



Clubb Sand and Gravel – Bagging Plant

Procedure and Safe System of Work Loading of Vehicles

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This document sets out our requirements for the safety of the Driver as well as the FLT Operator and all other persons on site.

1. Driver arrives on site and reports to ticket office or FLT driver covering the yard.
2. For Clubb deliveries, once order details are confirmed for load, the lorry will be directed to place of loading. If inside the Factory, then Lorry Driver must wait until a Banksman is available to reserve vehicle into loading area.
3. If any curtains, panels need positioning, the loading operators are to be made aware and that task is to be done before loading commences.
4. Once vehicle ready for loading, the driver is to walk to the safe place, next to the ticket office.
5. If at any time, curtains need adjusting, all loading must stop, the FLT moved from the yellow loading area, and any work is carried out. | driver to move to Safe area before loading re commences.
6. Once loading complete, the driver will return to the lorry to either adjust curtains/panels, and then drive off to the strapping/sheeting area outside.
7. All collection lorries will be loaded in the outside area, with the same rules applying to the operation in respect that no person is to be in the area of loading and the Lorry driver is to be in the safe area by the ticket office at all times.
8. Once loading is complete, the driver will collect their ticket, ensure that load is secure and then move off site.

The above is for the safety of all personnel. At no times is anyone to be near the lorry when loading is taking place.

I have received and understand the above and will comply with the instructions.

Name

Signed

Date