SECTION 8:
WORK EQUIPMENT (Excluding Groundwork's Plant) AND MATERIAL DELIVERY

SECTION 8: INDEX

WORK EQUIPMENT (EXCLUDING GROUNDWORK'S PLANT) AND MATERIAL DELIVERY

8.1 INTRODUCTION

This section sets out the key requirements for the safe operation of work equipment on site, except for Groundwork plant which is covered in (section 4: Groundworks)

8.1.1 PLANT AND EQUIPMENT EXCLUDED FROM TW SITES

The following equipment is not permitted on a TW site:

- Masted forklifts (except 3 wheeled lorry off-loaders, e.g., Moffetts, and only for short-term deliveries to site and when only travelling on suitably prepared surfaces and with the load carried at the lowest point.) note: Operators of Moffett type equipment must wear the seatbelt when operating the machine.
- Telehandler man-baskets.
- Class 3 'Domestic' stepladders.
- Telescopic ladders
- Reynolds Safety Decking' System.
- Chainsaws (unless used by authorised tree surgeons under a Risk Assessment and Safe System of Work).
- Young and Black manufactured compressed air nail guns; and
- Compressed air nail guns fitted with a 'bump fire' mechanism (increased risk of accidental discharge).

Note: tower cranes, including continental-style horizontal jib self-erecting cranes, are only permitted after a full review with your Regional HSE Advisor and Specialist HSE Advisor.

8.1.2 SUMMARY OF PLANT INSPECTIONS

Plant Item	12-month thorough examination	6-month thorough examination	Record of Weekly Inspections
Lifting plant	Yes	Yes (if persons lifted)	F2.7*
Lifting accessories		Yes	F2.7*
MEWP		Yes	F2.7*
Articulated dump truck	Yes		F2.7*
Loading shovel	Yes		F2.7*

Notes: *Work Equipment & Lifting Equipment Inspection Records (Construction HSE Plan – Folder 2, F2.7). The Site Manager must ensure that the Plant Supervisor is completing this record weekly (as a minimum).

The mobile plant owner /supplier is responsible for arranging the 12-month Thorough Examination.

8.2 SAFE USE OF TELEHANDLERS

Telehandlers are vital for the distribution of materials and equipment around the site. However, due to their size and weight, it is critical that they are used safely and correctly.

The following sets out the mandatory key controls for operating a Telehandler (TH) on TW sites:

- Telehandler specification (see Section 8.2.1).
- Operator checks (see Section 8.2.4).
- Inspection and monitoring.
- Designated use; and
- General tasks and duties.

8.2.1 TW TELEHANDLER SPECIFICATION WHERE TAYLOR WIMPEY IS PRINCIPAL CONTRACTOR

Mandatory critical safety items in addition to standard equipment requirements for telehandlers (includes owned or hired by contractors for their own use)	
Aids for all round visibility/ awareness and elimination of blind spots	• All machines to have audible reversing alarm. • A convex mirror for improved rear visibility* • An offside downward facing convex mirror fitted to improve visibility to front / offside when machine configuration may obscure standard mirrors (raised boom). • Suppliers to provide an assessment of all-round visibility. • CCTV can be used in support of mirrors; however, the mirrors alone must provide all round visibility. * *A walk-round survey must be carried out to ensure there are no 'blind-spots', particularly at the rear. The visibility equipment fitted is designed to remove all 'blind-spots'. If any concern, then the machine must not be used, and the supplier contacted to review their all-round visibility assessment.*
Speed limited to 10 m.p.h.	• Machines to have electronic speed limiters or other physical restriction on operating speed.
External hydraulic stabilisers to be fitted	• All telehandlers used on TW are fitted with stabilisers. (see exception 1 below). • Masted rough terrain telehandlers are prohibited (see exception 2 below).
Cab	• ROPS/FOP'S structure • Seat belt • Air conditioning *Note: Keep cab door/window closed during hot weather to prevent operator breathing in airborne dust – Air con to be used*
Information	• Handbook and user instructions for telehandler including accessories.
Test / Inspection	• CE declaration of conformity (machines < 12 months old) • Annual 12-month certificate of thorough examination for telehandler. • 6-month certificate for lifting accessories (truss jib etc.).
Tyre pressures and ratings	• Tyres to be in accordance with hirer's recommendation, instructions / specification. • Tyre pressures to be clearly marked / displayed on machine. • Digital tyre pressure gauge and means of inflation to be available. • Foam/gel filled tyres must be accompanied by specific instructions for inspection and maintenance.
Road use	• Machines to be Taxed and Registered for highway use.
Lighting	• Flashing Beacon to be fitted.
Delivery / familiarisation	• Supplier / hirer to carry out familiarisation visit(s) or use the online system with operator(s) before use – Supplier to retain a record of this familiarisation.
Audio Equipment	• Music Radios or CD Players are not to be fitted to any Telehandler supplied for use on TW Sites. Any such items must be removed from the Telehandler. • Note: disabling or isolating the device is not sufficient.
Accessories including truss jib/Hook	• Accompanied by their instructions and test / conformity certificates. • Clearly marked with their safe working load. • Familiarisation of attachments / fitting completed on delivery to include any change in operating characteristics /stability. • Adequate visibility maintained / additional visibility devices fitted. • Formal training on truss jib/Hook for carrying trusses, and for placing trusses if approved by Production

***Exception 1**: Job specific compact machines of less than 7m lift height, which have limited duties such as loading basement car parks (no lifting – just transportation of materials) e.g., JCB 520-40. This is subject to specific risk assessment in consultation with your Regional HSE Advisor.*

***Exception 2**: Three wheeled lorry off-loaders, e.g., Moffetts, but only travelling on suitably prepared surfaces with the load carried at the lowest point.*

***Note**: On delivery a check must be made by the Site Manager and Operator to ensure that the TW requirements are adopted. If not, then the machine must not be used and supplier/commercial notified.*

8.2.2 RECEIVING A NEW TELEHANDLER OR ATTACHMENT TO SITE

When a new or replacement telehandler (or attachment) is delivered to site, the Site Management Team must confirm that the telehandler/attachment complies with TW requirements by using the Telehandler / Attachment Compliance and Familiarisation Form (Folder 2 F2.10).

Responsibility:

- Supplier; and
- Site Management Team.

Purpose:

- To confirm the Telehandler complies with the TW specification; and
- Familiarisation is provided to all operators.

Key Points:

- Details of the supplied telehandler are recorded.
- Checklist is completed by the Supplier; and
- Familiarisation briefing to Telehandler operator by the Supplier is recorded.

If the telehandler does not comply with TW requirements - it must not be accepted or allowed to operate on site.

8.2.3 TELEHANDLERS USED BY OTHER CONTRACTORS ON SITE

Telehandlers on TWUK sites, i.e., where TW is Principal Contractor, must not be used by other Contractors for general site operations and telehandlers must always be under the direct management control of TW i.e., hired and operated by TW using a directly employed operator or a TW employed agency operator.

However, in exceptional circumstances telehandlers may be used for specific activities, such as piling operations or groundworks. Where authorised the following critical controls must be in place:

- A full assessment of the proposed activity carried out by the Contractor and authorised by the Production Director and Regional HSE Advisor.
- A detailed schedule of specific tasks that the telehandler is authorised to carryout must be provided by the Contractor and the Operator briefed
- The telehandler must comply to the TWUK Telehandler Specification, and the authorised Operator has all the necessary telehandler training, machine specific familiarisation and competency checks
- TWUK Telehandler Maintenance checks carried out and recorded, i.e., daily tyre pressure checks
- The telehandler is not permitted to be used 'off-road' and only in designated areas on site using established roads or specifically designed haul roads

Telehandlers are not permitted for used by Contractors for general operations such as bricklaying, scaffolding, etc. unless under the direct management control of TW.

8.2.4 TELEHANDLER OPERATOR TRAINING CHECKS

Before a telehandler operator is permitted to operate a telehandler on a TW site, the Site Management Team must check and confirm that the operator has the necessary training.

8.2.5 TELEHANDLER OPERATOR COMPETENCIES

Telehandler Operators working on site must hold the appropriate level of training prior to commencing works. As well as recognised operator training e.g., CPCS, NPORS etc. the telehandler

Telehandler Operator – Training (operator must receive the following supplementary training)		Approved Provider
**TW HSE Passport to be completed when first starting (permanent Operators) and updated as further familiarisation training/ briefings provided by the Site Management Team or Supplier*	• Extended Site Induction, including Site Safe Briefing and Training Certification/ Competency Check (TW HSE Passport completion) * • Familiarisation on machine/ specific attachments • Training for use of Truss Handlers, e.g., JCB Truss Master or Crane Hook • Manual handling	• Site Management Team • Supplier • JPD Services • RGW/DM Safety

8.2.6 TELEHANDLER COMPETENCE CHECKLIST FOR OPERATORS

Site Management Team must confirm that the proposed operator's identification and training by completing the Telehandler Competence Checklist for Operators (Folder 2 F2.9).

Responsibility:

- Site Management Team.

