal responsibility not to interfere with or misuse anything provided to you for your health, safety or welfare.

- If PPE is damaged or faulty, please report this to your manager.
- If you have any concerns that PPE has not been provided, or is not suitable, contact your manager.
- If you have any questions about any item of PPE, ask your manager.
- You may sometimes be instructed to wear high visibility clothing – use it for your own safety.
- When not being used, your PPE must be stored in a clean and dry location.

ASBESTOS

Asbestos is a naturally occurring fibrous material which was regularly used in buildings from the 1950s until the late 1990s, as an insulation and fire proofing solution. In particular, it found its way into products like ceiling tiles, pipe insulation, boilers, sprayed coatings and garage roof tiles.

Inhaling loose asbestos fibres is known to cause several serious and even fatal lung diseases. So, there was no surprise when its use was finally banned in 1999. However, it is still found today in many buildings.

You may come across asbestos while you are working, but as long as the asbestos is well maintained and not disturbed or disintegrating it doesn't present an immediate risk to your health.

The Company has a duty to manage the risks arising from the possible presence of asbestos within its premises. A survey of all company buildings has been carried out to find out if there is asbestos in the premises, its amount and what condition it is in. A record is maintained of the location and condition of any asbestos containing materials.

You must report to your line manager if you suspect that asbestos has been damaged.

MACHINE/EQUIPMENT SAFETY

Many serious accidents involve machinery. Machinery should not be modified for any reason.

There are a wide range of hazards associated with machinery/ equipment.

ALL users of machinery/equipment MUST recognise these hazards in order to ensure appropriate precautions are taken.

The main hazards are as follows:

- Hair or clothing can become entangled in rotating parts.
- Shearing or crushing can occur between two moving parts.
- People can be struck by moving parts.
- Cuts can result from contact with sharp edges.
- Material can be ejected from machinery.
- Parts of the body can be drawn in or trapped between moving parts.

One machinery hazard often overlooked is the risk of people falling into/against machinery as a result of poor housekeeping in the area around the machine. It is vital that all floors around machines are kept clean and tidy and free from spillage.

The following checklists provide guidance on the Do's and Don'ts that should be applied when working on or around any machinery...

Do's

- Only use machinery/equipment that you have received information, instruction and training on and have the authority to use.
- Carry out pre-use checks of machinery/equipment before using it. Look for obvious signs of visible damage i.e. signs of wear and tear, frayed cables etc.
- Line Managers to review the daily check sheets to ensure completion.
- Always know how to stop the machine/equipment before you start it.
- Always ensure ALL guards are in position and ALL protective devices are working.

- Always ensure the area around the machine/equipment is clean, tidy and free from obstruction.
- Always inform your Supervisor/Manager immediately if you think a machine is not working properly or any safeguards are faulty.
- Always ensure you are wearing the appropriate protective clothing and equipment.
- Inform your Supervisor/Manager if you are taking any prescribed drugs that might affect your ability to use machinery/equipment safely.

Don'ts

- Never use a machine unless you are authorised and trained to do so.
- Never try to clean a machine in motion – switch off and unplug it or lock it off.
- Never use a machine or appliance that has a danger sign or tag attached to it.
- Danger signs and padlocks should only be removed by an authorised person.
- Never distract people who are using machines.
- Never use machinery/equipment that you and/or your colleagues have identified as being damaged.

SAFE USE OF LADDERS

Falls from height is the biggest workplace killer! The following safety rules must be followed when using ladders:

- Do not use a ladder if work is likely to last more than 30 minutes duration – alternative access equipment should be used.
- Before commencing work, inspect the ladder for damage. Check for splits or cracks in the stiles and rungs. Make sure that none of the rungs are missing or loose. Ensure any wet, icy or greasy rungs are cleaned before use.
- Report defects to management and take out of use if damaged.
- Ensure that your safety footwear is free from excessive mud or grease before you climb a ladder.
- Use aeroplane steps or a-frame steps in preference to single section ladders.
- Maintain 3 points of contact with a ladder and never over reach or over stretch.
- If using single section ladders and they cannot be tied at the top, it must be fixed at the bottom/base and or a second person must foot the ladder before it is used.
- Never stand on the top two steps of a ladder, unless you are using a platform ladder.

- Ensure doors/windows are locked or guarded if a ladder is positioned in front of them and consider position of overhead power lines or extreme winds.
- To prevent items falling from height onto persons below, keep tools/materials held in a holster/tool belt/pocket and use temporary barriers or signs where necessary.

