

Delivery, Unloading and Loading of Materials and Plant



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1.0 Scope

This policy applies to all delivery drivers attending Barratt Developments PLC ('the Group') developments and offices (including Barratt Homes, David Wilson Homes, Barratt London, Wilson Bowden and BD Living) not undertaking works other than those works directly involved with the unloading of vehicles supplying materials/plant/equipment.

The following are examples of those who are covered by this policy:

- Tipper trucks delivering loose/sheeted materials
- Concrete trucks placing concrete into piles/skips or hoppers, including multiple locations
- Flatbed trucks delivering mobile plant
- Flatbed trucks that self-unload (using Hiab or similar equipment) or are unloaded by an onsite crane or excavator
- Flatbed or box trucks unloaded by forklifts whether part of the vehicle self-loading system or provided by the development (i.e. JCB with forks or development forklift/telehandler)
- Wagon with equipment/materials unloaded by hand

This policy does not cover trucks/delivery vehicles which are on development to carry out construction functions/operations. Drivers of such vehicles must be provided with the full Barratt induction. Examples of such operations include:

- Gully emptiers
- Road sweepers
- Concrete pumps
- Hiab equipment brought onsite with the specific function of carrying out a development lift and not part of a delivery operation.
- Fitters/Repairers and other short term operatives are also not covered by this policy.

2.0 Definitions

Contractors/Suppliers: Material or plant supplier arranging for delivery by a vehicle to the development

Materials: Any goods or products delivered to the Group's developments or offices.

Plant: Any machine that is self-propelled and controlled by an operator either seated on the machine or remotely

The Contractor/Supplier shall be responsible for ensuring these standards are disseminated to whoever makes the deliveries, unloading or loading of materials or plant to the Group's developments or offices.



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3.0 Safety, Health and Environmental

The Contractor's/Supplier's vehicle and driver shall comply with all relevant Health and Safety legislation relevant to their works, occupation and vehicle. In addition, the Contractor/Supplier is to ensure that all drivers are aware of the generic hazards that may be present on construction developments.

In the event that the Contractor/Supplier, or representative, fails to comply with the general requirements of this procedure or the general requirements as laid out under the Health and Safety at Work Act 1974, including all subordinate legislation, then 'the Group' reserves the right to immediately stop activities and deploy resources as necessary to correct such failure or deficiency and the costs of such deployment will be contra charged to the Contractor/Supplier.

All Contractor's/Supplier's delivery drivers must sign in to the development and discuss delivery with the Site/Project Manager.

4.0 Project/Development Entry Procedures

All Contractor's/Supplier's delivery drivers must, where applicable:

- Adhere to specific traffic management routes to be used based on SHE or planning requirements/conditions.
- Report to project/development reception or security upon arrival at the project/development.
- Stop/park their vehicle in a safe, identified or recognised area.
- Ensure that they have sufficient PPE and it is worn as soon as the individual alights from the vehicle.

5.0 Safety, Health and Environmental Signage

In all cases the Contractor's/Supplier's delivery drivers must comply with the requirements of all signs and notices provided on development, any delivery drivers who do not comply may be removed from the development.

6.0 Personal Protective Equipment (PPE)

There is a mandatory minimum PPE standard on all 'the Group' developments and consist of:

- Hard hat
- High visibility attire
 - Construction development – Yellow vest either long sleeve to EN 471 class 3 or short sleeve to EN 471 Class 2
 - Highway Projects – Yellow long sleeve vest to EN 471 class 3
- Protected toe cap and mid-sole safety boots



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PPE requirements including those additional to the above will be provided by the Contractor/Supplier.

7.0 Planning, Environmental Restrictions

No refueling of delivery vehicles is permitted on 'the Group's' developments without express permission from the Site or Project manager.

8.0 Development House Keeping

Where deliveries are made and where applicable the Contractor/Supplier is to remove, at his expense, all packaging materials, pallets and waste.