Purpose:

- To confirm the telehandler operator's identification and has received the necessary training and has been briefed via the Site Safe Briefing: Safe Use of Telehandlers on TW Sites (see Site Safe Briefing Folder).

Key Points:

- A Full UK DVLA issued Driving License is a mandatory requirement to operate a telehandler on Taylor Wimpey sites and adjacent Public Roads. This can also be used to confirm identification.

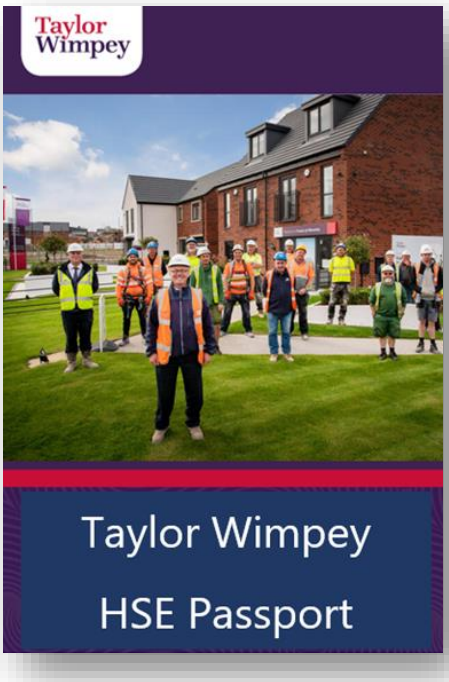
  (note: to validate an Operator's driving license go to www.gov.uk/check-driving-information)

- Check telehandler competency training (CPCS / NPORS etc...)
- Records of Site Safe Briefings received.

Note: These checks also apply to all 'agency' or 'stand-by' telehandler operators

8.2.7 TELEHANDLER OPERATOR PASSPORT

Telehandler operators, on occasions, may need to move from site to site, e.g., holiday cover or to start on a new site. To facilitate this process a Taylor Wimpey HSE Passport must be used to assist the 'receiving' Site Management Team in carrying out the necessary operator checks.



Responsibility:

- Site Management Team; and
- Telehandler Operator.

Purpose:

- Facilitate the movement of telehandler operators to new sites.

Key Points:

- Tailored to the individual telehandler operator, recording details of their telehandler competence training and qualifications (CPCS, etc.).
- Records Site Safe Briefings received.
- Records familiarisation training received; and
- Records 'Standby' Operators (where applicable) are carrying out a minimum of 8hrs operator time per week.

The Taylor Wimpey HSE Passport aids the process of moving from site to site by having the checks completed before arriving on the new site.

Note, however, the receiving Site Management Team must still complete the Telehandler Checklist (see section 8.2.5).

All checks must be completed before any telehandler operator is permitted to operate the telehandler on site, including any agency and stand-by operators.

8.2.6 TELEHANDLER OPERATOR FAMILIARISATION

All TW telehandler operators must only operate the specific make and model of telehandler and attachments for which they have been given a familiarisation briefing. The briefing must be carried out by the supplier either in person or via an online format with a means of proving understanding, this could be a test and recorded using the Telehandler/Attachment Compliance and Familiarisation Part B (Folder 2, F2.10). Receipt of the training is also recorded in the Operator's Taylor Wimpey HSE Passport (see section 8.2.7).

Responsibility:

- Telehandler Supplier; and
- Telehandler Operator.

Purpose:

- To familiarise TW telehandler operators (or agency operators) with the safety critical controls and features of the specific make and model of machine/attachment used on site.

Key Points:

- Tailored to the individual Telehandler Operator.

8.2.9 TELEHANDLER INSPECTION AND MAINTENANCE PROCEDURES

TELEHANDLER CHECKLIST

To ensure the continued safe operation of the telehandler on site, regular checks and inspections are carried out by the Telehandler Operator. These daily/weekly checks and inspections are recorded on the Telehandler Checklist, Construction HSE Plan - Folder 2, F2.8.

Responsibility:

- Telehandler Operator; and
- Site Management Team.

When:

- Part daily; and
- Part weekly.

Purpose:

- To ensure the continued safe operation of the telehandler.

Key Points:

- Tyre pressures.
- All round visibility aids; and
- Hydraulics
- Review telemetry data

In addition to these checks and inspections, there are:

- Planned/preventative maintenance carried out by the telehandler supplier (based on machine hours). Telehandler Operators must ensure the next due maintenance is booked in plenty of time to ensure the service intervals are not exceeded); and
- Statutory inspections, e.g., thorough examinations, carried out by the supplier/insurance company.

8.2.10 DAILY TYRE CHECKS

One of the key daily safety critical checks made by the Telehandler Operators is checking all the tyres for:

- Deep cuts which expose the cords within the tyre.
- Any bulges on the tyre; and
- Tyre pressure (Telehandler operators must be provided with a working digital tyre pressure gauge)

If any damage found, the telehandler must be stopped from operating until the necessary repairs are carried out.

Maintaining the correct tyre pressure is essential to the safety and stability of the telehandler.

Responsibility:

- Telehandler Operator.

When:

- Daily.

Purpose:

- To maintain telehandler stability

Key Points:

- Always check when tyres "cold" – i.e., first thing.
- Recommended tyre pressure to be available/displayed on the telehandler.
- Tyre pressure to be equal to or + 3 psi of recommended pressure; and
- Use digital pressure gauge (safety glasses must be worn and see details of exclusion zones below).

Foam fill tyres – Solid tyre, no tyre pressure checks required

Gel filled tyres – must be checked daily as any other tyre, valve must be uppermost as illustrated above.

8.2.11 TYRE INFLATION

Responsibility:

- Telehandler Operator.

Purpose:

- To protect the Telehandler Operator and others when inflating telehandler tyres.

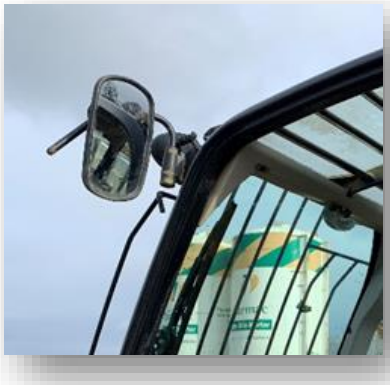
Key Points:

- Establish an exclusion zone or carry out remotely.
- Use a minimum 3m long air hose between compressor and valve; and
- When inflating the tyre, position yourself on the opposite side of the machine.

8.2.12 DAILY VISABILITY CHECKS

Telehandler Operators must carry out a check on all visibility aids fitted to the telehandler prior to commencing work each day. The check must ensure visibility aids are correctly positioned, clean and provide the correct level of all-round visibility when being operated.

Mirrors – (Flat and Convex) Checks must confirm mirrors are in good order i.e., no cracks, and the cleanliness of the mirror



Front Near Side

Front off-side

Rear

Note: A walk-round survey must be carried out to ensure there are no 'blind-spots', particularly at the rear. The visibility equipment fitted must remove all 'blind-spots'. If any concern, then the machine must not be used, and the supplier contacted to review their all-round visibility assessment.

Cameras

In addition to mirrors, rear cameras can be considered to support the all-round visibility, however, always the other visibility aids e.g., mirrors must provide all round visibility without the support of the camera. Cameras can be left un-operational due to wet, muddy conditions or sun reflecting in the cab window glass.

8.2.13 TELEHANDLER TELEMATICS

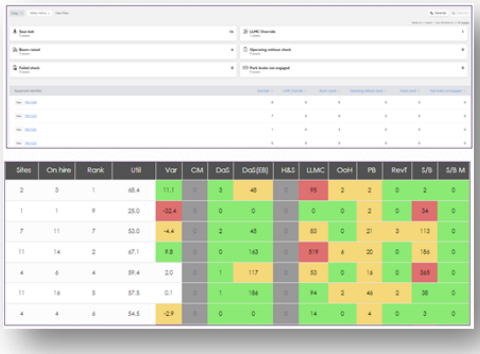
Telehandler manufacturers / suppliers are now able to provide Telehandler Telemetry data (currently JCB and Supplier specific systems can be fitted to other telehandler manufacturers) supporting effective fleet management and providing analytical data of machine usage, efficiency, and operator behaviour.

These systems provide reports to Site Management Teams where the Telehandler is being operated outside the machines capabilities.

Alerts can also be set up when a machine is moved out of or into a pre-determined zone - these 'geo' fences are customisable to the space required.

Data can be generated to monitor operator behaviour over a period, providing comparable data between operators, BUs or on a national basis.

As agreed with your Telehandler Supplier Site Management Teams must now be provided with regular (weekly) reports on Operator Behaviour, i.e., wearing of seatbelts as well as the ability to access information direct via their Supplier's portal



Weekly Reports must be provided by the Telehandler Supplier to the BU Production Team providing a summary of each operator's behaviour and individual machine performance.

Each week the Site Management Team must discuss with their Telehandler Operator(s) their performance based on the data in the Weekly Report.