SAFE STORAGE AND STACKING OF STOCK

When stacking goods in the yard or warehouse the following safe measures should be observed:

When stacking goods ensure the ground surface is in good repair, flat and with no more than a 2^o gradient.

- Packs should be square or rectangular in cross section with centres of gravity directly over the centre of the bottom pack. Place larger heavier packs at the bottom and pack placement should not cause any bridging between stacks.
- Never stack goods on top of other goods unless they are structurally able to withstand the weight without compression, tilting or falling.
- When stacking timber, ensure bearers are in good condition, correctly positioned and stacks are stable and where possible do not exceed a height of 4 high providing timber is stacked on firm level ground.
- Ensure stacks are located away from possible vehicle/lift truck impact.
- Panels to be tied back to posts when stored outside in the yard and trusses to be angled to stop falling.

SAFE RACKING PROCEDURE

To prevent goods falling from racking or stacked stock collapsing, the following safe stocking procedure should be followed:

- Ensure stock is not placed on damaged racking. Report any damage to management immediately.
- Ensure the maximum safe working load of the racking is adhered to.
- Ensure stock is secure before placing above ground level e.g. Shrink wrapped or banded.
- Only stack goods on racking using a forklift truck/combi/tele truck in aisles free from pedestrians.
- Ensure timber above head height is banded.

ABRASIVE WHEELS

Employees who use abrasive wheels should be aware of the possible hazards that are associated with such equipment, including breakage or bursting of the wheel; flying particles; cuts and abrasions from contact with running wheels; entanglement of loose clothing; dust; noise; vibration and electric shock. As such, please:

- Ensure the disc or wheel is mounted correctly. This must only be done by a competent appointed person.
- You must not work on abrasive wheels unless you have received the required training.
- Guards must be fitted to all abrasive wheels and kept in position.
- Eye protection must be worn when using abrasive wheels.
- Avoid wearing loose clothing.
- Hearing protection should be worn.
- All machines should be inspected regularly to ensure they are in good condition.

SAFE USE OF KNIVES

Wherever possible use a safety knife instead of an open blade knife. Ask your line manager if you need a new one. It is recommended you use an automatic spring-loaded returnable blade or the femerel board knives. The two position self-retracting mechanism ensures extra safe handling and reduces accidents.

LIQUIFIED PETROLEUM GAS (LPG)

Cylinders should be kept away from flammable materials and sources of heat. Cylinders should be kept away from open drains and away from risk of impact from vehicle or lift truck movements. Adequate ventilation must be provided to any work area where LPG is used to ensure no build-up of harmful gases, including possible leaks from cylinders. Cylinders not being used should have the valve fully closed.

LONE WORKING

If you are working alone in the building, either during or beyond normal working hours, you must:

- Complete a risk assessment for the task being completed when working alone and get signed off by your manager.
- Ensure you have a means of frequent contact with agreed person at frequent intervals.

- During normal working hours you should ensure you liaise with other departments at frequent intervals.
- Outside of normal working hours you should ensure that entrances are securely shut and ensure that you can get out of another door in case of an emergency without using a key.

PERMIT TO WORK

High risk operations performed by contractors or employees will be subject to permit to work procedures. This includes:

- Hot work e.g. Welding.
- Work at height e.g. Roof work.
- Work on asbestos.
- Alterations to or overhaul of plant or machinery where mechanical, toxic or electrical hazards may arise.

CONTRACTORS

Contractors may be employed on site but only after strict vetting procedures. If you witness any unsafe actions which may pose a risk to your colleagues, customers or the contractor you must report this to management.

WORKPLACE TRANSPORT RISKS

Drivers

The company recognises the risks associated with driving of company vehicles and requires all drivers to drive carefully and follow the guidance laid down within the 'Drivers Handbook'. All lorry drivers must ensure that they have read and understand the driver's information pack contained in the lorry. If anything is unclear you must inform your line manager.

All delivery drivers are responsible for their vehicles and the loads placed upon them. The stability and security during transportation. Particular attention should be paid to the height of the loads.

Whilst the forklift driver is loading the vehicle, the lorry driver must stand clear from the forklift and only enter the exclusion zone of the forklift (within 2 metres) if invited/instructed by the forklift driver and then only if it is safe to do so. And when assisting with the task of placing of bearers under goods and tying back the trusses to the centre bars.

All drivers are responsible for securing and strapping of their load, for conducting daily vehicle pre-use safety checks and for keeping glazing clean to provide maximum visibility.

You must advise management if you are taking medication that may affect your ability to drive safely. Mobile phones must not be operated whilst driving unless safely hands-free and voice activated.

Please remain alert whilst on site due to the presence of pedestrians – they may be lost in your blind spot!

