Safe systems of work (SSoW) should be developed for tasks with significant hazards, e.g. loading and unloading MEWPs, working at height, some manual handling tasks etc. Whilst every business is required to provide safe systems of work, this does not always need to be in writing.

SSoW should be developed by a competent person, i.e. a person with sufficient training, experience or knowledge and other qualities to assist with key aspects of safety management and compliance. When developing a safe system of work you should follow these 5 steps:

1. Conduct a risk assessment;

2. Carry out research and consult employees on the best way to do the work;

3. Document the SSoW;

4. Communicate the safe system of work to employees;

5. Review and monitor the effectiveness of the SSoW.

The SSoW below is meant as an example and should be used as a guide to enable the creation of company, task specific SSoW.

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**This SSoW should be used in conjunction with the Company MEWP Load Unload Risk Assessment ref ADD THE RISK ASSESSMENT REFERENCE HERE.**

1. Only trained personnel are permitted to operate and load/unload MEWPs. They must hold a current IPAF Load+ Licence and IPAF Operator licence for the specific category of MEWP being loaded or unloaded.

2. Ensure all safety equipment such as edge protection, anchorage points and the walkway system are inspected daily as part of the pre-use and daily roadworthiness inspection and monitored during the shift.

3. Pre-use checks are carried out on all load binding equipment.

4. Pre-use checks are carried out on the winch and any winching ancillary equipment.

5. Any defects found are to be reported in writing using the company’s defect reporting system.

6. Ensure that you are fully familiarised with the safe operation of the machine prior to loading/unloading, conduct a pre use inspection of the equipment and ensure that this is documented as per company requirements.

**Procedure.**

7. Any persons representing **ENTER YOUR COMPANY NAME HERE**, loading/unloading plant will follow this SSoW for loading and unloading MEWPs.

8. They must also adhere to any specific training or induction they may have had that is relevant to the task.

9. Ensure that a suitable runoff area is to be created at the rear of vehicle.

10. The driver must carry out a dynamic risk assessment and, in consultation with site management, implement sufficient measures to eliminate or minimise any significant hazards.

11. Rear support legs (where fitted) must always be deployed before loading or unloading.

12. Do not walk between or under unsecured ramps.

13. Machines must be loaded and secured as per IPAF Load Unload training.

14. Machine controls must be operated with caution and all machine movement must be done at slow speed. Extra caution must be given to the direction of travel ensuring the correct orientation of pedestrian controls prior to operation.

15. The driver must always be aware of their surroundings and possible hazards that may develop if unmanaged.

16. Access to the vehicle body should be kept to a minimum to reduce the risk from work at height.

17. Do not stand near edge of vehicle.

18. Secure machines from ground level

19. All canopies/covers and engine/battery trays must be checked to ensure they are secure prior to loading at company depots and customer sites.

20. All canopies must be secured using additional securing devices if required.

21. Loading and unloading should not commence if the vehicle to be loaded is positioned under overhead cables/obstructions.

22. A minimum safe distance should be kept between the overhead lines and the closest point of the load.

This distance is:

a. 15 m for worksites with overhead lines mounted on steel towers; and

b. 9 m for worksites with lines mounted on poles of wood, concrete or steel.

c. Working inside the safe distance limit may only be undertaken following a site-specific risk assessment and consultation with the operator of the power line. All overhead lines and other electrical apparatus should be treated as live unless declared “isolated” and “safe” by the electricity company (or other line operator).

23. Where work within the general exclusion zone cannot be avoided then refer to GWARA 4011– Working Within Electricity Cable General Exclusion Zones.

24. Ensure ramps are in good order and if the vehicle is fitted with twin ramps, then ensure that these are correctly adjusted for the machine being loaded.

25. Where a machine(s) is loaded that doesn’t allow access between the machine(s) and the edge protection system for the driver to pass safely or operate the lower controls then the integrated walkway system must be deployed (if fitted).

26. Ensure vehicle bed is clean & in good condition.

27. Ensure vehicle bed is clear of chains/straps.

28. Persons must never stand between machines when loading or unloading.

29. All wheel covers must be removed before loading.

30. Underslung drip protection systems must be removed before loading.

31. Ensure that the height of the load is measured and that the height marker in the vehicle cab is correctly adjusted to show the load height.

32. Height measuring poles must be used each time a machine is loaded onto a delivery vehicle, or when the height of the load has been altered e.g., to lift a boom to move another machine.

33. Care shall be taken to undertake the measuring of loads away from other vehicles. If measuring on the public highway, then it must always be undertaken from the kerb side.

34. Before setting off, measure the overall load height at the highest point of the load with the suspension of the delivery vehicle at ride/travel height and air suspension on the delivery vehicle at operating pressure. Ensure that the suspension is not in the lowered position.

35. In the circumstances where no load is being carried, the overall load height is to be taken from the highest point of the vehicle or trailer. A 2-inch safety margin must be added to the measured overall load height and this measurement must then be set on the height marker in the cab of the delivery vehicle.

36. If the overall load height measured is at or above 15ft 8 inches (4.82 m) the vehicle is not to be driven and company management is to be contacted for instruction.

37. Take all measurements while standing on the ground where possible to eliminate the risk of falls from height and the measurement should be the overall height from the ground to the highest point of the load.

38. In cases where separate measurements need to be taken i.e., from the ground to the bed of the delivery vehicle and then from the bed of the delivery vehicle to the highest point of the load, extra care needs to be taken when adding the two measurements.

39. When loading or unloading ensure that there are no other persons standing next to or walking next to the vehicle/trailer.

40. If the machine is fitted with a slew lock pin, ensure that this is correctly engaged prior to transportation.

41. For machines with a single winch point, attach the winch hook directly to the designated winching point, making sure the security catch is engaged. Machines with a winch point at

either side of the chassis shall be loaded / unloaded using a set of chain Brothers to equalise the direction of pull.

42. Mandatory PPE to be worn at all times in all operational areas including on site.

43. Other PPE required for the task.

a. Hi Visibility clothing.

i. Public highway High viz orange long sleeve top and trousers - (EN471 Class 3)

ii. Rail High viz orange quick release top and trousers - (EN471 Class 3)

Any other site-specific requirements for PPE or workwear must be complied with.

Employees should sign below to confirm that they have read and understood the requirements within this SSoW.

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| Name (Print) | Signature | Date |
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