Where any actions for improvement are identified, then this must be recorded on the Telehandler Checklist (F.2.08)

Site Manager/Telehandler Operator Actions:

- Site Manager to confirm they have reviewed the data and discussed with the Telehandler Operator by completing the Weekly Telehandler Checklist F2.08

- Telehandler Operator and Site Manager electronically sign the completed the checklist.

8.2.14 TELEHANDLER TASKS AND DUTIES

A - DESIGNATED OPERATING AREAS

Telehandlers can only operate on designated areas of the site as identified on the traffic management plan. The operational areas are restricted to designated:

- Site roads.
- Hard standings; and
- Haul roads (where the surface suitably prepared to allow telehandler travel safely)
- Where the telehandler is traveling on any gradient, this must be within the stated limitations in the operator's manual. The edge of any slope must be protected with a wheel stop/ bund, to at least half the height of the wheel of the telehandler.
- Machine only storage areas (where no pedestrian access/walkways)

The Site Management Team and Telehandler Operator must check the Site Traffic Management Plan on a regular basis to be familiar with the designated vehicle routes.

If ground conditions change e.g., heavily rutted haul road etc. this must be brought to the attention of the Site Manager and an assessment made to ensure the road surface remains suitable for the safe operation of telehandlers.

Operating in Occupied Areas or Areas with Restricted Visibility

There may be occasions where the telehandler is required to operate outside of the construction site boundary or in areas of the site where there is restricted visibility. Where telehandler operations in these areas cannot be avoided an assessment must consider:

- Routes to be taken, any restricted times
- Managing the interface with other vehicles and plant
- Segregating telehandler movements from pedestrians and members of the public
- If poor visibility or 'blind' corners, the use of Traffic Marshals

Telehandler Operator and other Operatives involved with the task must be briefed on the key controls

Traffic Marshal

The use of a Traffic Marshall (sometimes referred to as a Banksman) is a possible control for operating a telehandler in an occupied area or areas of the site with restricted visibility

The Traffic Marshal's role is to look after the safety of pedestrians and vehicles by supervising the movement of vehicles.

This is carried by direct communication with Plant Operators by giving them and other road users/ pedestrians clear direction and instruction via hand signals or signs

The use of Traffic Marshals must be a last resort with other measures considered first to manage the risk, these other measures include:

- Using routes that are physically segregated from other vehicles, pedestrians and/or members of the public
- Good sight lines, visibility with no obstructions or 'blind spots'
- No materials being transported

If a Traffic Marshal is considered as a suitable control measure, then the following must be in place

- They are trained and authorised to supervise vehicle movements

Suitable training includes:

- A Take 5 briefing if only supervising vehicle movements, with the briefing covering the following:
    - Knowledge and understanding of the site, providing a site plan.
    - Identification of their protected position from which they can work safely
    - Distinctive 'Hi-Viz' clothing for easy identification
    - Operators instructed to stop immediately if they cannot see the Traffic Marshal
    - Standard signals
    - Means of communication, use of portable radios
    - Slinger /signaller training subject to the task

Consideration must be given to the welfare of the Traffic Marshal and shelter provisions must be considered to allow the operative to shelter from the elements. If welfare break times are being covered, the replacement individual must also be a trained/briefed Traffic Marshal, regardless of the duration of the break.

B - GENERAL TASKS AND DUTIES

Telehandlers on site must be in the control of Taylor Wimpey as Principal Contractor and are authorised to carry out the following tasks and duties:

- Transporting materials around the site e.g., bricks, blocks, plasterboard etc.
- Receiving Deliveries, i.e., offloading materials.
- Transporting and storage of trusses/spandrel panels (only using carrying jib or lifting hook attachment - see Section 8.2.14).
- Placing of roof trusses to low roofs (i.e., garages) with the truss carrying jib or lifting hook attachment; and
- Transporting tipping skips
- Transporting IBCs for water storage

Note: The use of two-way radios is permitted, subject to:

- Being authorised by the Site Manager
- Telehandler Operator being able to hear instruction/messages 'hands free'

Mobile phones and any other devices, including two-way radios, must not be used when the machine is moving or being operated.

C - TRANSPORTING MATERIALS AROUND THE SITE

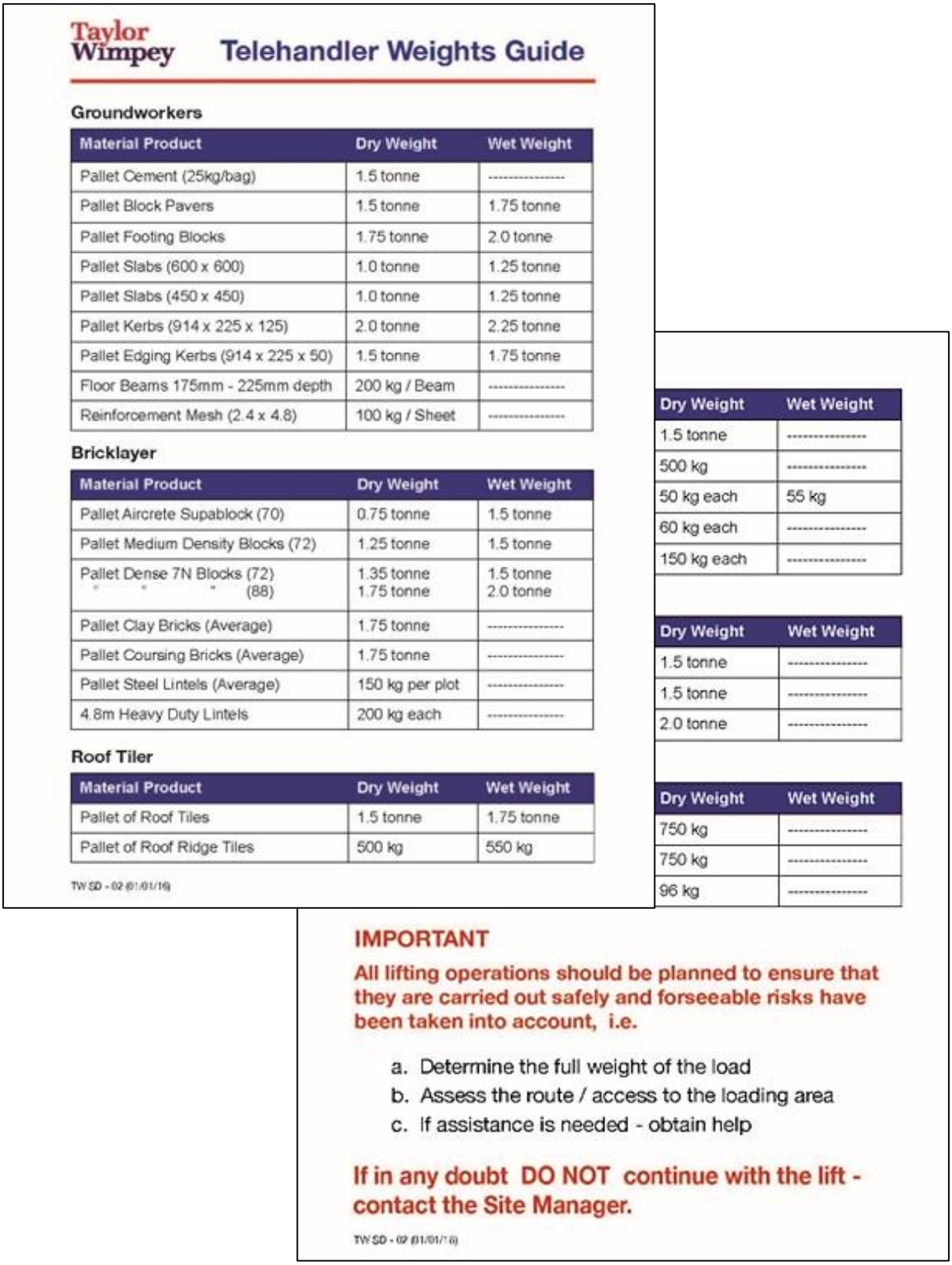
When transporting materials around the Telehandler Operator must ensure:

- Seat belt is always used when operating the telehandler.
- When moving around site, laden or un-laden, the fork carriage must be maintained as close to the ground as possible. The boom must only be lifted enough to carry the load 300-500mm above the ground (i.e., no greater than 500mm) to maintain the stability of the machine.
- Loading/off-loading from scaffolds must be from designed loading bay only
- Stabilisers to be deployed when loading or unloading any scaffold loading bay
- All loads are within the capacity of the machine.
- If moving small containers, any loose items/contents are secure.
- Stillages of scaffold/decking etc. must not be stacked on top of each during transport.
- When transporting IBCs to maintain stability the IBC must either be completely full or empty (to prevent the water 'sloshing' around)
- The IBC must be placed on a suitable proprietary stillage at the point of use, placing on pallets is not permitted.
- When accessing the load, that the weight of the lifting accessories and/or container used for handling the material is included.
- Prior to loading out any non-palletised or loose loads, the available loading out area on the loading bay is checked to ensure that there is enough room to land the load with no interaction with the structure or other loads; and
- Non palletised or loose loads are checked prior to lifting to ensure that they are adequately secured by ratchet straps or similar means.
- Suspended loads must never be underslung, chained or hung from the forks or carriage of the telehandler.
- Only a designed lifting accessory can be used to carry a suspended load e.g., truss Jib/lifting hook attachment. The manufactures load charts for the specific attachment must be checked when planning to lift a suspended load with a lifting accessory.

