

1. Scope

To describe the process of safely loading and unloading HV2 Barriers, utilising a forklift / Manitou / FE Loader.

2. Responsibilities

The site manager and appropriately competent staff has overall responsibility of ensuring that all elements of this procedure are carried out.

3. General Specifications

General barrier specification are as follows:

- Galvanised Steel Construction
- Length – 5845.5mm (230in)
- Width – 450mm (18in)
- Height – 900mm (35in)
- Weight – 2150kg (4740lb)

4. Personal Protective Equipment

The following is mandatory PPE.



Safety Glasses must be worn at all times when carrying out this process



A Hard Hat must be worn during this process.



Safe work boots or shoes (steel capped) with rubber soles must be worn.



High Visibility clothing must be worn whilst carrying out this process.



Gloves must be worn whilst carrying out this process.



Protective clothing is to provide cover to any exposed body parts.

5. General Safety Points



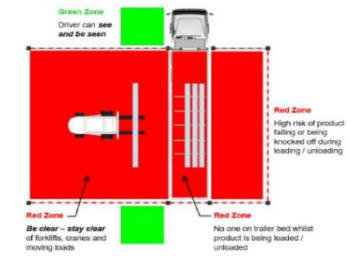



- a) PPE must be worn at all times – refer point 4.
- b) All operators operating plant and equipment must hold a current valid licence.







6. Set Up for Loadings

- Meet with site management and review the task requirements.
- Review the Risk assessment with all staff and contractors.
- Review sub-contractors SWMS (if required).

7. Process

The loading of HV2 Barriers can be a very dangerous process if not handled in a specific way. Utmost care is required.

<u>Step 1 – Secure the Loading Zone</u>	<u>Step 2 – Loading Area</u>	<u>Step 3 – LUEZ</u>
		
Secure the general area in which the loading / unloading will take place. Secure the entrance to the building with plastic chain and bollards.	Check the area where the activity will take place. Check for uneven ground, remove any rubbish or debris and ensure that all items are removed for the loading area.	Set up a LUEZ and advise the onsite staff.
<u>Step 4 – Preparing the Vehicle</u>	<u>Step 5 – Preparing the Vehicle</u>	<u>Step 6 – Bearers</u>
		
Remove the rear gate from the trailer body. This will assist in the loading / unloading of the barriers.	Once the rear gate has been removed, secure it to the front gate on the vehicle via ropes.	Clear the deck of the trailer from any foreign objects. Place bearers to support the HV2 barriers

Step 7 – Loading	Step 8 – Loading - Forklift	Step 9 – Loading
		
<p>Barriers are only to be moved as a single item lift. It is recommended that barrier are moved with the use of a jib and chain and lifted at the centre lifting point of the HV2 Barrier.</p> <p>Barriers are <u>never</u> to be two or more at a time.</p>	<p>Forklifts are not to be used to load or unload barriers using the normal tyne method. Lifting barriers in this fashion is extremely dangerous and should never take place.</p> <p>In the event that a forklift operator commences to load in this fashion, immediately shut the site down and inform the site manager.</p> <p>This loading technique is a major safety breach and not only is reportable, but will result in disciplinary actions.</p>	<p>Taking direction from standing at the front of the trailer, load the rear barrier first.</p> <p>HV2 barriers sit 5 across the bed of the vehicle. Load the centre barrier first, then two barriers either side.</p> <p>In the event that the trailer has a prime mover attached, take direction for the load pattern from the driver</p>
Step 10 – Spotter / Direction	Step 11 – Loading – Opposing Side	Step 12 – Securing the Load
		
<p>Whenever loading barriers, ensure that you have a spotter available to assist in the loading process.</p> <p>Ensure that you always have a direct line of site with the spotter.</p>	<p>Continue to load the other two barriers onto the truck to ensure that there is a row of five (5) barriers).</p> <p>Always ensure that the barriers are sitting correctly on the bearer laid out on the bed of the trailer.</p> <p>NOTE: There are on 10 barriers maximum on a standard semi-trailer bed. 2 x rows of 5 units.</p>	<p>HV2 barriers are only to be secured using chains.</p> <p>Prior to securing the load, check the condition of the chain and load binder. Ensure that they are in a serviceable condition and are rated at 5000kg.</p> <p>Do not use straps.</p>



SOP - SHESOP0033 – Loading & Unloading of HV2 Barriers

Rev 1 (16/03/2021) – Owner: Chief Operating Officer



ROAD SAFETY RENTAL

Step 13 – Chain Spacing



On full loads, secure the 3 tie downs per row, evenly spaced. As a guide, place each chain in the position as illustrated on the picture below (evenly spaced).

8. Load Variations

There are various load configuration which can be transported. You are not always going to have full loads. Consult with the load manager prior to securing the loads on the amount of straps required.

It is always good practice to have an additional chain, rather than an unsecured load.

If there is element of doubt about securing the load, always consult with the Saferoads Manager or Load Manager.

9. Unloading

The unloading process is a direct reverse of the loading process. All steps related to safety must be adhered to.

SOP REVISION UPDATES

SOP Amendment Level		
Rev #	Date	Comment
-	29/04/2021	New format – no content change – Revision Level stays at Rev 1
1	16/03/2021	New SOP