WORKPLACE TRANSPORT

One of the most common causes of fatalities and serious injuries at work involves the operation of vehicles, including lorries and forklift trucks.

The main problems include collisions with pedestrians and between vehicles; reversing of vehicles; falls from vehicles and over loading and overturning of vehicles.

You should take great care when working in the proximity of moving vehicles.

All vehicle drivers must be aware of the risk to pedestrians and ensure that all reversing manoeuvres are adequately controlled or supervised.

Vehicles must not be overloaded and must be serviced, maintained and inspected in accordance with company policy.

All drivers must strictly adhere to speed limits and parking restrictions.

ALWAYS follow your site-specific rules.

FORKLIFT TRUCK OPERATORS

When operating a forklift truck, you must be alert at all times to prevent collision with a pedestrian or stock. The following safety rules must be followed:

Never

- Operate a forklift truck if you have not been trained.
- Travel forward with a bulky load obscuring vision.
- Carry passengers on the forks or otherwise.
- Block fire-fighting equipment or exits by parking or stacking in front of it.
- Attempt to carry out repairs – leave this to a qualified maintenance engineer.
- Allow people to walk under a raised mast or load or into the aisle you are operating.
- Travel with a raised load.
- Leave the key in the ignition when not in use.

- Use attachments unless properly trained and authorised.
- Operate a mobile phone whilst driving a truck.
- Operate a truck under the influence of alcohol or drugs.

Always

- Watch out for obstructions and pedestrians.
- Slow down for corners and sound horn when leaving buildings where appropriate.
- Travel with fork arms lowered while maintaining ground clearance.
- Carry out a pre-shift check of the lift truck.
- Lower loads as soon as they are clear of the racking/lorry.
- Lower heavy loads slowly.
- Leave the truck with the fork arms fully lowered.
- Always apply the handbrake and turn your vehicle off when you are engaged in any conversation or are receiving loading instructions.

FORKLIFT TRUCK SEAT BELTS

Several serious accidents have occurred when lift trucks have overturned and seat belts have not been worn.

As such you must **wear your seat belt at all times.**

PEDESTRIANS

Always

- Try to remain within defined pedestrian paths wherever possible, do not cut corners.
- Make your presence known by making eye contact with a forklift truck operator as soon as you can when approaching a lift truck.
- Keep a distance of 2 metres until the lift truck driver has seen you and stopped.
- Avoid sudden changes of direction in areas where trucks are operating.
- Never approach an operating lift truck from the rear or other blind spots.
- If customers or visiting drivers are seen in areas likely to be hazardous due to forklift truck movements, please escort them to a place of safety.



SAFETY CARD MS 12

LOADING OF TRUSSED RAFTERS FOR DELIVERY

Personal Protective Equipment (PPE) Required		
Main Hazards		
Method		
<p>1. A suitable area should be designated for the loading of delivery vehicles. Adequate artificial lighting must be available should loading be necessary early morning or late evening. There must be no overhead cables and drainage must be adequate to prevent the build-up of standing water. There must be sufficient space to enable the manoeuvring of forklift and delivery trucks without the risk of collision or destabilising of loads. Vehicle and pedestrian routes should be clearly demarcated using walkways and clear signage. This area should not be used for the storage of materials. Only trained loaders authorised by the company can load vehicles. Maximum bundle size and weight requirements for the delivery should be as specified in company policy / method statement. Where a construction site requests a specific loading plan or for example details of maximum size/weight of bundle then this should be assessed by the lift planner to ensure that the arrangement will be safe to load and send out. The request should be followed if possible to do so or the construction site informed if not possible. A copy of the requested arrangements should accompany the delivery.</p>	<p>2. Loader must ensure that all trusses are securely banded using designated heavy duty banding. The band colour used must be different to the vehicle straps with this information recorded and sent with the delivery. For example that blue bands were used to secure the trusses into bundles and yellow bands secured trussed rafters to the vehicle frame as shown. This information will reduce the possibility of the wrong band/rope being cut accidentally during the unloading process.</p> 	<p>3. Suitable trailer selected and trusses loaded against the centre bar. The load to be suitably distributed having regard for weight, windage and stability in transportation and during unloading. Ensure all trusses are tightly packed and loading support remains in place until strapping is completed as described in item 5. This will prevent a pack toppling as the support is removed.</p> 
<p>4. While the forklift /sideloader support the Trussed Rafters, loaders may access the lorry bed using the company defined procedures to prevent/mitigate falls from vehicles. Examples of suitable access methods are via the deck of modified sideloader or via suitable access equipment such as aircraft steps. No work to take place directly below extended forks.</p> 	<p>5. The loader must secure each pack to the centre bars at a minimum of two points above the centre of gravity. Unless this is done for individual packs the load may topple during unloading. Secure using minimum 6mm 3 core polypropylene rope (min 450kg breaking strain) or designated polypropylene banding. Colour used must be different to individual pack strapping as illustrated above.</p> 	<p>6. The knot used to secure the rope shall be a safe & secure knot (see example). Banding shall be secured using correct tooling.</p> 



