

METHOD STATEMENT
JS Haulage



JS HAULAGE
LIMITED

Machinery Delivery/Collection

(Plant and MEWPS)

METHOD STATEMENT

JS Document Number 001

JS Haulage Ltd
Wyebridge House, Cores End Road,
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Telephone: 07852 918889

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Task Description:

Collection and Delivery of various machinery specifically MEWPS and plant style equipment. Method of movements using large goods vehicles with electric over hydraulic ramp body connected to delivery on occasion will be to site's heavily used by the public so driver will need to be aware of members of the public.

Machinery:

Description	Model	Risk Zone
Booms	Various	Various
Scissor Lifts	Various	Various
Excavators/Tracked Machinery	Various	Various
Forklifts	Various	Various
Telehandlers	Various	Various
Dumpers	Various	Various
Articulated Plant	Various	Various
Rollers	Various	Various

Minimum Driver Qualifications:

Operative	Certificates Held
Various	Large Goods Vehicle License CE NPORS or equivalent Load and Unload training SUDS Certification

Staff Information:

The following method statement has been developed to provide a safe system of work and must be always adhered to, any significant deviation from this system must first be authorised by your manager. Please read the entire sheet before beginning the procedure, if you have any questions, please contact your manager.

Risk Assessment:

Drivers are to complete dynamic Risk Assessments when hazards/constraints in the Generic Risk Assessment have not been identified previously or increased risk is present, before starting, and or during operations.

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The main hazards to safety and health are:

- Injury from incorrect operation of machinery
- Falling from machines
- Injury from incorrect Manual handling.
- Injury from slips trips and falls.
- Injury to members of the public during operations.
- Injury from machine hazards
- Entering machine risk zones
- Incorrect Securing of machinery for Transit.

Preventative Measures you must take:

- You must be “competent” to carry out the task
- All HSE guidelines must be adhered to
- You must not lift beyond your capabilities, get help if necessary.
- Machinery operation to be carried out in accordance with manufacturers operation and training instructions.
- Lone working procedures must be followed.
- Measures must be taken to ensure safety to the public

Personal Protective Equipment you must wear (specific to operation):

- Hi-Vis Orange clothing
- Hard Hat (Hard hats to be within 3 years from the date of issue)
- Harness (Within 10 years of manufacture)
- Seat belts to be worn in all machinery
- Task Appropriate Gloves
- Faceguard or goggles
- Protective trousers
- Safety boots

Environmental Protection Measures you must take:

- Spill kits will be used for all oil or fuel spills
- Vehicles will not be left running when unnecessary for them to be.

Quality Control:

- Works should be carried out to good working practice
- Contractor’s rule must be followed
- If in doubt, contact your manager for clarification before proceeding
- Vehicle/Machinery must be kept secure with keys removed when not in use.

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Lone Working:

Lone working on sites is to be avoided wherever possible.

Where Lone working is unavoidable, Lone Working Operators (LWO) will adopt the following Lone working procedure.

Procedure:

Send a message on general WhatsApp group giving location, and estimated time will take to load or unload machinery. Driver to then report no later than 15 mins after the estimated time to update or inform leaving site.

FAILURE TO REPORT:

If an operative fails to report. Manager needs to immediately escalate the situation and attempt to call the lone worker and check vehicle tracker for any movements. If within a further 30 minutes lone worker cannot be contacted, and vehicle remains stationary manager will despatch the closest person to the lone worker to proceed to the site and check on the operative (this may be a third person such as a site contact/known person to the business).

Contact needs to be established with the lone worker and site visits need to ascertain his location and condition should a non-contact situation be raised

WhatsApp Group:

A WhatsApp group exists where all staff have been added. This is so we can update any health and safety issues and keep a good working record any issues. Please use this group too:

- Record any updates.
- Record any health and safety related incidents from staff or public.
- Record to be kept of any near misses.
- Record any issues with vehicles or machinery.
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Vehicle:

- Complete Daily vehicle checks and report where appropriate.
- Check you have sufficient fuel and AdBlue to complete your journey or reach a safe place to do so considering the machinery you will be collecting.
- Check you are familiar with collection/delivery address and have a route to arrive to the location avoiding specific non lorry roads and areas.
- Make your way to location taking care to follow the highway code. If at any time you are lost and have no solution to remedy the situation contact your manager who will advise a suitable route from your location.

