



# SSoW 18 - Recommended method of manually unloading trusses less than 75kg - HSE recommends 25kg per person



**CUSTOMERS ARE NOT TO ACCESS THE BED OF THE VEHICLE. EMPLOYEES DO NOT ACCESS THE BED OF THE VEHICLE UNLESS ABSOLUTELY NECESSARY AND ONLY WHEN USING AGREED METHOD OF WORKING AT HEIGHT EQUIPMENT.**


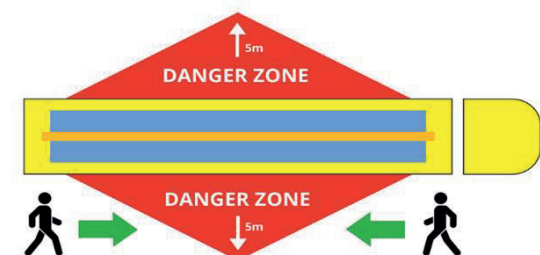
## Personal Protective Equipment (PPE) Required

Head Protection	Hi Vis Wear	Safety Footwear	Hand Protection <small>Gloves can be removed to untie/tie rope knots</small>

## Main Hazards

Weather	Manual Handling	Slip, Trip, Falls	Falling Items from Above

## Method

<p>1. Before removing the ratchet straps, the driver will use SSoW 18 to explain to the customer how the unloading process works, even if the customer is already aware of this document, it is a useful reminder.</p>	<p>2. The customer is responsible for providing an appropriate number of able-bodied personnel for the unloading of all materials.</p> 
<p>3. The customer is responsible for the provision of sufficient labour to lift the product in accordance with the Manual Handling Operations Regulations 1992.</p> <p>The manual lifters <b>MUST NOT</b> lift and load beyond their lifting capacity.</p> <ul style="list-style-type: none"> <li>• Do they understand the SSoW 18?</li> <li>• Are there minimum of 2 capable persons to unload?</li> <li>• No unloading onto public highway</li> </ul> <p>If the above are not met, the driver will contact his manager for instruction of which may result in the load being returned to the manufacturer.</p>  <p>The unloaders/customers to only approach from the cab or tail end of the vehicle, staying out of the danger zone.</p>	



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4. The driver will position the vehicle where possible to ensure that truss packs are leaning towards the centre bars and are secured in position, using; road camber, kerb, blocks under wheels.



5. The manufacturer will supply truss packs secured to the trailer at two positions with 8mm blue rope. Banded in packs (max 10 x 35mm/6x47mm) with company branded banding. You should familiarise yourself with which blue rope attaches which pack to the centre bars. Check each pack is roped separately.



6. Once the load stability has been checked the driver will remove the transportation straps. Unloading team must stand clear of the Lorry bed. Outside of the clear exclusion zone.



7. Ensuring the 8mm blue rope is holding the outer pack the driver will cut the company branded banding to allow separation of the individual trusses.



8. If the driver has to mount vehicle, they must do so using agreed method of working at height safety equipment.



9. The driver will untie the 8mm blue rope then separate the 1st truss at the heel by hand or use of crowbar then replace the rope around the remaining trusses, repeating this process at the other end of the truss ensuring that, at all times, there is at least one rope securing the remaining trusses in the pack back to the centre bars.

10. The customer unload team will then off load the 1st truss repeating stage 9 until the remaining trusses are unloaded.