SAFETY CARD MS 12

LOADING OF TRUSSED RAFTERS FOR DELIVERY

<p>7. Other products are added to the load as per the applicable safe system of work.</p> 	<p>8. Once fully loaded, the loader must visually check the safety of the load against the loading sheet.</p> 	<p>9. It is the driver's responsibility to inspect the load ensuring that it is safe for transportation. The driver will fit transportation straps to each side of the load ensuring they are placed and tensioned to prevent possible damage to the structural integrity of the trusses. This should include consideration of any movement that could occur in transit and the dynamic effects of heavy breaking or travel over rough ground.</p> 
<p><i>This document is provided to assist Trussed Rafter Association Members in the development of their own site specific safe working practices. All images are for illustrative purposes only. The recommendations contained within this document are supplied in good faith but without liability and their use shall be entirely at the risk of the user. This document may not be reproduced in whole or part without the written permission of the Trussed Rafter Association- info@tra.org.uk</i></p>		

WORKING ON THE BACK OF LORRIES

- You must never climb onto a moving vehicle.
- While tying back trusses you should not move outside the area of the side loader.
- You should always face the direction you are walking and pay attention to the stability and grip of the surface you are walking on.
- Standing on the product should be avoided as far as possible. You must never stand on any product which is not securely strapped into place or liable to shift.
- You should never operate your crane controls whilst standing on the back of the lorry.
- Crane remote controls must be isolated while accessing the back of the lorry.

USE OF HYDRAULIC LORRY MOUNTED LOAD LIFTERS

Only trained staff may operate the load lifters.

Hard hats (with restraining devices) and high visibility vests & safety footwear should be worn during all loading and unloading operations.

Pre-shift checks must be completed prior to use including:

- Hydraulic oil levels and leaks.
- Loader arms – no cracks, distortions etc
- Report any defects or damage immediately.
- Loading and unloading should be carried out to maintain uniform distribution of the load as far as possible.
- Always use outrigger legs when loading and unloading, positioned on firm ground.
- Always locate the vehicle as close as possible to the setting down or picking up point when loading or unloading.
- Do not load or unload under overhead power lines or within ALMMI recommended distances of an electrical pylon or pole.

SAFE USE OF WOODWORKING EQUIPMENT

Woodworking machinery is extremely dangerous and must be operated with care and attention at all times.

- Only trained and authorised employees are to use the machinery.
- DO NOT operate a machine with faulty guards and safety devices – advise line manager if a problem is identified.

HANDLING & LOADING OF SPANDREL PANELS - Safety Sheet MS12a

TRUSSED RAFTER ASSOCIATION



Safety Sheet MS12a - 01/02/2016 - Rev0

Personal Protective Equipment (PPE) Required



Main Hazards



TRUSSED RAFTER ASSOCIATION



Safety Sheet MS12a - 01/02/2016 - Rev0

1. Panel Orders

When orders are placed for Spandrel panels the arrangements for pre-delivery load plan, delivery, unloading and lifting to roof shall be agreed with the contractor in order for this information to form part of the CDM construction phase plan. Training within Member companies should emphasize this need for agreement of delivery/unloading plan at order stage.



Safety Sheet MS12a - 01/02/2016 - Rev0

2. Installation of Slings

Single Use (also called non return or one way lifting Slings), certified and CE marked are installed during manufacture at identified lifting points on top chords before cladding panels are applied. Primary Slings (usually purple) are secured using a choke around a designed node point. Additional short secondary Slings may be added via chokes at the same time.



Safety Sheet MS12a - 01/02/2016 - Rev0

3. Handling Methods

Images of example Mechanical lifting methods

- Lifting via Forks
- Lifting via Short Slings
- Spreader Attachment
- Steel Stillage Frame

Other Mechanical lifting methods

- Forks under panel



Safety Sheet MS12a - 01/02/2016 - Rev0

4. Loading

A suitable area should be designated for the loading of delivery vehicles. Adequate artificial lighting to be available. No overhead cables and drainage must be adequate to prevent the build-up of standing water. There must be sufficient space to enable the manoeuvring of forklift and delivery trucks without the risk of collision or destabilising of loads. Vehicle and pedestrian routes should be clearly demarcated using walkways and clear signage. This area should not be used for the storage of materials. Only trained loaders authorised by the company can load vehicles.



