



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



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

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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.
- 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.

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	<ul style="list-style-type: none"> 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. <p>* 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.</p>
Speed limited to 10 m.p.h.	<ul style="list-style-type: none"> Machines to have electronic speed limiters or other physical restriction on operating speed.
External hydraulic stabilisers to be fitted	<ul style="list-style-type: none"> All telehandlers used on TW are fitted with stabilisers. (see exception 1). Masted rough terrain telehandlers are prohibited (see exception 2).
Cab	<ul style="list-style-type: none"> ROPS/FOP'S structure Seat belt Air conditioning <p>Note: Keep cab door/window closed during hot weather to prevent operator breathing in airborne dust – Air con to be used</p>
Information	<ul style="list-style-type: none"> Handbook and user instructions for telehandler including accessories.
Test / Inspection	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Machines to be Taxed and Registered for highway use.
Lighting	<ul style="list-style-type: none"> Flashing Beacon to be fitted.
Delivery / familiarisation	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Music Radios or CD Players are <u>not</u> to be fitted to any Telehandler supplied for use on TW Sites. Any such items must be <u>removed</u> from the Telehandler. Note: disabling or isolating the device is not sufficient.
Accessories including truss jib/Hook	<ul style="list-style-type: none"> 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
<p>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.</p> <p>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.</p> <p>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.</p>	

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 \(Folder 2 F2.10\)](#).

COMPANY NAME:		
TELEHANDLER/ATTACHMENT COMPLIANCE AND FAMILIARISATION RECORD		
SITE NAME:		
<small>The Site company or supplier should complete this form whenever a Telehandler / Attachment is delivered to site to ensure that:</small> <ul style="list-style-type: none"> the supplied Telehandler/Attachment is fully compliant with TW requirements, and the on-site authorised Operator is fully conversant with the controls of the machine and any attachments. 		
Site:	Site manager:	
Manufacturer:	Operator's name:	
Make / Model:	Registration No. of Telehandler:	
Accessories / Attachments supplied:	Date delivered:	Time / Date of familiarisation:

PART A - CONFIRMATION OF COMPLIANCE TO TW TELEHANDLER REQUIREMENTS		
Key HSE Requirement	Description	Confirmation Y/N
Visibility and blind spot removal	Mandatory items <ul style="list-style-type: none"> Audio reversing alarm fitted? Convex mirror fitted for rear visibility? Off-side downward facing mirror fitted? Additional items <ul style="list-style-type: none"> CCTV used to support mirrors? <small>Hires/supplier to carry out an assessment of all-round visibility and confirm that the visibility aids provided are fit for purpose.</small>	
Speed restricted to 10mph	Confirm that the machine is restricted to a maximum speed of 10mph and how speed is restricted: <ul style="list-style-type: none"> Electronic speed limiter fitted, or Physical restriction on operating speed. 	
Certification	Telehandler: A copy of the EC Certificate of Conformity / current 12 month certificate of thorough examination has been supplied. Attachment: A copy of the EC Certificate of Conformity / current 6 month certificate of thorough examination has been supplied.	
External hydraulic stabilisers	<ul style="list-style-type: none"> Hydraulic stabilisers fitted and working? 	
Cab	<ul style="list-style-type: none"> REPS/ROPS structure? Seat belt fitted and in working order? 	
Tyre pressure and ratings	<ul style="list-style-type: none"> Tyres provided as per manufacturer's instructions / specification Tyre pressures clearly marked on machine? Oil Sighting Guidelines supplied (if applicable) 	
Lighting	<ul style="list-style-type: none"> Flasher/beacon fitted and working? 	
Audio equipment	<ul style="list-style-type: none"> No audio equipment fitted (radio and/or CD player)? 	

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
<i>*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</i>	<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ 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 \(Folder 2 F2.9\)](#).