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Site for Collection/Delivery:

- On Arrival to Collection/Delivery location establish with site contact/ Resident or Contractor whether you will be accessing the site or finding a suitable place to park your vehicle as close to location as feasible. (Unless there is no alternative avoid blocking footpaths/roads/gates and driveways.) UNDER NO CIRCUMSTANCES SHOULD EMERGENCY VEHICLE EXIT/ENTRY POINTS BE BLOCKED.
- Make sure you have a suitable route to leave site once you have loaded/unloaded height, width, obstructions that have arrived after you arriving on site also consider traction when unloaded and the extra weight on a steep incline with no run up when loaded. Weather also needs to be considered a heavy rainfall could flood or impede traction.
- Overhead power lines will have to be observed making sure there is a safe working distance between yourself and your load and unload area 9m from the machine on full extension as a minimum. (If you arrive at site and a machine is less than 9m contact management before touching the machine).
- Contractor's rules should be considered and followed on site unless they specifically contradict any of the instructions outlined in this statement. If in doubt, contact manager.
- Establish an appropriate exclusion zone for safe loading/unloading of machinery.
- Off load machine following procedure outlined below – Loading and Unloading.
- **Do not take any risks**

Loading:

- Find a suitable place to park free from obstruction Ideal ground would be flat and level however if this is not possible make sure the vehicle is parked facing towards the peak of an incline and never facing down on a severe decline.
- Apply parking brake turn on strobe and beacon and switch off vehicle
- Put on correct PPE on specific to the site
- Exit cab and lock the vehicle taking the keys with you
- Walk around to the offside catwalk making sure your observant of risks (passing cars/pedestrians etc)
- Walk to rear of vehicle to clarify it is free from obstruction.
- If clear, you may proceed to lower ramps until they are fully lowered using button to power electric over hydraulic ramps, making sure you are observant at all times
- Visibly check bed of vehicle to make sure it is free from debris and damage.
- Identify whether winch will be required to assist loading of equipment if required bring the cable from the neck of the trailer to the foot of the ramps to attach to the machine. Load machine following manufacturers guidelines
- Make sure machine is in transport mode or as described to transit by manufacturer. Secure machine to trailer using the correct weight rated securing equipment either ratchet or chains and binders.
- If uncertain of the height of load use provided height stick to measure assess route to make sure height is suitable for journey before departing.
- Close ramps and secure
- Visibly and physically check if machine/s is secure.

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Unloading

- Find a suitable place to park free from obstruction Ideal ground would be flat and level however if this is not possible make sure the vehicle is parked facing towards the peak of an incline and never facing down on a severe decline
- Apply parking brake turn on strobe and beacon and switch off vehicle.
- Put on correct PPE on specific to the site
- Exit cab and lock the vehicle taking the keys with you.
- Walk around to the offside catwalk making sure your observant of risks (passing cars/pedestrians etc)
- Walk to rear of trailer to clarify it is free from obstruction.
- If clear, you may proceed to lower ramps until they are fully lowered using button to power electric over hydraulic ramps, making sure you are observant at all times.
- Visibly check bed of vehicle to make sure it is free from debris and damage
- Identify whether winch will be required to assist offloading of equipment if required bring the cable from the neck of the body to the machine and attach to the machine
- Unsecure machine from the bed of the trailer and store all securing equipment.
- Unload machine following manufacturers guidelines.
- Make sure machine is unloaded in the middle of the trailer and all wheels/tracks have contact with the ramps and vehicle bed.
- Make sure machine is parked in a safe location or handed over to the customer/contractor
- Close ramps and secure
- Visibly and physically check if machine/s is secure.

Risk Zones

For all work locations, it must be ensured that safe working distances are applied between drivers, machinery third parties and any local infrastructure. The Following factors must be considered when agreeing on safe working distances to be applied.

- The risk zones of machinery
- Terrain and weather
- Contract specifications/requirements
- All-risk zones specified by the machine manufacturer must be observed. This will normally be twice the maximum reach of the boom. In addition, the risk zone may need to be increased depending on the attachment fitted at the time

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