Note: Telehandlers are not suitable for unloading or carrying large utility cable/pipe reels (unsecure, unstable and vision obscured). This is the responsibility of the utility provider. In most cases, they use a Hiab or have the cable/pipe reel located on a cradle.

D - TELEHANDLER WEIGHTS GUIDE

The Telehandler Weights Guide is available on inhouse, a laminated A5 copy must be provided to the Operator and kept available in the cab.



Taylor Wimpey

Telehandler Weights Guide

Groundworkers

Material Product	Dry Weight	Wet Weight
Pallet Cement (25kg/bag)	1.5 tonne	----------
Pallet Block Pavers	1.5 tonne	1.75 tonne
Pallet Footing Blocks	1.75 tonne	2.0 tonne
Pallet Slabs (600 x 600)	1.0 tonne	1.25 tonne
Pallet Slabs (450 x 450)	1.0 tonne	1.25 tonne
Pallet Kerbs (914 x 225 x 125)	2.0 tonne	2.25 tonne
Pallet Edging Kerbs (914 x 225 x 50)	1.5 tonne	1.75 tonne
Floor Beams 175mm - 225mm depth	200 kg / Beam	----------
Reinforcement Mesh (2.4 x 4.8)	100 kg / Sheet	----------

Bricklayer

Material Product	Dry Weight	Wet Weight
Pallet Aircrete Supablock (70)	0.75 tonne	1.5 tonne
Pallet Medium Density Blocks (72)	1.25 tonne	1.5 tonne
Pallet Dense 7N Blocks (72) " " " (88)	1.35 tonne 1.75 tonne	1.5 tonne 2.0 tonne
Pallet Clay Bricks (Average)	1.75 tonne	----------
Pallet Coursing Bricks (Average)	1.75 tonne	----------
Pallet Steel Lintels (Average)	150 kg per plot	----------
4.8m Heavy Duty Lintels	200 kg each	----------

Roof Tiler

Material Product	Dry Weight	Wet Weight
Pallet of Roof Tiles	1.5 tonne	1.75 tonne
Pallet of Roof Ridge Tiles	500 kg	550 kg

TW SD - 02 (01/01/16)

Dry Weight	Wet Weight
1.5 tonne	----------
500 kg	----------
50 kg each	55 kg
60 kg each	----------
150 kg each	----------

Dry Weight	Wet Weight
1.5 tonne	----------
1.5 tonne	----------
2.0 tonne	----------

Dry Weight	Wet Weight
750 kg	----------
750 kg	----------
96 kg	----------

IMPORTANT

All lifting operations should be planned to ensure that they are carried out safely and forseeable risks have been taken into account, i.e.

a. Determine the full weight of the load
b. Assess the route / access to the loading area
c. If assistance is needed - obtain help

If in any doubt DO NOT continue with the lift - contact the Site Manager.

TW SD - 02 (01/01/16)

E - ATTACHMENTS FOR TRANSPORTING/PLACING TRUSSES

Roof trusses may only be transported and placed to low level roofs e.g., garages if:

- Correct truss jib/lifting hook attachment is provided and familiarisation briefing, and training is carried out (see Section 8.2.2).
- TH operator is trained to operate the telehandler and has received underslung load training in accordance with TW HSE Training Matrix (see Section 8.2.4); and
- A lifting and placing plan available and the telehandler operator briefed in it.

JCB – Crane Hook

The crane hook can be used for carrying or lifting and placing. The Crane Hook attaches directly to the forks. It has a capacity/SWL of up to 4 tonnes. Retaining pins must be fitted.

JCB – The Truss Master Jib Extension

This attachment has 2 positions for carrying/lifting or lifting only. It has a maximum capacity of 300kg which drops by 50kg each time it is lengthened by 0.5m.

Manitou - P600MT Truss Handler Attachment

This attachment has a maximum capacity of 600kg which drops to 300kg at 1m extension and 100kg at full length. NB: It must have an extending stinger fitted.

Merlo Doughty – Truss Handling Device

This device is hydraulic and is fitted with a truss hook. It has a maximum capacity of 200kg for carrying and 100kg for placing.

F - TRANSPORTING (and Inspecting) Mini Tipping Skips

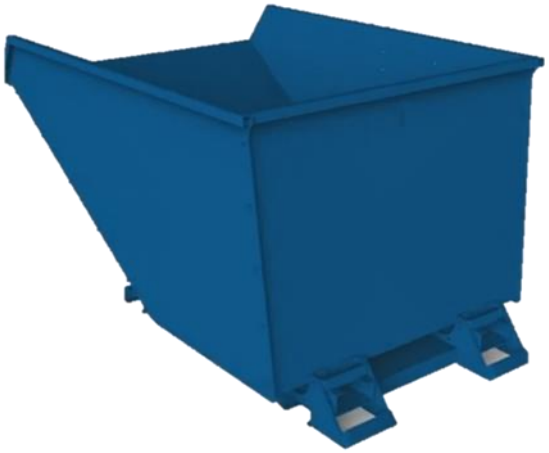
Mini tipping skips may be transported around site with a telehandler. For this to be done safely:

- Both forks to be placed in lifting points.
- Keep skip low to ground, max 500mm from ground level.
- Use stabiliser when lifting onto/ offloading bays; and
- Never place directly next to scaffolds, especially loading bays as this encourages 'bombing'.

There are 2 versions of Mini Tipping Skips used:

Forward Tipping

1. The release lever must always be held captive by the retainer plate.
2. The skip is designed to automatically tip and return once the release lever has been activated.
3. To tip the skip, slide the retainer plate clear, pull down on the release lever.
4. Raise the unit so that it clears the skip then drive forward until over the skip. Tilt the mast forward then move the release lever.
5. Be ready for the skip to return automatically once empty. Finally, check that the release lever has fully engaged.

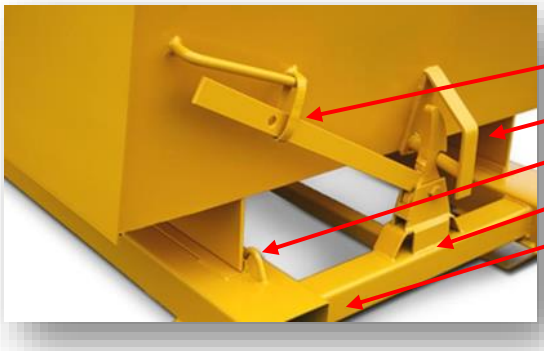


Auto-lock Mechanism

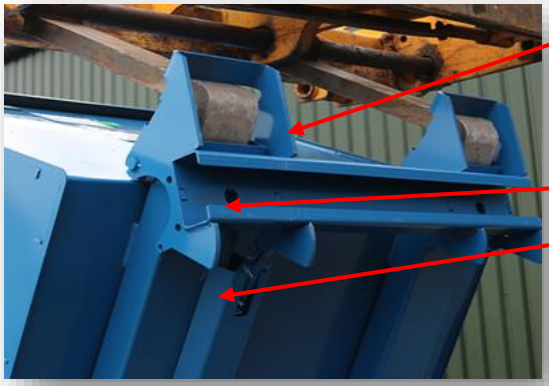
1. Raise the unit so that it clears the skip then drive forward until over the skip. Tilt the mast forward then move the release lever.
2. Using the tilt function on the telehandler, empty the skip of its contents, return the skip to the horizontal position, return to the loading area.
3. The skip can be removed from the telehandler simply by landing on level ground and reversing away

Telehandler operators are responsible for inspecting mini skips.

Key checks for the forward tipping skips are:

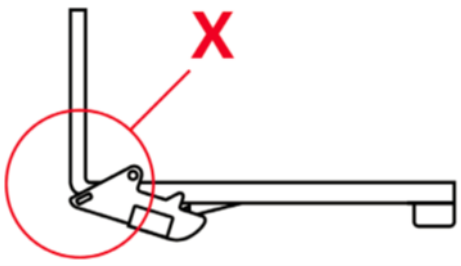


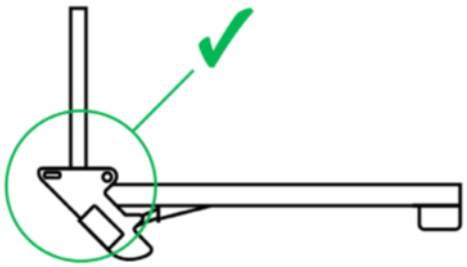
1. Check operation or release bar.
2. Hook fits securely.
3. Runners straight.
4. Welds undamaged.
5. Condition of lifting points.