COMPANY NAME: TELEHANDLER COMPETENCE CHECKLIST FOR OPERATORS SITE NAME:						
1. Name 2. Signature 3. Employer	1. DVLA No 2. Expiry Date 3. Photo / proof of identity (Y/N)	1. Certificate No 2. Training provider 3. Telephone No (see note 1)	1. Categories covered 2. Expiry / Test Date 3. Logbook (see note 2)	1. Good eyesight (Y/N) 2. Good hearing (Y/N) 3. Heart problems (Y/N) 4. Disabilities (Y/N) 5. Prescription drugs (Y/N) (see note 3)	Site safe Briefing SSB 01 received Y/N	1. Site Manager Name 2. Signature 3. Date
Notes: 1. Contact the training provider and establish if they are a CPCS / RTITB / LANTRA accredited training provider. 2. Photocopies of certificates are not acceptable – copies should be retained and attached. 3. If the answer to 1 or 2 is 'N' or the answer to 3, 4 or 5 is 'Y' – obtain details.						
1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3. 4. 5.		1. 2. 3.
1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3. 4. 5.		1. 2. 3.

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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 \(see Site Safe Briefing Folder\)](#).

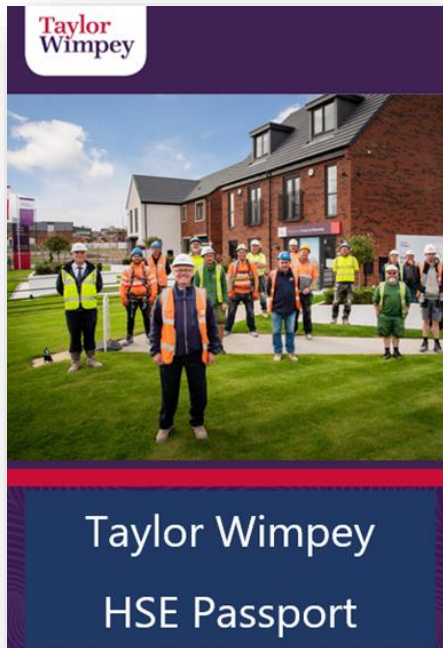
Key Points:

- 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](#)).

PART B – FAMILISATION BRIEFING CHECKLIST TO AUTHORISED OPERATOR	
Upon delivery ensure the on-site authorised telehandler operator is aware of the following:	Tick
How the controls work, in particular lifting/lowering boom, outriggers, steering and braking mechanism, S.W.L. Indicator and all safety devices.	
Telehandler capabilities e.g. SWL:	
Max reach / height:	
The recommended tyre pressures and how to check them Front:	
Rear:	
Provided a copy of operators manual for the telehandler	
Fully aware of how to carryout regular maintenance inspections	
How to adjust / use visibility devices fitted	
How to safely refuel the telehandler	
Notes/comments: e.g. foam/gel filled tyres, user instructions, hydraulic fork positioning, accessories / attachments, etc.	
<p>DECLARATION:</p> <p>1. The Hirer/ Supplier of the Telehandler / Attachment I have gone through the list above with the Operator and I am reasonably satisfied he understands the safety features.</p> <p>Supplier/Hirer of Telehandler/Attachment Name & Signature:.....</p> <p>Date:.....</p> <p>2. The Site Telehandler Operator I am familiar with all the above listed points in respect of the new Telehandler/Attachment delivered to site.</p> <p>Telehandler Operator's signature:.....</p> <p>Date:.....</p> <p>This form should be filed. A copy should be forwarded to the HSE Co-ordinator.</p>	

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](#).

