

# HEALTH & SAFETY DATA SHEET

## SAFE LOADING, TRANSIT AND OFF-LOADING OF PRODUCTS

*Although Edenhall generally utilises sub-contract haulage to deliver products, the notes detailed below are offered as guidance on the safe loading, transit and off-loading of our products. For the purposes of clarity, references to sites also apply to yards, and the term Contractors also applies to Builders' Merchants.*

### APPLICATION

This Data Sheet applies to:

- All factories manufacturing or distributing products made by Edenhall
- Any company-owned, franchised or contracted delivery vehicle
- All customer vehicles whilst collecting from Edenhall factories
- Any indirectly owned customer vehicles which collect or deliver from any Edenhall factory

### LEGAL RESPONSIBILITIES

- It is the duty of Edenhall to ensure that all its activities, including delivery and collections of its products, are done in a manner which does not prejudice the health, safety or welfare of its employees, sub-contractors, customers or members of the public.
- It is the duty of every delivery driver, whether directly or indirectly sub-contracted to Edenhall, to ensure that his own safety and that of all others is protected.
- Edenhall must ensure that all delivery drivers who collect or deliver on its behalf have demonstrated they have the necessary training, competency and knowledge to comply with all legal and Health & Safety requirements.
- Edenhall must also ensure, as far as is practical, that its products are loaded, conveyed and off-loaded in such a way as to protect the health and safety of our customers, sub-contractors and members of the public.

### EDENHALL'S RESPONSIBILITIES

- Edenhall will carry out and document adequate risk assessments on the loading and transit of its products.
- Edenhall will ensure that the relevant safe systems of work (SSW) are provided and operated where necessary to minimise hazards.
- The SSW require an appropriate and adequate method of restraint to be used on loads in order to minimise movement or loss in transit.
- The SSW will include measures necessary to ensure the safety of drivers, loaders and all other yard personnel or pedestrians when vehicles are on our premises.
- Edenhall will ensure that all drivers of loading machines have sufficient training to carry out their duties in a safe manner. Assessment of the competency of loader drivers and all other yard personnel will be carried out at regular intervals.

### HAULIERS' RESPONSIBILITIES

- The haulier must carry out an adequate risk assessment on the safety and integrity of the load prior to off-loading so that all relevant hazards are identified and Health & Safety procedures are followed.
- The haulier's SSW must ensure that adequate and appropriate restraints are used on the load.
- The haulier must ensure that all drivers have sufficient training to carry out their duties in a safe and legal manner and that Hiab-type cranes are only operated by suitably trained personnel whose training records are available for inspection. This requirement also applies to any vehicles with detachable off-road fork trucks.
- Delivery drivers have a duty to familiarise themselves with all relevant risk assessments, SSWs and specific site procedures from any Edenhall factory or delivery site, if necessary, prior to any unloading.
- The SSW should address the issue of reversing safely, which includes the requirement for a designated banksman being present to control operations.

- Access to sites by the haulier should only be carried out with the express permission of the contractor or, in his absence, his agent.
- The haulier shall ensure at all times that his personal protection equipment is maintained and is utilised as required by both Edenhall and any contractor on site.
- No loading or unloading operations are to take place from vehicle platforms unless suitable methods of prevention of falls from vehicles are in place.
- Access to unload materials, sheet/unsheet/fix/unfix load securing straps, or other restraints should only take place using secured access systems.
- Any accidents, near misses or incidents should be reported to the relevant site personnel and the relevant report completed and signed.

## CUSTOMER RESPONSIBILITIES

- Customers have a legal responsibility to perform their own risk assessment of operations on their sites.
- Customers should ensure that their risk assessment controls and SSW are made known to delivery drivers arriving on their site, and satisfy themselves that the delivery driver can perform his duties in a safe manner and with due regard to site rules.
- It is the customer's responsibility to ensure that materials are off-loaded and stored in a safe and neat manner, and protected from the elements where required.
- If customers off-load materials themselves, then they must satisfy themselves that the competency and training of their own personnel satisfies their own SSW.

## UNSAFE CONDUCT

- Where an unacceptable safety risk is known to exist on site, the haulier should draw this to the customer's attention, and ask for rectification within a reasonable timescale. Edenhall and the haulier reserve the right to withdraw deliveries until the safety risk has been removed.
- Should the customer detect any unsafe conduct by the delivery driver, then deliveries may cease until a safe, alternative method of delivery can be agreed. Should the customer be unable to resolve the incident with the haulier, then it should be reported to Edenhall who will attempt to resolve any issues.

## APPROVED HAULIERS

- Regular hauliers who consistently operate from any Edenhall factory, and who deliver materials on its behalf, are obliged to comply with the requirements of this Health & Safety Data Sheet. Edenhall will also ensure that, where practical, any customer-owned, franchised or indirectly employed vehicle also conform to these requirements.

*Although Edenhall does its best to ensure that any advice, recommendation or information it may give is accurate, no liability of any kind (including liability for negligence) is accepted in this respect by the Company, its servants or agents.*