

## Generic Lifting Plan

### 1. Task to be Undertaken.

Delivery of building materials to domestic and non-domestic premises using a lorry-loader.

### 2. Basic Details.

|                                     |   |
|-------------------------------------|---|
| <b>Customer &amp; Site Details.</b> | a) Domestic.<br>b) Non-Domestic.<br>c) Refer to delivery ticket.                          |
| <b>Load Information.</b>            | d) Refer to delivery ticket.<br>e) Refer to appropriate Product Handling Procedure (PHP). |
| <b>Loader Specification.</b>        | f) Refer to Loader Matrix Guide at front of PHP folder.                                   |
| <b>Site Conditions.</b>             | g) Site conditions must be within the scope outlined within the enclosed Risk Assessment. |

### 3. Identification of Hazards & Risk Assessment

| <i>Operation/ Issue</i>             | <i>Hazard</i>  | <i>Risk</i> | <i>Control Measures to Avoid or Minimise Risk</i>   | <i>Residual Risk</i> |
|-------------------------------------|--|-------------|---|----------------------|
| a)<br><b>People in area</b>         | Struck by:<br><ul style="list-style-type: none"> <li>• Lorry loader boom</li> <li>• Lorry loader chassis</li> <li>• Moving load</li> </ul> | High        | <ul style="list-style-type: none"> <li>• Public excluded from secure site</li> <li>• Establish effective exclusion zone in conjunction with Principal Contractor</li> <li>• All personnel to wear high visibility clothing</li> <li>• Ensure lifting team are fully briefed on need to keep clear of load during lifting</li> </ul>   | Low                  |
| b)<br><b>Lorry loader stability</b> | Ground unable to support lorry loader  | Med         | <ul style="list-style-type: none"> <li>• Establish presence of voids/underground services by visual inspection, ( if domestic property ensure indemnity signed by customer) if on a construction site Principal Contractor</li> <li>• Assess ground and always use stabilizer mats provided with your loader crane.</li> <li>• Delivery below ground level is not permitted by the TP generic lift plan.</li> </ul> | Low                  |
|                                     | Lorry loader overloaded  | High        | <ul style="list-style-type: none"> <li>• Check weight of load from delivery note to ensure within loader capacity.</li> <li>• Lorry Loader operator to have valid operator permit.</li> </ul>   | Low                  |
|                                     | Lorry loader failure   | Med         | <ul style="list-style-type: none"> <li>• Ensure lorry loader has been adequately maintained and has current report of thorough examination.</li> <li>• Ensure pre-use check has been done.</li> </ul>   | Low                  |

| <b>Operation/<br/>Issue</b>                     | <b>Hazard</b>  | <b>Risk</b> | <b>Control Measures to Avoid or Minimise<br/>Risk</b>  | <b>Residual<br/>Risk</b> |
|---|--|-------------|--|--------------------------|
| <b>c)<br/>Movement<br/>of load</b>              | Load collides with structure   | Med         | <ul style="list-style-type: none"> <li>• Tag line to be attached to large surface area loads to control rotation if being lifted on free rotation hooks.</li> </ul>  | Low                      |
|   | Load collides with other cranes, excavators etc  | High        | <ul style="list-style-type: none"> <li>• Establish effective exclusion zone in conjunction with Principal Contractor.</li> </ul>   | Low                      |
|   | Load/lorry loader boom comes within arcing distance of overhead power lines                                      | High        | <ul style="list-style-type: none"> <li>• Establish presence or otherwise of overhead power lines.</li> <li>• If power lines are present position lorry loader boom/load outside minimum safe approach distance &amp; never operate directly underneath an overhead power cable.</li> </ul>   | Low                      |
|   | Persons hand crushed/ trapped by load  | Med         | <ul style="list-style-type: none"> <li>• Ensure no personnel / public in loader operating exclusion zone</li> <li>• Gloves to be worn</li> <li>• All slinging to be completed by the operator with a valid operator permit.</li> </ul>   | Low                      |
| <b>d)<br/>Suspended<br/>load</b>                | Load may fall on person  | High        | <ul style="list-style-type: none"> <li>• Ensure lorry loader has been adequately maintained, has current report of thorough examination and that pre-use checks are carried out.</li> <li>• Ensure lifting accessories with adequate capacity have been selected, that they are adequately maintained, have current report of thorough examination and that pre-use checks are carried out.</li> </ul> | Low                      |
|   | Loose parts on load may fall   | High        | <ul style="list-style-type: none"> <li>• Inspect load for lose objects prior to lift and secure/remove loose items.</li> <li>• All personnel to wear hard hats &amp; mandatory PPE.</li> </ul>   | Low                      |
| <b>e)<br/>Working at<br/>Height</b>             | <p>a)Person falling from height when attaching or removing slings from load</p> <p>b)Delivery to scaffolding</p> | High        | <ul style="list-style-type: none"> <li>• Only approved access routes to be used for access/egress of the vehicle bed.</li> <li>• Sling to be pre attached to lifting points or in correct manner for product from PHP file from ground level at loading point.</li> <li>• Delivery to scaffolding is not permitted by TP generic lift plan.</li> </ul>   | Low                      |
| <b>f)<br/>Environme<br/>ntal<br/>conditions</b> | High wind causes load to collide with fixed object   | High        | Wind speed to be checked visually by Beaufort scale (copy in PHP file) or by Anemometer before lift starts. Lift to be aborted if wind speed exceeds 30mph.  | Low                      |
|   | Lorry loader becomes   | High        |  | Low                      |

| <b>Operation/<br/>Issue</b> | <b>Hazard</b> | <b>Risk</b> | <b>Control Measures to Avoid or Minimise<br/>Risk</b> | <b>Residual<br/>Risk</b> |
|-----------------------------|---------------|-------------|---|--------------------------|
|                             | unstable      |             |   |                          |