COMPANY NAME:								
TELEHANDLER CHECKLIST								
SITE NAME:								
MACHINE TYPE / Registration No.		/		TYRE PRESSURE (from handbook)				
OPERATOR:				WEEK COMMENCING				
TYRE CHECKS		MON	TUE	WED	THUR	FRI	SAT	SUN
		OSI	OSI	OSI	OSI	OSI	OSI	OSI
FRONT NEARSIDE	before after							
FRONT OFFSIDE	before after							
REAR NEARSIDE	before after							
REAR OFFSIDE	before after							
<small>Tyre Pressures must be checked first thing Daily and the pressures recorded above in the 'before' space. If they are not within +/-5psi of the Manufacturers recommendation then the tyre must be inflated to the correct pressure before any work is carried out and the final pressure must be recorded in the 'after' space. This does not apply to foam-filled tyres which are not user serviceable</small>								
OTHER DAILY CHECKS		MON	TUE	WED	THUR	FRI	SAT	SUN
		time	time	time	time	time	time	time
Oil Level and Leaks								
Fuel System Leaks								
Coolant Level								
Brake Fluid Level								
Wheel Nut Security								
Hydraulic Operation								
Foot Brake Operation								
Parking Brake Operation								
Electrics								
Safe Load Indicator								
JCB Attachment / accessories								
All Round visibility								
Manual in the cab								
Reversing alarm								
Flashing Light								
Doors and Windows								
WEEKLY CHECKS								TICK
Axles and Hubs for Leaks								
Grease Chie shafts and Universal Joints								
Grease Axle Pivots and Linkages								
Grease all other Grease Points								
Hydraulic Oil Level								
Fan Belt Tension								
All Pivots Pins								
OPERATOR'S SIGNATURE: _____		MANAGER'S SIGNATURE: _____						
Use the other side for comments if any.								
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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 tire, 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

Some 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 can 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.

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 Marshal (sometimes referred to as a Banksman) is a possible control for operating a telehandler in an occupied areas 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 with 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 management 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

This briefing must take into account

- 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 (via Take 5 briefing)
- 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 etc.

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 site the Telehandler Operator must ensure:



- Seat belt is always used when operating the telehandler.
 - When moving around site, laden or unladen, 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 carrying out any loading or unloading activity that requires the boom to be extended
 - 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 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 manufacturer's 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

Carpenter / Joiner

Material Product	Dry Weight	Wet Weight
Pallet Floor Decking Boards	1.5 tonne
Pallet of Timber Joists	500 kg
Roof Trusses (45°) Length 7m	50 kg each	55 kg
External & Fire Doors (Average)	60 kg each
Prefabricated Stairs (Average)	150 kg each

Plasterer

Material Product	Dry Weight	Wet Weight
Pallet of Finishing Plaster	1.5 tonne
Pallet of Bonding Plaster	1.5 tonne
Pallet of Plasterboards 12.5mm	2.0 tonne

Plumber

Material Product	Dry Weight	Wet Weight
Average Pallet of Steel Radiators	750 kg
Average Pallet of Lead	750 kg
Boiler (Floor Mounted)	96 kg

IMPORTANT

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

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

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

TW 50 - 02 (01/01/19)

TW 50 - 02 (01/01/19)

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:

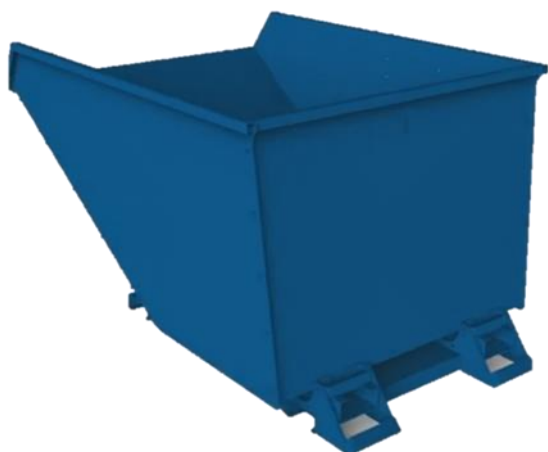
- Both forks to be placed in lifting points.
- Keep skip low to ground, max 500mm from ground level.
- Use stabiliser when lifting onto/ offloading bays; and
- **Never place directly next to scaffolds, especially loading bays as this encourages 'bombing'.**

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.