Key checks for Auto-lock skips are:

1. The Auto-lock mechanism automatically rises into the locked position. IMPORTANT: If the skip cannot be secured correctly do not continue,
2. Welds undamaged
3. Condition of lifting points.






Taylor Wimpey

Safe Use of Tipping Skips

Inspection

The Telehandler Operator must carry out regular visual inspections of Mini Tipping Skips being used. In addition, a full inspection must be carried out every 7 days (as a minimum) and **The 'Work Equipment & Lifting Equipment Inspection Record' (F2.8) register completed** (in Site Manager's Office).

Skips must be numbered to allow identification and checks made on:

1. Hook catch fits securely around tipping rod
2. Release bar fits securely into the securing loop
3. Skip runners are straight, and
4. Welding on runners and lifting points in good condition and allow the forks to enter unobstructed

Transporting

During travel, the skip is to be fitted securely on the forks and kept as low to the ground as possible. (i.e maximum 500mm from the ground)

NB Skip numbered for identification during inspections and logging in Inspection Register

Reference to be made to the Safe Use of Tipping Skips guidance note, available on Inhouse.

A laminated copy to be held in the telehandler cab.

G - LIFTING LONG / BULKY MATERIALS TO LOADING BAYS

Where materials are being offered up to the front of loading bays, an exclusion zone must be set up at the bottom of the loading bay to prevent operatives walking directly under loading bays. This can be established via use of:

- Barriers.
- Marker tape.
- Chain.
- Traffic cones and tape, to close off footpaths etc.; or
- Scaffolding poles.

In all cases footpath diversions must be in place to avoid operatives walking directly under loading bays.

Long Loads

Where materials are too long to fit within the loading bay (e.g., scaffold boards, joists, soffits, and fascia) the preferred method is to place them across the handrail of the loading bay. Spur bracing must be installed (see Section 5.1.7).

Key Controls:

- Spread long materials evenly and securely across forks.
- Offer up to loading bay only (note the spur bracing.
- If being loaded by hand, then operative to remain behind loading bay gate (edge protection

Note: short standards at front of loading bay to prevent obstruction when placing long loads

Scaffold Boards:

- A maximum of 40 scaffold boards may be loaded at any one time
- Spur bracing must be in place
- Spread boards evenly across the loading bay

Where floor joists are being loaded the above controls must be in place, however the type of loading gate used may obstruct the transfer of the joists from the loading bay onto the work area, so the joists can be pulled directly off the forks onto the working platform.

Note: the edge protection must remain in place on the loading bay to protect from risk of falls.

Bulky Loads

Bulky items such as mini skips etc. may need to be suspended adjacent to the loading bay gate.

Key Controls:

- The item must be positioned in front of the loading bay, far enough away to prevent entanglement, but close enough to avoid over-stretching. (approx. 300mm). Care must be taken to ensure that there is no contact with the scaffold with any part of the load; and
- Operatives loading/off-loading must remove/place materials evenly to maintain the balance of the load.

If the telehandler or suspended item makes any contact with any part of the scaffold structure, the Site Manager must be informed immediately so a full inspection can be conducted by a scaffolder prior to further use of the working platforms.

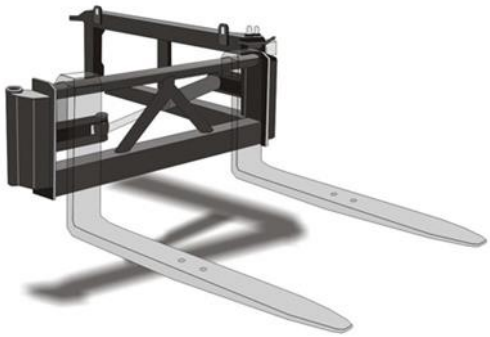
H - LIFTING RECYCLING BAGS

To maximise the stability of the Telehandler the recycling bag must never be transported by hanging it by the loops from the forks.

Recycling Bags are used for transporting plasterboard waste either in a box (see illustration below right) or mini skip.

A purpose-built robust metal container used for transporting bags. The corner 'horns' are for hanging the recycling bag hooks on.

I - SIDE SWINGING FORK ATTACHEMENTS



These allow the fork carriage to pivot up to 90' to facilitate ease of placement in areas where access or manoeuvrability is limited.

However, if being used, the operator must be fully aware that the Safe Working Load (SWL) is significantly reduced – typically by over 50%.

Reference must be made to the manufacturer's information to ensure that the safe working load capacity is not exceeded.

8.3 LIFTING OPERATIONS

8.3.1 INTRODUCTION

There are several types of lifting equipment that can be utilised for the lifting of materials, with the most common type of Lifting equipment on TW sites including:

- Mobile cranes -including Hiabs (see Section 8.3.4)
- Crawler cranes (see Section 8.3.5)
- Tower cranes (see Section 8.3.5)
- Telehandlers (see Section 8.2)
- Lorry mounted concrete pumps (see Section 8.3.6); and
- Excavators (see Section 4.3.5)

This section provides guidance on how lifting operations must be planned, managed, and carried out safely.

Mobile Cranes (including HIABs)

This section provides guidance on how lifting operations are planned, managed, and carried out safely.

Step 1 – Crane Selection and Procurement

Prior to the selection of a mobile crane, the Appoint Person (AP) must be identified as they are the person who is responsible for the selection a suitable crane for the proposed lifting operation and for the preparation of the Lifting Operations Plan. For details on the roles and responsibilities of the AP, refer to Section 8.3.3

The selection of the AP also depends on the procurement route for hiring the crane, with two main options for hiring cranes, are either hired directly by TW or via a Trade Contractor as part of their works package, i.e., Carpentry Contractor, Timber Frame Erector, etc.

Where TW opts to hire a crane directly there are two options available:

1. A 'Contract Lift' where the Crane Hire Company takes on the full responsibility of the Appointed Person and manages the lifting operation in full, or
2. 'Hire and Manage' where the TW Site Manager takes on the responsibility of the Appointed Person and manages the lifting operation in full

Where TW is responsible for directly hiring a crane, a `Contract Lift` is the preferred option

Where Taylor Wimpey 'Hire and Manage' the crane (lift), based on their requirement to plan, manage, and monitor the task, the Site Manager must have attended the 4 Day Taylor Wimpey Appointed Person course.

For further details of the various lift types, planning, and training, refer to Section 8.3

Step 2 – Planning the Lifting Operation

Prior to any Lifting Operation commencing a Lifting Operations Plan must be prepared by a qualified Appointed Person (AP).

The Appointed Person for each type of lift is:

- Hire and Manage - TW Site Manager
- Contract Lift - AP appointed by the Crane Hire Company
- Contractors Lift - AP appointed by the Contractor

Where the TW Site Manager is the AP, F2.11a – Lifting Operations Co-Ordination Plan – Mobile Crane is used (see Section 8.3.2)

For a Contract Lift or Contractors Lift, then the Crane Hire Company or Contractor is responsible for preparing and providing a suitable Lifting Operations Plan to TW.

Step 3 – Pre-Start Checks and Lift Authorisation

Prior to any Lifting Operation commencing the Site Manager must make suitable checks to confirm all the necessary controls are in place, this is recorded by completing Parts B and C of F2.11a – Lifting Operations Co-Ordination Plan – Mobile Crane

Below is a summary of the sections of the Lifting Operations Co-ordination Plan that must be completed for the types of lift being undertaken:

- Hire and Manage – all sections must be completed
- Contract Lift - Sections B and C
- Contractors Lift - Section B and C

Note: No Lifting Operation, no matter what type of crane / machine being used, can take place without the authorisation of the Site Manager. Authorisation must only be given once the Site Management Team are satisfied that:

- The task review has involved the machine operator, lift supervisor and operative/s involved in the task / lift.
- Safety Critical Information is included in the Lifting Plan, such as load type, weight, location of load, etc.
- Any potential obstructions, such as scaffolding, wind limits, etc. are highlighted in the Lifting Plan.
- All those involved in the task / lift are adequately briefed using the Lifting Plan.

If at any time you are unsure about a lifting operation obtain the advice and support via your Regional HSE Advisor.

Step 4 – Carry out the Lifting Operation

The lifting operation once authorised must be carried out exactly as detailed in the Lifting Operations Plan.

If there is any deviation, then the Lifting Operation must stop, and the relevant AP consulted, and the lift replanned, and Lifting Operations Plan updated.

Below is a summary of the key controls that must be in place throughout lifting operation:

- A member of the site management Team must be present for all 'Hire and Manage' lifts
- All operatives involved in the lifting operation to be trained, authorised, briefed and aware of their roles and responsibilities
- Lifting equipment and accessories have been selected and deemed fit for purpose.
- A wind speed monitor (anemometer) must be present at the lift site (highest point)
- Exclusion zone established around the base of the crane.