All deliveries are to be unloaded in designated unloading/lay down areas that have been identified by 'the Group'. Under no circumstances are materials or plant to be unloaded outside of these areas without the express permission of 'the Group's' Site management.

No Contractor's/Supplier's delivery drivers shall deposit waste of any kind within development or office, whether in a receptacle or otherwise without the express permission of the development manager. Where a contravention is discovered the material shall be recovered and disposed of in accordance with the regulations and the cost of such disposal contra charged to the Contractor/Supplier.

In the event of materials or plant, of any sort, that have been delivered in an incorrect area or stacked in an unsafe condition or unloaded without prior approval will be made safe and the cost of such actions will be deducted from the Contractor's/Supplier's account.

9.0 Competency

Truck Mounted Cranes – Wherever possible, the Contractor/Supplier (of the Truck Mounted Crane) should hold a CPCS card for the category in question. Where this is not evident, proven training under the "ALLMI" scheme (Association of Lorry Loader Manufacturers and Importers) is an absolute minimum.

Records of all certificates and competency cards may be examined before any work or entrance to construction activities is allowed.

In the event that the Contractor's/Supplier's delivery driver cannot satisfactorily demonstrate his/her competence then that driver/operator will not be permitted to enter the development.

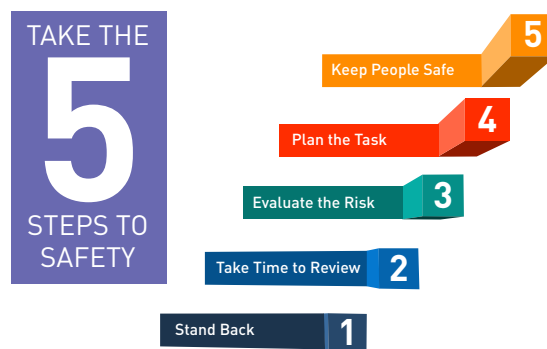
10.0 Occupational Health

Should any Contractor's/Supplier's delivery driver fall under the category of a safety critical worker then the 'the Group' Safety Critical worker medical procedure will take effect. It is not anticipated that delivery drivers will fall into this category.



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All Contractor's/Supplier's delivery driver must comply with 'the Group's' Drugs & Alcohol Policy. 'The Group' reserves the right to undertake 'for cause' drugs and alcohol testing on any individual on 'the Group's' developments.

11.0 Plant and Equipment

Under no circumstances are vehicles or plant to reverse on development without a banksman/traffic marshal being present to control the operation.

All 'body skips' of tipper type vehicles that unload loose material on 'the Group's' developments must ensure that all material has been released from their skip and they lower the skip and lock it into position BEFORE moving off.

Contractor's/Supplier's delivery driver operating tipper delivery trucks and Hiab are responsible for ensuring that the area above them is free from overhead obstacles or services before raising tipper bodies or booms.

All Contractor's/Supplier's delivery drivers must use the correct procedures, routes and any equipment provided for their safety when exiting or entering their vehicles or other work areas, i.e. cab steps and hand holds, step type ladders. Under no circumstances are Contractor's/Supplier's delivery drivers to jump from tailgates, flat beds or plant vehicles.

Where applicable delivery vehicles shall be fitted with an audible reversing alarm and flashing beacons. Cameras are preferable where rear visibility is obstructed.

12.0 Lifting Operations & Equipment

All delivery vehicles unloading equipment must be 'fit for purpose', in accordance with the Provision and Use of Work Equipment Regulations 1998 and LOLER, and be maintained in such a condition in order that they do not present an unacceptable risk to any persons. Maintenance records, test certificates or other forms of legal documentation will be requested by 'the Group's' site management before operations are allowed to proceed.