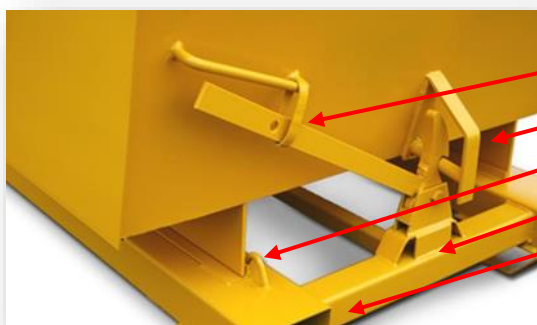


Auto-lock Mechanism

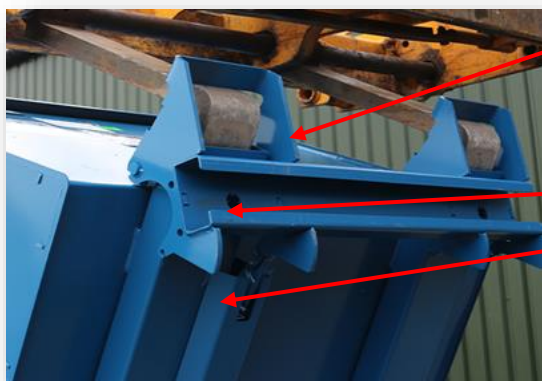
1. Raise the unit so that it clears the skip then drive forward until over the skip. Tilt the mast forward then move the release lever.
2. Using the tilt function on the telehandler, empty the skip of its contents, return the skip to the horizontal position, return to the loading area.
3. The skip can 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:

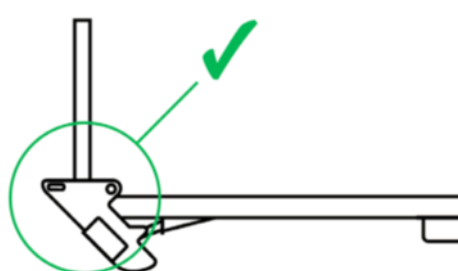
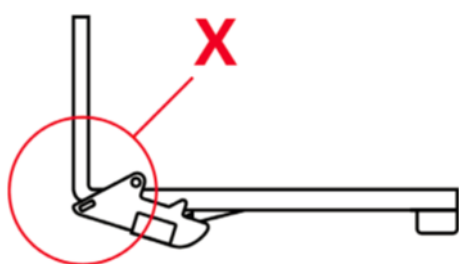


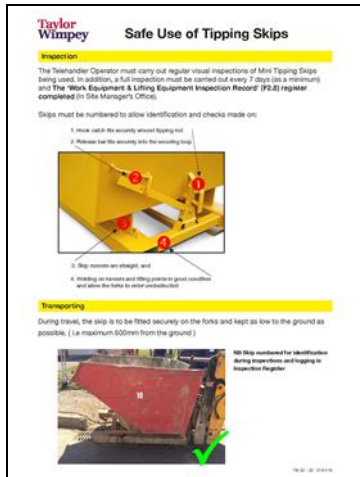
1. Check operation or release bar.
2. Hook fits securely.
3. Runners straight.
4. Welds undamaged.
5. Condition of lifting points.



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.





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 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 be and 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

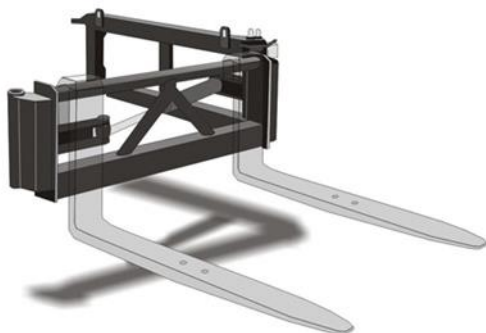
To maximise the stability of the Telehandler the recycling bag must never be transported by hanging it by the loops from the forks.

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 ATTACHMENTS



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 Manager - 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	<p>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.</p> <p>The Crane Company's Appointed Person prepares the Lift Plan.</p> <p>The required training is the 'CPCS - Appointed Person (Lifting Operations)' or *similar.</p> <p>*Four (4) Day Taylor Wimpey Appointed Person course</p>
Subject to an assessment of risk and the nature of the lift this could be the same individual	Lift Supervisor	<p>Supervise the Lifting Operation.</p> <p>The required training is the 'CPCS- Appointed Person (Lifting Operations)' or *similar.</p>
	Slinger / Signaller	<p>Sling the load and signal the Crane Driver.</p> <p>CPCS Slinger/Signaller training.</p>
Option One Contractor Lift	Contractor	<p>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 lifting operation.</p> <p>The Contractor's Appointed Person prepares the Lift Plan (e.g., the PCC Slab installer).</p> <p>The required training is the 'CPCS- Appointed Person (Lifting Operations)' or *similar.</p>
Subject to an assessment of risk and the nature of the lift this could be the same individual	Lift Supervisor	<p>Supervise the Lifting Operation.</p> <p>The required training is the 'CPCS- Appointed Person (Lifting Operations)' or *similar.</p>
	Slinger / Signaller	<p>Sling the load and signal the Crane Operator.</p> <p>CPCS Slinger/Signaller training.</p>