Safety Sheet MS12a - 01/02/2016 - Rev0

- DO NOT operate a machine without working local exhaust ventilation to extract the wood dust.
- Ensure the blade used is sharp, of the correct size, secure and correctly adjusted.
- Ensure the machine is isolated at the main switch and locked out before changing the blade/accessing the blade.
- DO NOT clean the machine whilst still in motion.
- DO NOT leave the machine running unattended.
- Use braking devices at all times when stopping the machine.
- Use Personal Protective Equipment provided this includes the wearing of hearing protection & dust mask when operating saws.
- The working area around the machines must be kept clear.
- You must report any problems with the equipment to your line manager immediately

FLOOR SAFETY

The floor should be clear of scrap blocks and excessive litter. Keep projects, sawhorses, and other equipment and materials you are using out of traffic lanes. Immediately wipe up any liquids spilled on the floor.

WOOD DUST

Exposure to certain wood dusts are harmful to health and may even cause cancer. To ensure your safety: Dust extraction (Local Exhaust Ventilation) is positioned to capture maximum wood dust. This is tested at a minimum of 14 monthly intervals to check it works effectively.

Wherever possible wood dust must be removed using a suitable vacuum cleaner or LEV rather than dry sweeping or an airline.

When changing bags, you must always wear a dust mask conforming to EN149 FFP3.

SSoW 20 Safe Unloading of Trusses using a Crane



Do not access the bed of the vehicle unless absolutely necessary and only when using agreed method of working at height safety equipment.

Personal Protective Equipment (PPE) Required							
	Head Protection		Hi Vis wear		Safety footwear		Hand protection

Main Hazards					
Weather	Manual Handling	Slip, Trip, Falls	Falling items	Falling items from above	Cranes

Method		
<p>1. We will supply the trusses pre-slung. These slings are sacrificial and stay with the customer when the delivery is complete. The slings will be secured using banding to minimise the slack, as low on the truss as possible.</p> 	<p>2. The customer is responsible for the provision of the crane, the necessary lifting equipment, the qualified operator, and Slinger / Banksman.</p> 	<p>3. The Driver will liaise with the Slinger to ensure that they understand which pre slung batches of trusses are to be removed, and in which order. We will supply the trusses secured to the lorry with blue coloured rope. Familiarise yourself with the colour which attaches the trusses to the trailer.</p> 
<p>4. The Driver will cut the rope that secured the slack on the slings.</p> 	<p>5. The Slinger will attach the slings to the crane hooks,</p> 	<p>6. The Crane takes up the slack on the lift.</p> 
<p>7. The Driver shall release the individual band attaching the bundle to the lorry. This should be completed from the ground using the telescopic tree cutters provided. The driver must be in a safe position when carrying out this function.</p> 	<p>8. The Crane lifts the trusses to the area. The Driver must NEVER stand in the danger area where the trusses could potentially fall, or allow any others to enter the danger area</p> 	<p>9. The customer may on occasion, ask you to assist in this function. You must do this from a safe position either on the other side of the load, or from a position that you have not put yourself at risk. The risks can either be from falling from the trailer, being struck by the crane jib, or the trusses falling in the event of failure on the mechanical handling equipment. If the driver has to mount vehicle he must do so under the authority and supervision of the site manager/contractor using agreed method of working at height safety equipment.</p>

Photos for display purpose only.

SSoW 19 Safe unloading panels with forklift & short straps



Do not access the bed of the vehicle unless absolutely necessary and only when using agreed method of working at height safety equipment.

Personal Protective Equipment (PPE) Required

	Head Protection		Hi Vis wear		Safety footwear		Hand protection
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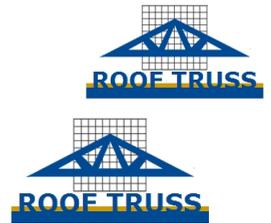
Main Hazards

	Weather		Manual Handling		Slip, Trip, Falls		Falling items		Falling items from above		Forklift
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Method