All delivery vehicles must have a 'statutory inspections' pack that should consist of all the required documentation required under the various legislation, both Health and Safety and the Road Traffic Act 2006. This pack must be presented to the development management team upon request. In the event that a pack is unavailable or the required documentation/certificates are unavailable for inspection no loading/unloading will be permitted.



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Any loading/unloading operation that requires a lifting type procedure must be accompanied by a suitable and adequate risk assessment; this may include but not be restricted to Hiab use, forklift use etc.

Where deliveries are unloaded via any form of lifting equipment, they are under no circumstances to over sail workforce or public accessible areas.

13.0 Work at Height

The Contractor/Supplier shall conform to the General arrangements of the HASAWA 74 Act and in particular to the Management of Health and Safety Regulations and the Work at Height Regulations 2005.

Under no circumstances are Contractor's/Supplier's delivery drivers to undertake any form of activity at height without suitable and adequate protection measures in place to prevent falls. This applies to access and working from low loader beds, flat beds, tail lifts, skip vehicles, Hiabs, skirted vehicles etc.

Where equipment is provided by the Contractor/Supplier for the safety of people, it must be, serviceable, fit for purpose and used at all times when required. In particular this applies, but is not limited to the seat restraint for the seating platform on a lorry mounted crane or Hiab operating positions.

14.0 Development Deliveries

Contractor's/Supplier's delivery drivers must check the security and stability of all loads before any securing devices, chains or strops are released. The driver must ensure that the load is unloaded in the appropriate order.

All plant unloaded by delivery drivers must be isolated/have keys removed.

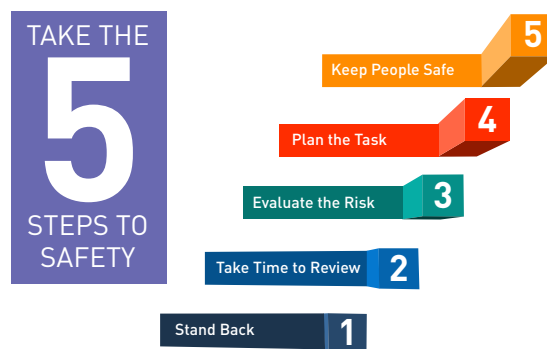
Wheel washes/jet washers are to be used by Contractor's/Supplier's delivery driver where appropriate to prevent mud being deposited on carriageways.

All concrete vehicles must, in the first instance, be returned to their own depot for washout. Where this is not practicable then a designated washout must be constructed/provided. All concrete delivery drivers must use this washout at all times. Any concrete waste deposited incorrectly will be cleaned up by 'the Group' and all costs contra-charged to the Contractor/Supplier.



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15.0 Protection of Surfaces

Where the delivery of materials or plant requires the deployment of either stabilisers, outriggers or other high impact ground bearing pressure devices, then the Contractor's/Supplier's delivery driver must take all measures to protect any finished surfaces.

16.0 Service Management

The Contractor's/Supplier's delivery driver must obtain appropriate information as to be aware of onsite overhead power cables.

The Contractor's/Supplier's delivery driver will be made aware of onsite underground services, voids channels and chambers with temporary covers fitted and must ensure that their activities will not adversely impact on such services or the stability of the vehicle either resting or whilst working. This is especially important when outriggers and or stabilizers are used to load/unload.

All Contractor's/Supplier's delivery drivers must exercise care when traversing areas of the development that may have surface laid pipes or over pumping activities are taking place. In all such circumstances recognised crossing points must be used.

17.0 Risk Assessments and Method Statements

All significant activities carried out on all 'Group' developments are controlled by a Risk Assessment and, where required, a Method Statement. A delivery that involves, but not limited to, the following, will require a risk assessment, which must be available with the delivery driver for review:

- Deliveries of plant.
- Deliveries that require the use of a truck mounted crane, forklift or other mechanical aid to assist with the unloading.
- Any loading or unloading activity that involves Working at Height issues.
- Use of tipping vehicles
- Use of any vehicles with outriggers