8.3.2 LIFT TYPES, PLANNING AND TRAINING

Lift Type	Appointed Person	Responsibilities & Training.
Option One Contract Lift	Crane Hire Company	• The crane supplier assumes responsibility, plans the lift, selects crane, specifies the slinging and signalling arrangements, supervises the lift and takes control of the lifting operation. • The Crane Company's Appointed Person prepares the Lift Plan. • The required training is the 'CPCS - Appointed Person (Lifting Operations)' or *similar. *NPORs or other recognised and accredited training provided
Subject to risk assessment and the nature of the lift this could be the same individual	Lift Supervisor	• Supervise the Lifting Operation. • The required training is the 'CPCS- Appointed Person (Lifting Operations)' or *similar.
	Slinger / Signaller	• Sling the load and signal the Crane Driver. • CPCS Slinger/Signaller training.
Option Two Contractor Lift	Contractor	• Where a contractor as part of their works requires a crane, e.g., balcony installation, install PCC slabs, they plan the lift, select crane, specify the slinging and signalling arrangements, supervise the lift and be responsible for the lilting operation. • The Contractor's Appointed Person prepares the Lift Plan (e.g., the PCC Slab installer). • The required training is the 'CPCS- Appointed Person (Lifting Operations)' or *similar.
Subject to an assessment of risk and the nature of the lift this could be the same individual	Lift Supervisor	• Supervise the Lifting Operation. • The required training is the 'CPCS- Appointed Person (Lifting Operations)' or *similar.
	Slinger / Signaller	• Sling the load and signal the Crane Operator. • CPCS Slinger/Signaller training.

Lift Type	Appointed Person	Responsibilities & Training.
Option Three Hire and Manage	TW Site Manager / Assistant Site Manager	• TW assume responsibility for the lifting operation i.e., Planning the lift, selecting a suitable crane, specify the slinging / signalling arrangements, provide supervision for the lift. • SM/ASM must have attended the TW 4-day Appointed Person Awareness Course (see Section 1.2.4) & complete the TW Lifting Operations Co-ordination Plan Mobile Crane (Folder 2 F2.11a)
	Crane Supervisor / Site Manager	• Supervise the safe execution of the lifting operation • TW 2-Day Appointed Person Awareness Coursen (see Section 1.2.4)
	Slinger /Signaller	• Sling the load and signal the Crane Operator. • CPCS/NPORS Slinger Signaller or TW 1 Day Slinger/Signaller training.

8.3.3 LIFTING PERSONNEL

APPOINTED PERSON

The Appointed Person is the competent person responsible for developing a safe system of work for a lifting operation. Their duties include:

- The planning of the lift.
- The selection of crane and lifting accessories.
- Selection of personnel
- Ensuring all lifts are supervised
- Completion of a Lift Plan documenting the safe system of work for the lifting operation.
- For Contract Lifts this role is performed by the Crane supplier
- For Contractors Lifts this role is performed by the Contractor (Carpenter, Timber Frame Erector, etc.)

For Hire and Manage lifts, the TW Site Manager must undertake the Appointed Person role. This must only be for basic/ standard repetitive lifts such as,

- Lifting of roof trusses
- Lifting of spandrel panels.
- Timber frame panels

Where the TW Site Manager is the Appointed Person, they must arrange for a crane hire company representative to visit site and assist in the selection of the crane and accessories.

CRANE SUPERVISOR

The Crane Supervisor is the competent person responsible for the safe execution of a lifting operation. The Crane Supervisor must:

- Ensure all the lift team are briefed on the safe system of work as listed in the TW Lifting Operations Co-ordination Plan:
- Stop the lifting operation should they deem it unsafe to continue.
- Be familiar with the roles of all persons involved in the lifting operation.
- Ensure the crane sets up at the correct location within a crane exclusion zone.
- Ensure the crane is in the correct configuration including Out Riggers, Length of Boom, Hook Block and falls of rope used.
- Ensure the lifting operation always follows the lifting plan.
- Be present throughout the lifting operation.
- Stop lifting operations if conditions such as wind speed exceed crane operating limits.
- Ensure the crane is de-rigged and leaves site in a safe manner.

For Hire and Manage lifting operations, the Site Manager must fulfil the role of Crane Supervisor and be in attendance throughout the lift.

SLINGER / SIGNALLER

Slinger/Signallers must:

- Be trained, CPCS – Slinger Signaller or TW 1 day Slinger/Signaller training.
- Operate from a safe position with good visibility of the load.
- Be distinguishable to the Crane Operator as the designated Slinger/Signaller for the lift.
- Be fully briefed on the lift requirements
- Use recognised hand signals or radio commands as agreed with the crane operator and appointed person.

If at any time during a lift the crane operator loses contact with the signaller - they must stop the lifting operation immediately.

8.3.4 MOBILE CRANES (INCLUDING HIABS)

Where a Hire and Manage lifting operation has been selected, the TW Site Manager undertakes the role of Appointed Person and the Lifting Operations Co-ordination Plan – Mobile Crane (Folder 2 F2.11a): must be completed.

Responsibilities:

- Site Manager.

When:

- For each lifting operation. For Basic/Standard repetitive lifts i.e., lift & place roof trusses and timber/ spandrel panels

Purpose:

- To record the safe planning & operational requirements of a lifting operation.

Key Points:

- Location, including sketch.
- Exclusion zone.
- Load(s) to be lifted.
- Equipment to be used
- Ground conditions and obstructions.
- Personnel required.

Where a 'contract' or 'contractors' lift is taking place, then the Site Manager must ensure that a Lifting Operations Plan has been provided and Parts B and C of TW's Lifting Operations Co-ordination Plan – Mobile Crane (Folder 2 F2.11a) completed to confirm all the necessary equipment and trained personnel are provided.

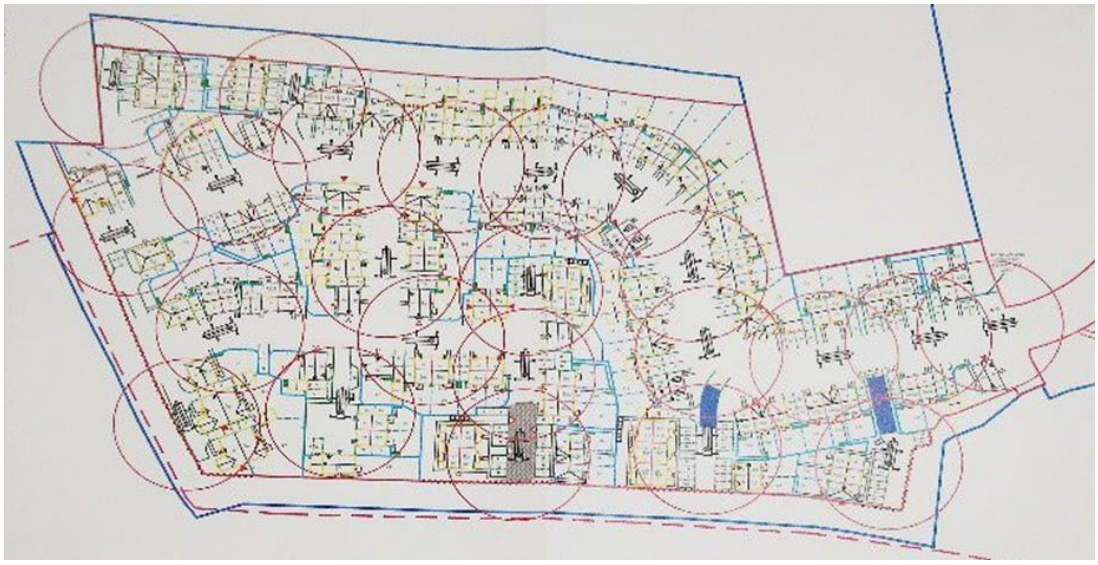
GROUND CONDITIONS

All mobile cranes impose a bearing pressure onto the ground, these pressures are specific to each lift. Where TW Hire and Manage the Crane, TW become responsible for obtaining the ground bearing pressure for any location a crane is to be sited.

The key controls include:

As part of the planning of a new site, a crane location plan must be produced. This must include the location of crane/s and boom radius. This will assist in the planning of truss rack locations and allow ground bearing capacity to be provided.

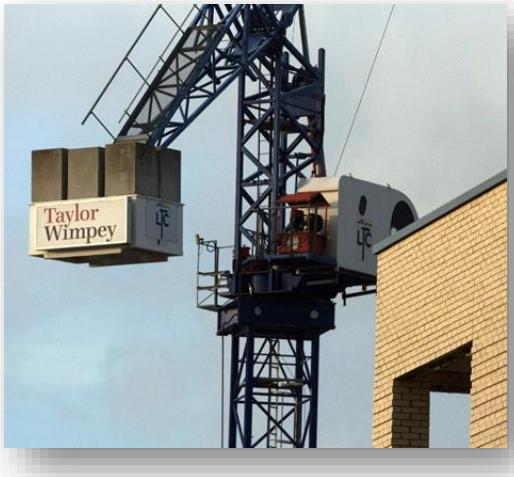
The crane location plan must consider site constraints such as overhead and underground services, drainage, soft ground, utilities etc., to ensure these are avoided when setting up cranes on site. The crane location plan must be reviewed at frequent intervals with the Site HSE Advisor.