Option Two Hire and Manage	TW Site Manager / Assistant Site Manager	<p>TW assume responsibility for the lifting operation ie, Planning the lift, selecting a suitable crane, specify the slinging / signalling arrangements, provide supervision for the lift.</p> <p>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:</p> <ul style="list-style-type: none"> • Mobile Crane (Folder 2 F2.11a)
	Crane Supervisor / Site Manager	<p>Supervise the safe execution of the lifting operation</p> <p>TW 4 Day Appointed Person Awareness Course.</p> <p>(see section 1.2.4)</p>
	Slinger /Signaller	<p>Sling the load and signal the Crane Operator.</p> <p>CPCS/NPORS Slinger Signaller or TW 1 Day Slinger/Signaller training.</p>

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.

COMPANY NAME:			
LIFTING OPERATIONS CO-ORDINATION PLAN – MOBILE CRANE			
SITE NAME:			
A. PRE-PLANNING (Completed pages 1 - 3 to be forwarded to the Mobile Crane Supplier as part of order)			
Site name and address:			
Location of lifting operation: <small>(e.g. site, yard or attached to building plan)</small>			
Nominated appointed person:			
Date crane is required (lift date):			
Maximum load to be lifted (Kg)			
Lifting accessories (Kg)			
Crane hook block (Kg) <small>(approximately 1% of crane weight)</small>			
Total weight (Kg)			
Description of Load type <small>(Indicate quantity)</small> <small>(e.g. steel beams, steel columns, timber kit panels, packs of bricks or blocks, aluminium (scaff), T&E or structural steel, other, etc.)</small>			
Site and Proposed Crane Position (Proximity Hazards and Ground Conditions)			
Notes: Use page 3 for sketch plan of location. <small>If size/shape of the load etc is unusual, include the centre of gravity of the load on the sketch</small>			
Ground Type	Access Route <small>(Circle as appropriate)</small>	LIFT Area <small>(Circle as appropriate)</small>	Comments on any other Ground Condition Factors
Cohesive	Very Soft	Very Soft	
	Soft	Soft	
	Firm	Firm	
Soft	Soft		
Granular	Very Dense	Very Dense	
	Dense	Dense	
	Medium	Medium	
	Loose	Loose	

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.

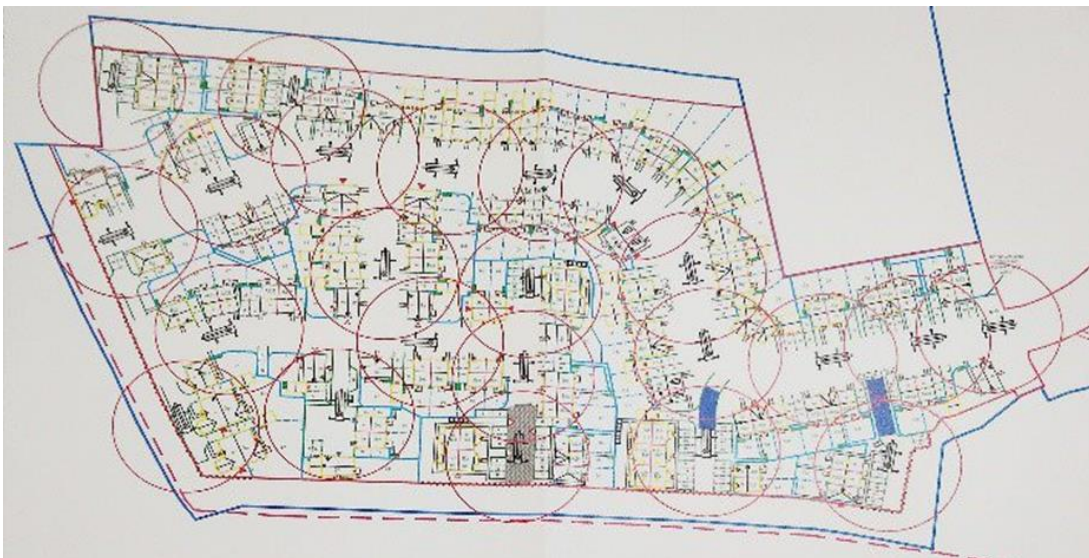
GROUND CONDITIONS

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 \(Folder 2 F2.11c\)](#):

