



METHOD STATEMENT (1)

Unloading and siting a cabin, or container, at a Customers premises, using a Hiab Crane.

PROCEDURE

The driver will position the wagon as close as possible to where the cabin or container is to be removed from site, in order that the load may be safely lifted, taking into consideration the size and weight of the unit. He will wear safety boots, hardhat, high visibility coat or tabard. He will ensure there are no overhead obstructions or cables and check the ground to see if it is sound enough to carry the weight of the outrigger legs. He will switch on the yellow flashing beacon and hazard lights, extended the telescopic outrigger arms and jack the crane level with the outrigger legs, which may be put on timber pads if required. The driver will control the crane from a remote control panel attached to his belt. He will unfold the crane arm from its parked position, attach the chains to the crane hook, and attach the chains to the unit lifting points, gaining access with the extension ladder using the securing straps to hold the ladder secure. The driver will slowly take up the slack in the chains and check the chains are secure before commencing the lift. After satisfying himself that there are no pedestrians in the area the unit can be lifted clear of the wagon, it will then be slewed over the prepared site, lowered it into place, and if fitted with jacklegs adjusted to leave the unit level. Having completed the sighting he will remove the chains from the unit gaining access using his ladder and safety strap method. He will remove the chains from the crane hook, fold down the crane boom and place in the 'at rest' position, retract the outriggers, switch off the warning lights and leave site.

Controls in place.

Two-way radios are fitted to all wagons to keep in communication with the driver at all times.
All vehicles are driven by trained and qualified personnel
Hiab training for Hiab drivers covers loading and unloading cabins in a controlled, safe manner
Lifting Chains are tested every 6 months in accordance with legal requirements
Lifting cranes are tested annually and serviced in accordance with manufacturers recommendations
All wagons serviced, maintained and tested as per legal and makers requirements
Ladders with extensions fitted with securing straps to secure to jacklegs on cabins and the corner castings on containers to enable safe securing of chains
Drivers issued with PPE including- Safety boots, hard hats, Hi Vis vests and coats, waterproof clothing and first aid boxes.
Radio controlled equipment is fitted to allow the driver free movement away from the load and unload procedure which ensures extra awareness of people and equipment in the area.
Timber blocks are carried to protect the ground under the outrigger
Load securing straps on free issue upon request from the Transport Manager
Twist locks fitted to wagons for securing container loads
Small first aid kit carried on each vehicle
Continuous review of vehicle loading procedures from drivers to Transport Manager
All faults reported immediately to Transport Manager or Health and Safety Administrator
Certification of Hiab training, Hiab crane test, chain tests, insurance and drivers licences are carried on the vehicle for inspection if required.
Hazard lights and flashing yellow beacons are used during crane operations.
Reversing sounders are fitted to all wagons



METHOD STATEMENT (2)

Removing and loading a cabin, or container, from a Customers premises, using a Hiab Crane.

PROCEDURE

The driver will position the wagon as close as possible to where the cabin or container is to be sited, in order that the load may be safely lifted, taking into consideration the size and weight of the unit.

He will wear safety boots, hardhat, high visibility coat or tabard.

He will ensure there are no overhead obstructions or cables and check the ground to see if it is sound enough to carry the weight of the out rigger legs

He will switch on the yellow flashing beacon and hazard lights, extended the telescopic outrigger arms and jack the crane level with the outrigger legs, which may be put on timber pads if required.

The driver will control the crane from a remote control panel attached to his belt. He will unfold the crane arm from its parked position, attach the chains to the crane hook, attach the chains to the unit lifting points, gaining access with the extension ladder using the securing straps to hold the ladder secure.

The driver will slowly take up the slack in the chains and check the chains are secure before commencing the lift.

After satisfying himself that there are no pedestrians in the area the unit can be lifted, it will then be slewed over the wagon bed, lowered onto the vehicle, locating the twist locks (containers) or fixing straps for cabins, if it is fitted with jacklegs these will be retracted and secured with pins.

Having completed the loading he will remove the chains from the unit gaining access using his ladder and safety strap method. He will remove the chains from the crane hook, fold down the crane boom and place in the 'at rest ' position, retract the outriggers, switch off the warning lights and leave site.

Controls in place.

Two-way radios are fitted to all wagons to keep in communication with the driver at all times.

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Hiab training for Hiab drivers covers loading and unloading cabins in a controlled, safe manner

Lifting Chains are tested every 6 months in accordance with legal requirements

Lifting cranes are tested annually and serviced in accordance with manufacturers recommendations

All wagons serviced, maintained and tested as per legal and makers requirements

Ladders with extensions fitted with securing straps to secure to jacklegs on cabins and the corner castings on containers to enable safe securing of chains

Drivers issued with PPE inc Safety boots, hard hats, Hi Vis vests and coats, waterproof clothing and first aid boxes.

Radio controlled equipment is fitted to allow the driver free movement away from the load and unload procedure which ensures extra awareness of people and equipment in the area.

Timber blocks are carried to protect the ground under the outrigger

Load securing straps on free issue upon request from the Transport Manager

Twist locks fitted to wagons for securing container loads

Small first aid kit carried on each vehicle

Continuous review of vehicle loading procedures from drivers to Transport Manager

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