<p>1. CDM Construction Plan When orders are placed for Spandrel panels the arrangements for pre delivery load plan, delivery, unloading and lifting to roof shall be agreed between Supplier and Contractor in order for this information to form part of the CDM construction phase plan. The supplier does not physically offload. Deliveries have to be unloaded using one of the recommended unloading methods. Not to do so creates a risk for the Supplier and Contractor by participating in unloading operations that may not have been fully risk assessed.</p>	<p>2. Equipment The contractor is responsible for the provision of lifting equipment, a qualified operator, and the Slinger / Banksman. After parking on site, the driver inspects the load ensuring it is still secure, with all banding & rope in place. Once inspected the driver must sign in at the site manager's office. Level unloading areas are essential as Spandrel Panels due to their weight and height may be unstable once straps removed. Tie down straps should not be removed from load until mechanical unloading equipment is available and unloading is ready to commence. Driver will release the load on customer instruction</p> 	<p>3. Multiple Section Panels When Panels are delivered in multiple sections, installed slings are intended to lift only the panel section to which they are attached as delivered. Panels are intended for in-situ assembly only i.e. at their final location post lifting</p> 
<p>4 Slings Drivers and site staff are not permitted to access lorry bed during unloading. Spandrel Panels will arrive pre-slung with appropriate lifting slings. It is recommended Forked equipment is fitted with appropriate Crane Hook attachment. Where not available, forks must be</p>	<p>5. Attachment A number of options are available: a) Straps are lifted over forks using telescopic pole. b) An additional heavy-duty load strap is threaded through installed slings and the slinger can then attach the heavy-duty</p>	<p>6. Lifting. The Lifting equipment will then take up the slack of the lift. On instruction from the site responsible person the driver will release the transport straps on the side being unloaded. Guide ropes may also be attached to pre-installed straps along bottom chord.</p>

SSoW 19 Safe unloading panels with forklift & short straps



inspected for sharp edges to protect straps from damage during lifting. Alternatively fork sheaths or other appropriate protection shall be used.



strap to the lifting equipment.
c) Steel Stillage frames can be lifted directly from vehicle using forks



7. Release Panel. The Lifting equipment will then take up any further slack of the lift. The driver will cut the individual blue rope attaching the panel to the vehicle centre bars. This must be carried out from a safe position using a telescopic cutting staff



8. Safety Area Forked equipment will then lift the panel from the bed of the trailer. Given the weight and shape of panel it is essential that the danger area in front of the panel is kept clear of all personnel. NEVER stand in the danger area where the panel could potentially fall or swing. Do not allow any others to enter the danger area.



9. Further Information
Spandrel Panels are wrapped for weather protection and require specifically designed storage racks. If they are not being installed immediately. Seek further information from Supplier re appropriate storage. If weather protection wrappings are damaged or removed before final installation, then the dry timber and cladding materials used may be prone to water damage significantly reducing performance of fixings and potentially increasing the overall weight of panels. If water damage has occurred no attempt should be made to lift the panel using the preinstalled lifting straps.

If driver has to mount vehicle, he must do so under the authority and supervision of the site manager/contractor using agreed method of working at height safety equipment.

Photos for display purpose only.

SSoW 21 Safe Unloading of Trusses using a Forklift



Do not access the bed of the vehicle unless absolutely necessary and only when using agreed method of working at height safety equipment.

Personal Protective Equipment (PPE) Required							
	Head Protection		Hi Vis wear		Safety footwear		Hand protection

Main Hazards					
Weather	Manual Handling	Slip, Trip, Falls	Falling Items	Falling Items from above	Forklift

Method		
<p>1. We will supply the trusses secured to the lorry with blue coloured rope. Familiarise yourself with the colour which attaches the trusses to the trailer.</p> 	<p>2. The customer is responsible for the provision of the forklift truck and its qualified operator. After parking the driver should inspect the load to ensure it is still secure with all banding & blue rope in place.</p> 	<p>3. The FLT Operator must position the forks in the most appropriate area to lift the trusses safely. The forklift truck will take the weight of the trusses on the forks.</p> 
<p>4. NEVER stand between the forklift and the trailer, or under or on the forks, or allow any others to enter the danger area. On instruction from the site responsible person the driver will release the transport straps on the side being unloaded</p> 	<p>5. The Driver shall release the individual rope attaching the bundle to the lorry. This should be completed from the ground using the telescopic tree cutters provided. The driver must be in a safe position when carrying out this function</p> 	<p>6. The FLT Operator shall remove the trusses from the lorry. The operator must position the forklift in an appropriate area to ensure the trusses are lifted safely</p> 
<p>7. NEVER stand in the area around the lorry, or where the lorry will move into, or allow any others to enter the danger area. NEVER stand between the forklift and trailer, do not allow others to enter this danger area</p> 	<p>8. The forklift truck operator must lift the trusses from the trailer and then move the trusses to a safe and / or off-load area. If driver has to mount vehicle, he must do so under the authority and supervision of the site manager/contractor using agreed method of working at height safety equipment.</p> 	<p>9. Other products are removed from the load as per applicable SSoW. Metalwork bags and straps must be removed from the trailer in conjunction with the driver's specific manual handling training.</p> 

SSoW 18 Recommended method of manually unloading Trusses less than 95g (where they can be reached from the ground)

Do not access the bed of the vehicle unless absolutely necessary and only when using agreed method of working at height safety equipment.