COMPANY NAME:			
LIFTING OPERATIONS CO-ORDINATION PLAN - LORRY MOUNTED CONCRETE PUMP			
SITE NAME:			
A. PRE-PLANNING			
Site name and address:			
Location of Pumping Operations: <small>(e.g. grid lines or attached location plan)</small>			
Nominated Pump Supervisor:			
Date concrete pump is required:			
Maximum Reach Required:			
Site and Proposed Concrete Pump Position (Proximity Hazards and Ground Conditions)			
Notes: Use page 2 for sketch plan of location.			
Existing Hazard Type		Hazard Details	
Overhead obstructions: <small>(e.g. cables / scaffold / trees / airfield, etc)</small>			
Ground Level obstructions: <small>(e.g. buildings / vehicles / railways)</small>			
Underground obstructions: <small>(e.g. excavations / drains / culverts / voids)</small>			
Other:			
Ground Type	Access Route <small>(Circle as appropriate)</small>	Operating Area <small>(Circle as appropriate)</small>	Comments on any other Ground Condition Factors
Cohesive	Very Soft	Very Soft	
	Soft	Soft	
	Firm	Firm	
Granular	Soft	Soft	
	Very Dense	Very Dense	
	Dense	Dense	
	Loose	Loose	

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)

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 in to 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 SELECTING A MEWP'S

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 an 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 \(Folder 2 F2.20\)](#):

COMPANY NAME:	
MOBILE ELEVATED WORKING PLATFORM (MEWP) FAMILIARISATION RECORD AND CHECKLIST	
SITE NAME:	
MEWP Hire or supplier:	MEWP Type/Model:
MEWP Identification No:	MEWP Thorough Examination Cert No. and Expiry Date:
Supplied MEWP Operator's Name:	Operator's Card type and details:
Date delivered:	Time / Date of familiarisation:
PART A – RECORD OF FAMILIARISATION BRIEFING TO SUPPLIED OPERATOR	
Hire/Supplier to confirm their supplied MEWP Operator is aware of the following:	Tick
Identification and operation of major components and controls, starting and stopping, full function for raising/lowering the platform, travel and operating configurations, load restrictions, parking and overnight parking.	
Platform capacity (max. weight of men and equipment)	
Maximum height and outreach:	
Copy of operators manual provided for the MEWP	
Fully aware of pre-use checks	
Emergency lowering procedures	
How to safely retract or charge the MEWP, including any necessary battery check	
Deployment and use of any accessories to prevent trapping/crushing of people in the platform	
DECLARATION:	
1. The Hire/Supplier of the MEWP	
I have gone through the list above with our supplied Operator and I am satisfied the Operator understands the key controls and safety features	
Name of representative of Supplier/Hire of MEWP:	
Signature:	Date:
2. MEWP Operator (supplied by hire company)	
I am familiar with all the above listed points in respect of this MEWP	
Name of MEWP Operator:	
Signature:	Date:

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 **S14: Use of MEWPS (Cherry Pickers and Scissor Lifts) 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.