**Important: If any other issues or hazards are identified beyond the scope of those outlined in the above section, DO NOT PROCEED & CONTACT YOUR APPOINTED PERSON.**

#### 4. Lift Categorisation.

**Load:** Basic.

- ✓ Known Weight.
- ✓ Known Centre of Gravity.
- ✓ Within Capacity of Loader.
- ✓ Not live.
- ✓ Designated lifting points.
- ✓ Known & manageable dimensions.

**Environmental:** Basic/Intermediate

The environmental conditions can vary significantly on each delivery. The enclosed Generic Risk Assessment & Method Statement is designed to accommodate all basic and low-level intermediate scenarios.

**Travis Perkins does not carry out Complex Lifting Operations under any circumstances. It is a disciplinary offence for the Operator to exceed the scope of this documentation without written authorisation from an authorised Appointed Person.**

#### 5. Lifting Team

All Roles & Responsibilities shown are only based on the Lift Categorisation outlined in Section 4 above. Under such circumstances, the Operator is deemed by default to be his own Crane Supervisor and is responsible for ensuring the lifting operation can be carried out within the scope of this document.

In the event of the Lift Categorisation increasing in complexity, it is the responsibility of the Appointed Person to determine any changes/additions required to the lifting team.

| <b>Role</b>       | <b>Training Level Required</b> | <b>Presence on Site Required?</b>       |
|-------------------|--------------------------------|---|
| Appointed Person  | ALLMI Appointed Person         | No.                                     |
| Crane Supervisor  | Valid Operator permit          | Operator performs this role by default. |
| Slinger/Signaller | Valid Operator permit          | Only in event of a blind-lift.          |
| Operator          | Valid Operator permit          | Yes.                                    |

#### 6. Equipment To Be Used

The Travis Perkins Product Handling Procedure (PHP) File contains a detailed Safe System of Work in relation to the handling of each product and states clearly which vehicle, loader; attachment/accessory specification is required to safely carry out this task.


**7. Procedure (Method Statement)**

- a) Arrive on site & report to person named on delivery ticket or their nominated representative.
- b) Carry out risk & environmental assessment to ensure that the lifting operation can be carried out within the scope of this document, paying particular attention to wind speed, overhead cables, pedestrians or local hazards. Should the delivery require the vehicle to travel onto the customer property an indemnity form be signed by the customer prior to leaving the public highway.
- c) Site the loader including dumping & locking of air suspension (if manual operation), deploy stabiliser's as per manufacturers instructions & secure working area as necessary.
- d) Carryout the lifting operation as per the delivery ticket & PHP document for the products to be delivered. N.B. It is a disciplinary offence to lift any goods other than those stated on the delivery ticket.
- e) Stow securely any lifting equipment, stow away & secure the loader / brick grab, including the resetting of the suspension if required & double check all stabilisers are securely locked in the travel position. Ensure any goods still on the vehicle for further deliveries or return are secured for travel.
- f) Clear & stow any cones or barriers & ensure any spray flaps are unclipped from the off road position.
- g) Obtain customer signature.

**8. Revision Status and Distribution of Method Statement**

|  |                         |
|--|-------------------------|
| <b>Issue Date</b>                        | 03/01/2018              |
| <b>Revision</b>                          | 006AH                   |
| <b>Distribution List of Lifting Plan</b> | <i>Appointed Person</i> |
|  | <i>Crane Supervisor</i> |
|  | <i>Branch Manager</i>   |

**9. Signatures**

|                              |   |   |
|------------------------------|---|---|
| <b>Appointed Person</b>      | I have prepared this method statement and authorise the Lifting Team to proceed with the lifting operation in compliance with this document. Any changes to the specified procedure must be approved by me before the lifting operation begins                      | <b>Signature</b><br><br><b>Print</b><br><b>Andrew Hollingsworth</b> |
| <b>Crane Supervisor</b>      | I have been briefed on this Method Statement by the Appointed Person. I have checked that the lifting plan reflects the situation on site and the details are correct. I have briefed the contents of the Method Statement to the other members of the Lifting Team | <b>Signature</b><br><br><b>Print</b>  |
| <b>Slinger/Signaller</b>     | I have been briefed on and understand the Method Statement for this lifting operation.  | <b>Signature</b><br><br><b>Print</b>  |
| <b>Lorry Loader Operator</b> | I have been briefed on and understand the Method Statement for this lifting operation.  | <b>Signature</b><br><br><b>Print</b>  |

- Crane Supervisor is the driver / Loader operator by default & requires the driver's signature.
- Slinger / Signaller is also the driver / loader operator signature by default as he carries out his own slinging.
- Driver signs as Loader operator as he is the operator.