The Site Manager, (along with the Appointed Person for a Contract Lift) must identify the mobile crane position and check the bearing pressure requirements against the information available. If the imposed load is greater than the known figure, then larger mats must be used to mitigate the increased download.

If at any time you are unsure about the imposed load to be placed on a particular Ground Condition for any lifting operation e.g., larger crane on site than planned – contact your Regional HSE Advisor.

8.3.5 TOWER CRANES AND CRAWLER CRANES



Tower cranes, including continental-style horizontal jib self-erecting cranes, and Crawler cranes on any TW site are subject to stringent approval procedures. An approved Crane Specialist is available to guide the Company through the process of site and crane appraisal, base design as well as crane commissioning.

If a tower or crawler crane is required, contact your Regional HSE Advisor.

TW currently operate with a pre-vetted group of tower and crawler crane providers which must be used during the procurement process. Full details of the process and providers can be obtained, where necessary, from your Regional HSE Advisor once the need for a tower or crawler crane has been identified.

The Taylor Wimpey Tower Crane and Crawler Crane Manuals outlines the measures and procedures for Cranes:

- Managed by Taylor Wimpey.
- Managed by others passed back to Taylor Wimpey; or
- Managed for Taylor Wimpey entirely by others.

8.3.6 LORRY MOUNTED CONCRETE PUMPS

To ensure that any concrete pumping involving a truck mounted concrete pump is carried out safely a lifting operations plan is prepared by the Site Manager as Appointed Person using Lifting Operations Co-ordination Plan – Lorry Mounted Concrete Pump (Folder 2 F2.11c):

Responsibilities:

- TW Site Manager.

When:

- For each operation using a truck mounted concrete pump.

Purpose:

- To ensure concrete pumping operation is planned, managed and carried out safely.

Key Points:

- Ground bearing plan
- Location, including sketch.
- Exclusion zone.
- Height and reach of boom
- Loadings; and Ground conditions and obstructions.

8.4 MOBILE ELEVATING WORKING PLATFORMS (MEWPS) - Category 2: Standard Temporary Works

See Site Safe Briefing: Safe Use of MEWPS (Site Safe Briefing Folder).

Where a MEWP is hired by TW (or contractor working on TW site) the MEWP Supplier (or contractor) must provide a trained operator as part of the hire package. The provision must also include Operator Competency Certification, Task Specific Risk Assessment & Safety Method Statement, Thorough Examination Certification, MEWP Rescue Plan.

The Site Manager must refer to S14 Use of MEWPS (Scissors and Cherry Pickers) to ensure that the safe system of work is confirmed as suitable and sufficient (see Section 8.4.4)

8.4.1 TYPES OF MEWP'S

Sites, where practicable, complete the operations to the external superstructure that involves work at height from the scaffold working platforms. However, where this is not possible, then an option to provide safe access to work at height is the use of a MEWP.

MEWPS fall into two broad categories:

Cherry Picker:
'Boom' type lift.

Scissor Lift

'Scissor' type lifts have a larger working platform and are suited to working 'overhead' or alongside structures.

8.4.2 MEWP SELECTION

Because of the large variety of MEWPS available, each designed for a specific task, it is important that expert advice is obtained from the Suppliers when selecting the right MEWP for the job. Consider the following:

Ground Conditions:

- Type of surface, concrete, tarmac, soft ground, etc.; and
- Proximity of excavations

Topography:

- Gradients; and
- Any ramps.

Surrounding Environment:

- Width restrictions, gaps between buildings or structures.
- Any overhead obstructions or services.
- Entrapment risks.
- Manhole covers.
- Public interface; and
- Interface with site traffic and other plant.

The Task:

- Height required.
- Reach required; and
- Materials, tools, equipment, and operatives required for the task.
- Access route

MEWP Features:

- The need for a harness/lanyard attachment point.
- The anticipated load – materials, people, and tools (note: a MEWP is not a crane); and
- Consider operation of the controls where necessary.

- Fall prevention equipment must always be used in cherry pickers (boom type).
- The need for the use of fall protection in a scissor lift must be assessed via the Task Specific Risk Assessment.
- A fall restraint system includes:
    - a full body harness, a lanyard and an anchor point on the MEWP basket.
    - The lanyard length must be short enough to prevent a person reaching a position where they could fall.
    - Operatives required to wear a harness to use a MEWP must be trained and briefed.

Operators must never work outside of the carrier or climb out, e.g., to gain access on to a roof.

8.4.3 RECEIVING A MEWP ON SITE

Before any MEWP hired by TW is permitted to be used on site, pre-start checks are carried out and recorded on Mobile Elevated Working Platform (MEWP) Familiarisation Record and Checklist Part A (Folder 2 F2.20):

Responsibility:

- TW Site Manager, with assistance of MEWP Supplier

When:

- On delivery of MEWP to site.

Purpose:

- To confirm make and model of MEWP supplied.
- Record details of operators training; and Demonstrate safety critical controls and features of the MEWP.

MEWP operators must also:

- Have attended a recognised MEWP Operator's Training Course; and
- Provide details of their training (PAL-IPAF card), including the categories of MEWP the operator is trained to operate.

MEWP Categories (as noted on the PAL – IPAF Card)

IPAF
Mobile Vertical (3a)
ConstructionSkills
Scissor

IPAF
Mobile boom (3b)
ConstructionSkills
Boom

PAL-IPAF cards:

- The back of card lists the types of MEWP the cardholder is trained to operate; and
- Cards can also be verified on-line at http://www.ipaf.org/en/training/verify-pal-card/

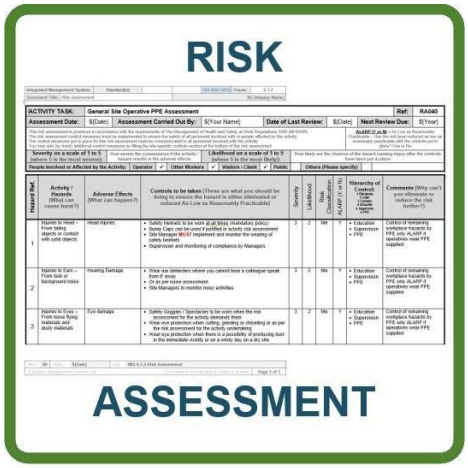
In addition to formal training, the MEWP operator must also have a familiarisation briefing on the controls and safe operation of the specific make and model of MEWP they are using on site. Machine specific familiarisation must follow on from basic training and cover:

- Manufacturer's instructions and warnings
- Features of the specific model
- Control functions
- Safety devices and
- Emergency lowering procedures

8.4.4 REVIEW OF SAFE SYSTEMS OF WORK [MEWP]

Site Manager Review of Safe System of Work:

Use STAC Risk Assessment and Key Control Measures (see section 2.1.2) as an 'aide-memoir' when carrying out this assessment and to record the findings of the MEWP selection.



Responsibility:

- TW Site Manager, with assistance of MEWP Supplier.

When:

- For each operation using a MEWP.

Purpose:

- To ensure a MEWP is selected that is suitable for the required task.

Key Points:

- Location, including sketch.
- Exclusion zone.
- Height and reach of boom.
- Route to and from work area must be assessed, and Ground conditions and obstructions

8.4.5 MEWP RESCUE PLANS

As the operator of any MEWP could be isolated in the basket if an incident occurs e.g., accident, medical condition, or unexpected loss of power etc. Measures must be in place to enable the basket to be lowered from the base controls:

- Rescue Plan developed.
- The Site Management Team and other designated persons must receive familiarisation on the base unit controls in case of an emergency; and
- MEWP Operators, Supervisors and others involved with the task must be briefed on the Rescue Plan and carry out a trial run to ensure all aware of their role in the case of an emergency.

8.5 HOISTS AND MAST CLIMBERS - Category 3: Non-Standard Temporary Works

Hoists and Mast Climbers can be useful in the construction of high-rise developments. However, the use of this equipment requires a high degree of pre-planning and management.

Hoist / Mast climber selection:

- Different tasks may require varied sizes or types of hoist/mast climber, so a site-specific assessment needs to be made.

Temporary works:

- All hoists/mast climbers require a temporary works design detailing the base on which they will stand and on how they will be physically attached to the structure.
- Operatives to be trained:
- On the specific hoist/mast climber operation and controls.

Thorough examination:

- All hoists/mast climbers require a thorough examination by a competent plant engineer before first use after installation use and at least annually thereafter (see notes).

Notes:

- Where persons are being lifted, the ongoing Thorough Inspections are to be carried out every six months rather than annually.
- The Thorough Inspections are in addition to the weekly inspections of lifting equipment (see Section 1.4.3).
- A hoist /mast climber is a non-standard temporary work and subject to the procedures outlined in Section 1.5.

If you are considering the use of a hoist or mast climber on site, you must contact your Regional HSE Advisor to ensure that the correct specification is available for procurement and installation and the required controls for subsequent use are in place.

8.6 OTHER PLANT AND EQUIPMENT

8.6.1 TIPPER AND HIAB VEHICLES

Tipper and HIAB vehicles are at risk of overturning when loading/unloading (especially articulated machines).