Personal Protective Equipment (PPE) Required							
	Head Protection		Hi Vis wear		Safety footwear		Hand protection

Main Hazards				
Weather	Manual Handling	Slip, Trip, Falls	Falling Items	Falling Items from above

Method		
<p>1. The customer is responsible for providing an appropriate number of able bodied Personnel for the unloading of all materials.</p> 	<p>2. The customer is responsible for the provision of sufficient labour to lift the product in accordance with the Manual Handling Operations Regulations 1992. The manual lifters MUST NOT lift and load beyond their lifting capacity. If the unload is deemed to be unsafe, the driver will contact his manager for instruction of which may result in the load being returned back to the manufacturer.</p> 	<p>3. The driver will position the vehicle where possible to ensure that truss packs are leaning towards the centre bars and are secured in position.</p> 
<p>4. The manufacturer will supply truss packs secured to the trailer with blue 3 core rope. You shall familiarise yourself with which rope attaches which pack to the centre bars.</p> 	<p>5. The driver will cut the banding securing the truss pack to allow separation of the individual trusses. This must be carried out using a closed blade pruning staff from ground level.</p> 	<p>6. Once the load stability has been checked the driver will loosen the transportation straps on the side being unloaded.</p> 
<p>7. The driver will then separate each truss at the heel by placing a wedge between the first and second truss. If the driver has to mount vehicle, must do so under the authority and supervision of site manager/contractor using agreed method of working at height safety equipment.</p> 	<p>8. Once this wedge is in place the driver will then strap if possible, the remaining bundle to the centre bars leaving the separated truss to be off loaded.</p> 	<p>9. The customer team will then take hold of the truss while the driver cuts the blue rope. Once the blue rope has been cut the team will then off load the truss in a safe manner. Proceed with this recommended method for the remaining trusses.</p> 

Photos for display purpose only.

SSoW 13 Safe Unloading of Inverted Trusses



Do not access the bed of the vehicle unless absolutely necessary and only when using agreed method of working at height safety equipment.

Personal Protective Equipment (PPE) Required					
	Head Protection		Hi Vis wear		Safety footwear
	Hand protection		Hi Vis wear		Safety footwear

Main Hazards					
	Weather		Manual Handling		Slip, Trip, Falls
	Falling items		Falling items from above		Forklift

Method		
<p>1. The contractor is responsible for the provision of the forklift and its qualified operator. The forklift truck is any form of mechanical lifting equipment where the lifting appliance is two forks</p>	<p>2. After parking on site the driver should inspect the load ensuring that it is still secure, with all banding & rope in place. Once inspected the driver must sign in at the site managers office. If the unload is deemed to be unsafe, the driver will contact TRA Member for instruction which may result in the load being returned to the manufacturer.</p>	<p>3. Truss packs are secured to the trailer bars with blue rope or strapping of a different colour to that used for banding individual truss packs.</p> 
<p>4. On instruction from the site responsible person the driver will release the transport straps on the side being unloaded ensuring no one is within the danger area as shown in the pictures.</p> 	<p>5. The operator must position the forklift in an appropriate area to ensure the trusses are lifted safely. The forklift will take the weight of the trusses on the forks. Ensure no one is within the danger area.</p> 	<p>6. NEVER stand between the forklift and trailer, do not allow others to enter this danger area. NEVER stand on or under the forks. Ensure the danger area remains clear always.</p> 
<p>7. Once the pack is supported the driver will cut the individual band/rope attaching the pack to the bars. This must be carried out from a safe position using the drivers cutting tool.</p> 	<p>8. The forklift will then remove the truss pack from the trailer, position the apex of the pack onto the floor and reverse back slowly lowering the boom. Bearers can be used to support the underside of the pack</p> 	<p>9. Once lowered the forklift will remove the forks and re-invert the truss pack at the apex. Once fully supported the truss pack can then be moved to its location.</p> 

Photos for display purpose only.

SSoW 14 Safe Unloading of Panels Using a Crane



Do not access the bed of the vehicle unless absolutely necessary and only when using agreed method of working at height safety equipment.

