



# 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

**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.

**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



**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



**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

**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





**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.



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<p>inspected for sharp edges to protect straps from damage during lifting. Alternatively fork sheaths or other appropriate protection shall be used.</p> 	<p>strap to the lifting equipment. c) Steel Stillage frames can be lifted directly from vehicle using forks</p> 	
<p><b>7. Release Panel.</b> 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</p> 	<p><b>8. Safety Area</b> 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.</p> 	<p><b>9. Further Information</b> 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.</p> <p>If driver has to mount vehicle, he must do so under the authority and supervision of the site manager/contractor <b>using agreed method of working at height safety equipment.</b></p>

Photos for display purpose only.