Where tipping operations are taking place the Site Manager needs to ensure that the supervisor involved is aware of the need to:

- Keep non-essential personnel clear.
- Never tip during high winds.
- Tip only from a firm level base.
- Check the load for even distribution.
- Beware of loads sticking or 'freezing' loads; and
- Have all outriggers positively deployed (where applicable, e.g., loading / off-loading operations with a Hiab).

8.6.2 DISC CUTTERS AND ABRASIVE WHEELS

Segmented Blade
The correct wheel/blade or disc is to be used for the type of machine and the different types of material to be cut, i.e., Kerbs, bricks, roof tiles, reinforced concrete and steel. Selection of wheel/blade or disc will be based on the manufacture's guidance.

Dust Suppression must be used

When cutting reinforced concrete, only full circumference, or narrow gullet (up to 7mm) segmented blades can be used.

Below are examples of suitable dust suppression systems that must be used (see Section 3.8.4)

8.6.3 NAIL GUNS

Nail guns are labour saving tools, but care is needed to prevent injury.

- Operatives using nail guns must have received instructions / training on the safe operation of the nail gun. (This is normally provided via the manufacturer or supplier). A training card or record should be available.
- Suitable eye protection must be worn. (Eye injury is the most common type of injury with this type of equipment.)
- Ear protection should be worn where the noise levels are excessive, e.g., in an enclosed space.
- Care to be taken to fire at the correct angle and avoid accidental firing.
- Nail guns must not be used where other operatives are working in the immediate vicinity.
- Operatives wishing to use a nail gun must first:
  - Alert other operatives in the working area.
  - Ensure the area has been vacated; and
  - Place appropriate sign (TWSP 12) to discourage others from entering area.

8.6.4 SAFETY KNIVES

Accidents involving knives (fixed open blades) are relatively common in the construction industry, whether it be bricklayers cutting bands off the packs of bricks or plasterer scoring plasterboard. Using safety knives with retractable or concealed blades can minimise the likelihood of an accident with a knife occurring. TW and the 'Safety Knife Company' promote the use of safety type knives on site.

To order or for further product details and information contact:

T: 0845 223 20 50
F: 0845 223 20 51
E: sales@safetyknife.net
W: www.safetyknife.net

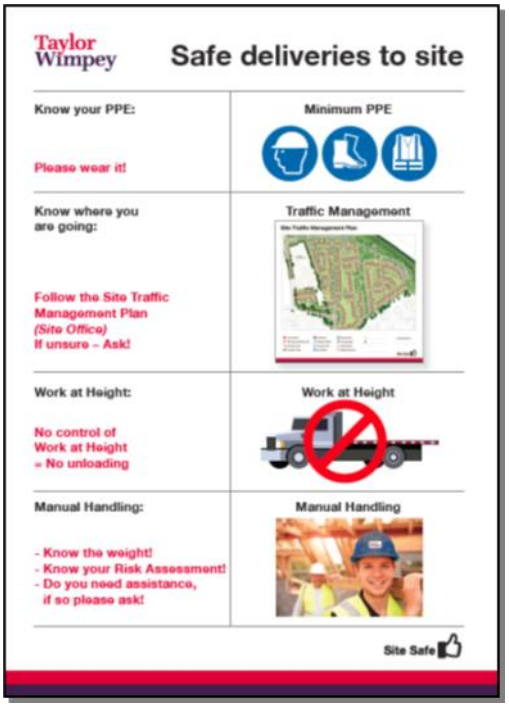
8.7 MATERIALS – DELIVERY ARRANGEMENTS

8.7.1 DELIVERY DRIVERS

Companies making deliveries to TW sites must be given the following instructions via your commercial department for subsequent distribution to their drivers:

- PPE must be worn at all times, the minimum requirement being helmet, boots and high visibility vest.
- Before commencing any delivery, drivers must report to the Site Management Team.
- Traffic routes and all appropriate signage must be complied with.
- When parking, the handbrake must be applied firmly: if on a slope, the vehicle is left in gear (if safe to do so) and wheel chocks used where appropriate:
- Reversing must only be carried out in a designated area and/or under the supervision of a Banksman.
- Ignition keys must be removed from all delivery vehicles when left unattended.
- The use of Mobile Phones (including Bluetooth devices) Music Radios, CD Players, iPods, MP3 both personal and factory fitted, is not allowed on any operational vehicles on all TW Sites; and
- Where fitted, all outriggers must be deployed before any lifting or unloading operation commences.

8.7.2 DELIVERY DRIVER'S CARD



Responsibility:

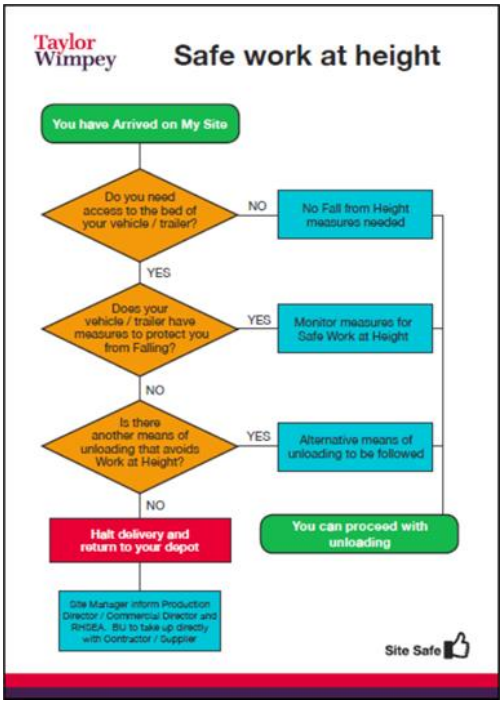
- Site manager

When:

- When delivery drivers report to the site office

Purpose

- Brief delivery drivers on the key HSE requirements
- Confirm arrangements in place for safe unloading



Before any unloading can commence, the Site Management Team can discuss the contents of the 'Safe Work at Height Flowchart' with the delivery driver to review the arrangements to unload their vehicle.

8.7.3 BUILDING PRODUCTS DEVELOPMENT WORKING GROUP (BPDWG)

TW worked with the BPDWG, producing a user friendly 'Good Practice Guide' to help raise the awareness of delivery drivers of the main risk to their safety when making deliveries to sites. Copies have been sent to our suppliers, instructing them to brief their drivers on the key measures to be taken to carry out deliveries safely and also where the supplier needs to provide some means of edge protection if their drivers require to access the bed or back of the vehicle to unload.
A copy of the Delivering Safely leaflet is to be displayed in the signing-in area.

If you have any concerns over the approach or reaction of any supplier, e.g., unwillingness for them to take on their responsibility for safe deliveries to our sites:

- Issue a non-conformity notice (see Section 1.5.8).
- Contact your Regional HSE Advisor who will take the matter further with the supplier involved.
- Where appropriate and it is felt that the supplier will respond and make improvements to their system for future visits, interim assistance can be provided with the provision of soft-landing bags etc.

Note: this would only be for isolated situations and not to encourage suppliers to rely on the site measure for protecting from falls from their vehicles.

8.7.4 BRICKS / BLOCKS (DELIVERY TO SITE)

Where Bricks and Blocks are being delivered to site, consideration must be given to the Integrity of the packs and adequate banding [Plastic or Steel] must be provided to maintain the load cube during unloading on site, transport around site and lifting at height (e.g., to loading bays).

Shrink wrapping can be used but only if in addition to the strapping / banding.

Consideration must also be given to the size of the packs being accepted on site as larger pack sizes can affect:

- Placement on the loading bays, as the bricks/blocks must never be loaded over the height of the loading bay gate.
- The Telehandler Operator's visibility and ability to land on the loading bay safely.

Site Managers must not, under any circumstances, accept any loads that are not strapped / banded or of an exceptionally large size that would compromise the safety of lifting operations.

If such loads turn up on site, the delivery must not be accepted, and the Site Manager contact their Regional HSE Advisor and Production Manager immediately.

8.7.5 INTERNAL GLAZED (IG) DOORS

The manual handling of IG Doors off vehicles is not permitted. They must be delivered:

- On timber bearers / pallets; or
- If with side lights, on stillages.
- A suitable stillage will need to be available on site for transporting the doors to the plots.

All products must have a label identifying the weight of each door. If labels are not being provided, contact the commercial director / buyer immediately.

8.7.6 NON-CONFORMITY

Any deliveries not conforming to TW critical delivery requirements must be turned away and the Regional HSE Advisor and Commercial Director informed immediately to take the matter up with TW Central Procurement or the relevant BU buyer.

8.7.7 IMPORT / EXPORT OF BULK MATERIALS

Where there is a need to hire in plant for the import or export of bulk materials not covered by the Groundworks Contract, the Site Manager must ensure that the following are on site:

- Risk assessments developed in conjunction with the plant hirer (integrated with the Site Traffic Management Plan).
- Copies of any lifting appliance test certificates; and
- Operator's waste licence, where appropriate