Personal Protective Equipment (PPE) Required					
	Head Protection		Hi Vis wear		Safety footwear
	Hand protection		Hi Vis wear		Safety footwear

Main Hazards					
	Weather		Manual Handling		Slip, Trip, Falls
	Falling items		Falling items from above		Forklift

Method		
<p>1. CDM Construction Plan When orders are placed for Spandrel panels the arrangements for pre-delivery load plan, delivery, unloading and lifting to roof shall be agreed between Supplier and Contractor in order for this information to form part of the CDM construction phase plan. The supplier does not physically offload. Deliveries have to be unloaded using one of the recommended unloading methods. Not to do so creates a risk for the Supplier and Contractor by participating in unloading operations that may not have been fully risk assessed.</p>	<p>2. Crane The contractor is responsible for the provision of a crane, the qualified operator and the Slinger / Banksman. After parking on site, the driver inspects the load ensuring it is still secure, with all banding & / or rope in place. Once inspected the driver must sign in at the site manager's office. Level unloading areas are essential as Spandrel Panels due to their weight and height may be unstable once the straps have been removed. Tie down straps should not be removed from the load until mechanical unloading equipment is available and unloading is ready to commence. Driver will release the load on customer instruction</p> 	<p>3. Slings Drivers and site staff are not permitted to access lorry bed during unloading. Spandrel Panels will arrive pre-slung with appropriate 7:1 lifting slings. These slings are designed to be attached to crane hooks from ground level. Where Panels are delivered in sections always check supplier information for lifting and assembly details.</p> 
<p>4. Multiple Section Panels When Panels are delivered in multiple sections, installed slings are intended to lift only the panel section to which they are attached as delivered. Panels are intended for in-situ assembly only i.e. at their final location post lifting.</p> 	<p>5. Unloading Once the order of unloading is agreed between the slinger and driver, the slinger will attach the lifting slings to the crane hooks. Guide ropes may also be attached to pre-installed straps along bottom chord.</p> 	<p>6. The crane will then take up the slack of the lift. On instruction from the site responsible person the driver will release the transport straps on the side being unloaded.</p> 

SSoW 14 Safe Unloading of Panels Using a Crane



7 The driver/ responsible person will cut the individual blue rope attaching the panel to the vehicle centre bars. This must be carried out from a safe position using a telescopic cutting device.



8 The crane will then lift the panel from the bed of the trailer. Given the weight and shape of panel it is essential that the danger area in front of the panel is kept clear of all personnel. NEVER stand in the danger area where the panel could potentially fall or swing. Do not allow any others to enter the danger area.



9. Spandrel Panels are wrapped for weather protection and require specifically designed storage racks if they are not being installed immediately. Seek further information from Supplier re appropriate storage. If weather protection wrappings are damaged or removed before final installation, then the dry timber and cladding materials used may be prone to water damage significantly reducing performance of fixings and potentially increasing the overall weight of panels. If water damage has occurred no attempt should be made to lift the panel using the preinstalled lifting straps.

If driver has to mount vehicle, he must do so under the authority and supervision of the site manager/contractor using agreed method of working at height safety equipment.

Photos for display purpose only.

YOUR SIGNATURE ON THIS PAGE CONFIRMS THE FOLLOWING:

1. I have read and understand the contents of this Health & Safety Booklet.
2. I acknowledge that I am aware that more detailed guidance in the form of the Health & Safety Policies and Procedures are available from my Line Manager.
3. I acknowledge that I agree with the details of the The Roof Truss Company Northern Health & Safety Charter.

Name:

Signature:

Date:

Office/Branch:

PLEASE RETURN COMPLETED PAGE TO YOUR LINE MANAGER.

THE 4 TYPES OF EXTINGUISHER ARE:



WATER

	✓ USE ON: Wood, Paper and Textiles
	DO NOT USE ON: Live Electrical Equipment
	DO NOT USE ON: Flammable Liquids
	DO NOT USE ON: Flammable Metal Fires



FOAM SPRAY

	✓ USE ON: Wood, Paper and Textiles
	✓ USE ON: Flammable Liquids
	DO NOT USE ON: Live Electrical Equipment
	DO NOT USE ON: Flammable Metal Fires



DRY POWDER

	✓ USE ON: Wood, Paper and Textiles
	✓ USE ON: Flammable Liquids
	✓ USE ON: Gaseous Fires
	✓ USE ON: Live Electrical Equipment



CO₂

	✓ USE ON: Flammable Liquids
	✓ USE ON: Live Electrical Equipment
	DO NOT USE ON: Wood, Paper and Textiles
	DO NOT: Hold horn when operating



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