



Contract No: WP/19/0031

Contract Name: Havant BR

Doc No: PGI-PMS 1316

Revision 1

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UNLOADING PILING MATERIALS

1.0 Purpose and Scope

- 1.1 The purpose of the Method Statement is to describe the procedure to be used when unloading piling materials.

2.0 Health and Safety Controls

- 2.1 See all relevant Risk Assessments as stated and briefed on GEN-SFD 1385.

3.0 Environmental Controls

- 3.1 Operational working hours are stated on the Prestart Site Inspection Form.
- 3.2 Fuel and Oil spill must be cleared as soon as possible. All spills must be reported.
- 3.3 COSHH Assessments must be available for all hazardous items used
- 3.4 All waste must be disposed of via the correct means.
- 3.5 Vehicle engines must be turned off when not in use.

4.0 Process

4.1 Unloading Pre-Cast Piles

- 4.1.1 Establish an exclusion zone and ensure that the risk assessment reflects the conditions relevant to the site
- 4.1.2 Agree area with the Site Agent for the unloading and stacking of piles which should be adjacent to the area of piling operations. Area should have suitable access from the highway for 40' articulated Lorries and be of sufficient size and bearing to allow for the unloading from both sides and storage of piles.
- 4.1.3 Position vehicle to be unloaded on firm level ground.
- 4.1.4 Decide on format that piles are to be stacked, where possible access should be made available to both sides of stacked piles.

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4.1.5 Check weights of load to be lifted and lift one layer of piles at a time off the lorry depending on weight, size and make of forklift truck.

Note: Only personnel carrying a CPCS card that is valid to drive a Forklift is able to do so

4.1.6 Drive towards trailer, positioned central of stack of piles to be unloaded, raise forks into position, as to enter space between pile layers. Proceed forward until fork ends are beyond furthest pile in layer, then lift the sections using vertical lever until clear of remaining stack, then use tilt lever to tilt layer slightly backwards.

4.1.7 After checking for pedestrians and vehicles, if neither are obstructing route away from vehicle. Proceed backward until clear of vehicle then lower layer of piles to suitable travel height.

4.1.8 Proceed to stacking area, keeping to site speed limit. Using timber chocks provided with the load, lay timber chocks between pile layers and stack to a safe height, depending on ground conditions and surrounding area and size of pile to be stacked, but stacks are not to exceed 6 piles high in any conditions.

4.1.9 Repeat this operation until vehicle is totally unloaded.

4.1.10 Sign relevant paperwork.

4.2 Unloading Steel Cages

4.2.1 Establish an exclusion zone and ensure that the risk assessment reflects the conditions relevant to the site

4.2.2 Agree area with the Site Agent for the unloading and stacking of cages which should be adjacent to the area for Piling Operations. Area should have suitable access from the highway for 40' articulated Lorries and be of sufficient size and bearing to allow for the unloading from both sides and storage of piles.

4.2.3 Position vehicle to be unloaded on firm level ground.

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- 4.2.4 Decide on format where cages are to be stacked, where possible access should be made available to both sides of unloaded cages.
- 4.2.5 Check weights of loads to be lifted and lift one stillage at a time.
Note: Only personnel carrying a CPCS card that is valid to drive a Forklift is able to do so.
- 4.2.6 If cages are loosely stacked on trailer and exceed 8 metres in length then a mechanical aid should be used to unload these singularly. If cages are loosely stacked on lorry and do not exceed 8 metres in length then a Forklift Truck should be used by placing forks in between rings on cages if possible and then by carefully lifting a safe amount together.
- 4.2.7 Drive towards trailer positioned central of stillage. Raise forks into position as to lift stillage proceed forward until fork ends are beyond back of stillage then lift the stillage using vertical lever until clear of trailer then use tilt lever to tilt stillage slightly backwards.
- 4.2.8 After checking for pedestrians and vehicles if neither is obstructing the route away from the vehicle proceed backward until clear of vehicle then lower stillage to suitable travel height.
- 4.2.9 Proceed to storage area keeping to site speed limit. If cages are stacked in stillages, place in an orderly fashion depending on space provided. Do not stack on top of each other.
- 4.2.10 Repeat this operation until vehicle is totally unloaded.
- 4.2.11 Sign relevant paperwork.

4.3 Unloading Steel Pile Sections

- 4.3.1 Establish an exclusion zone and ensure that the risk assessment reflects the conditions relevant to the site
- 4.3.2 Agree area with the Site Agent for the unloading and stacking of piles which should be adjacent to the area of piling operations. Area should have suitable access from the highway for 40' articulated Lorries and be of sufficient size and bearing to allow for the unloading from both sides and storage of piles.

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- 4.3.3 Position vehicle to be unloaded on firm level ground.
- 4.3.4 Decide on format that piles are to be stacked, where possible access should be made available to both sides of stacked piles.
- 4.3.5 Check weight of load to be lifted and assess state of load to be unloaded i.e. is tube loosely stacked or banded tube.
- 4.3.6 If tube is loosely stacked greater care should be taken to unload as the risk of individual tube sliding off forks is greater and if possible tube grabs should be used.
- 4.3.7 If tubes are greater in length than 8 metres then a mechanical aid should be used to unload these singularly.
Note: Only personnel carrying a CPCS card that is valid to drive a Forklift is able to do so.
- 4.3.8 Drive towards trailer positioned central of tack of piles to be unloaded, raise forks into position, as to enter space between pile layers. Proceed forward until fork ends are beyond furthest pile layer, then lift the sections using vertical lever until clear of remaining stack, then use tilt lever to tilt layer slightly backwards.
- 4.3.9 After checking for pedestrians and vehicles, if neither are obstructing route away from vehicle proceed backward until clear of vehicle then lower layer of piles to a suitable travel height.
- 4.3.10 Proceed to stacking or laying down area keeping to the site speed limit. Using timber chocks if available stack steel to safe height and secure to avoid stack collapsing.
- 4.3.11 Repeat until the vehicle is totally unloaded, sign relevant paperwork.