S14 USE OF MEWPS (SCISSORS AND CHERRY PICKERS) RISK ASSESSMENT AND KEY CONTROL MEASURES	
COMPANY NAME:	
SITE NAME:	
A: KEY RISKS IDENTIFIED	Risk Rating H/M/L H
Fall from carrier due to over-reaching. Fall from carrier due to ejection while travelling (cherry picker). Overtipping of MEWP. Collision with structures, plant, vehicles and pedestrians. Fall of materials.	
B: STANDARD CONTROL MEASURES TO BE ADOPTED	ACTION
All machines to be CE marked and supplied in good working order with operating manual / instructions provided. Working Load must be displayed. Expiry date of 6 months test to be recorded and copy provided. All operators must be trained and provide proof of training to the Site Manager. Familiarisation training to be provided on delivery including emergency lowering in event of power failure, and Tool Box Talk 11 Safe Use of MEWPS completed.	Supplier
Selection of type / size of machine to take account of: • ground conditions including gradients; • working height; • outreach; • working space; • the task, materials and tools; • the need for a harness / lanyard attachment point; and • the anticipated load – people, tools and materials.	Supplier / Site Manager / MEWP Operator
• The site is to be inspected and assessed to include: • segregation from vehicles, plant and pedestrians e.g. barriers, banksmen etc.; • siting of the MEWP to ensure parts are not overhanging roads / vehicle routes; • the ground is suitably prepared and levelled; • all inspection chambers are clearly marked / protected; • excavations etc. are backfilled / compacted or suitable temporary or permanent covers are in place e.g. road plates; and • safe clearance is present during all stages of the works from any overhead power cables.	Site Manager / Contractors Supervision / MEWP Operator
The TW Work Equipment & Lifting Equipment Inspection Records to be completed weekly as required. Any harnesses and lanyards used for restraint to be included in the checks.	Site Manager / MEWP Operator
For all boom type MEWPS 'cherry pickers' all persons in the carrier are to be restrained with a suitable harness / lanyard at all times. For scissor lifts the measure should be observed where there is a risk of falls from over reaching the guard rails.	MEWP Operator / Operatives
Do not overload the MEWP. MEWPS are not to be left unattended with engines running, or the keys left in the ignition.	MEWP Operator

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

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:

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 complex 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.

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.

Taylor
Wimpey

Accidents happen...
but many can be avoided



FISH 200 SERIES

The original enclosed blade Safety Knife. First sold as the 'Brown Trout' Safety Knife more than 20 years ago and still our 'best seller'. Available in a range of colours and with optional hook blade or tape cutter. Blade are reversible and replaceable.



REAKTA UTILITY KNIFE

A utility knife on which the blade will lock in the 'out' position but retracts if shaken, jerked or dropped. The Reakta auto-retract is a variation where the blade will not lock in the out position, standard and heavy duty versions available.



PENGUIN 900 SERIES

A disposable, one piece Safety Knife with twin blade entry and 'opposing slopes' on the knife head for an efficient cut. The blunt tape cutter at the handle base allows users to cut open boxes without changing grip position.



SHARK

A heavy duty, moulded version of the Fish Safety Knife design. The 7mm wide mouth allows thicker materials and even 12mm diameter ropes to be cut safely. Available with or without a retractable hook blade, which can be set to an auto or manual retraction. Blades are reversible and replaceable.



To order or for further product details and information, please visit...

www.safetyknife.net

...and enter code **TW-2015** at the shopping cart before checkout to receive your **10% discount!**



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

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:

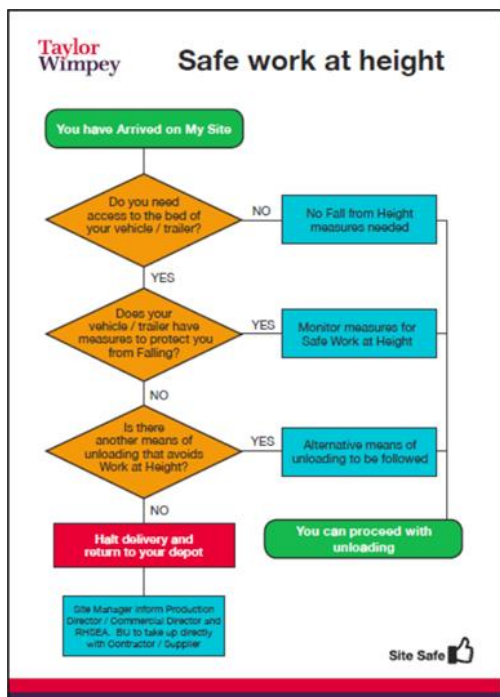
- Site manager

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 1.4.6.4).
- 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