



DELIVERED SAFELY

This leaflet has been developed by the Building Products Delivery Working Group (BPDWG) to help delivery drivers and Site Managers understand what is required to ensure the safe delivery of building products across the building products delivery industry. This guidance represents good practice which may go further than the minimum you need to do to comply with the law. BPDWG acknowledges the support of the Health and Safety Executive in writing this guidance.



Whilst every care has been taken in the preparation of this document to ensure that any advice or recommendations are accurate, no liability or responsibility of any kind for their use or any losses that may result from their use is accepted by BPDWG or any of its members.



The **Building Products Delivery Working Group** (BPDWG) is a committee of manufacturers, customers, logistics & transport companies and regulators (HSE). The aim of the BPDWG is to aid in developing good practice in the Building Products Supply Industry for loading, moving and unloading goods safely. For further information please contact the BPDWG at info@bpdwg.co.uk

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DELIVERING SAFELY

Guidance for the delivery and receipt of building products

IF YOU ARE DELIVERING BUILDING PRODUCTS:

BEFORE YOU ARRIVE ON SITE...

- ⚠️ Comply with restrictions regarding delivery times and approach route(s)



AFTER YOU ARRIVE ON SITE...

- ⚠️ Report to the site manager or designated site office and sign the site register
- ⚠️ Follow site rules and procedures at all times before, during and after the delivery



WEAR YOUR PPE

- ⚠️ You should wear your PPE at all times when out of your vehicle, including when descending from your cab
- ⚠️ The minimum requirement is safety footwear (some sites may not accept rigger boots), high visibility vest/jacket and hard hat secured by chin-strap
- ⚠️ Some sites may require additional PPE
- ⚠️ You must not wear shorts on site



FOLLOW THE SITE RULES...

Site rules may include:

- ⚠️ Parking instructions (before, during and after loading/off-loading)
- ⚠️ Use of mobile phones/CB radios
- ⚠️ Traffic signs and site speed limits
- ⚠️ Traffic and pedestrian routes
- ⚠️ Reversing arrangements


Do not leave keys in unattended vehicles and lifting equipment

Always apply cab handbrake

Trailer handbrake must be applied when coupling/uncoupling

RISK ASSESS THE AREA

- ⚠️ For example, ensure there are no overhead obstructions such as power or telephone cables in the off-loading area



ACCESSING/EGRESSING THE VEHICLE OR LIFTING EQUIPMENT



- ⚠ Use an approved route only
- ⚠ Maintain 3 points of contact at all times
- ⚠ Keep access clear of slip and trip hazards



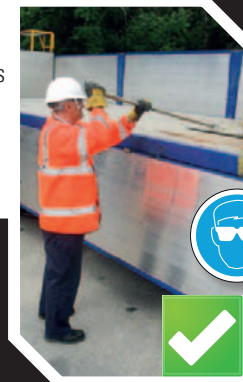
WORKING SAFELY

- ⚠ Stabiliser legs/outriggers must be fully deployed on both sides
- ⚠ Mobile phones and handheld communication devices must not be used whilst operating machinery
- ⚠ Report all vehicle accidents, injuries, near misses and other safety concerns
- ⚠ Always work in accordance with the safe systems of work in which you have been trained
- ⚠ Take extra care when stacking packs/pallets. If there are any indications of instability, take corrective action
- ⚠ You are authorised to stop loading/off-loading your vehicle if you feel it is unsafe

WORKING AT HEIGHT



- ⚠ Avoid the need to work at height
- ⚠ Walk in the corridors between products
- ⚠ Do not climb on top of products
- ⚠ Keep trailer bed clear of slip and trip hazards



DOCUMENTATION

- ⚠ You should carry:
 - Evidence of your training and competence
 - Inspection certificate(s) for lifting equipment
- ⚠ If requested, arrange to provide copies of safe systems of work and risk assessments

IF YOU ARE TAKING DELIVERY OF BUILDING PRODUCTS...

BEFORE DELIVERY...

- ⚠️ Notify your supplier/hauler in advance of any restrictions on vehicle type, delivery hours, access routes or access points



ON ARRIVAL...

- ⚠️ Identify a safe parking area for the delivery vehicle
- ⚠️ Ensure there is a nominated person responsible for monitoring the delivery
- ⚠️ Make site specific rules available to the driver
- ⚠️ Provide a responsible person to assist with reversing if required
- ⚠️ Where required, request evidence of the training/competence of the driver to undertake the lifting operation safely



DURING DELIVERY...

- ⚠️ Provide a safe recognised route around the site, which minimises reversing
- ⚠️ Provide designated safe off-loading areas that are:
 - Clearly identified, obstruction free and adequately lit
 - Of firm and level ground suitable for lifting operations, outrigger deployment and safe/stable stocking of product
 - Controlled for access and movement
 - Provided with a safe refuge area for the driver, which may be the vehicle cab, allowing the driver full visibility
- ⚠️ Where required, lay out pallets that are of appropriate size and strength on firm and level ground
- ⚠️ Recognise that the driver is not authorised to offload to any areas outside the safe specification of the loading equipment
- ⚠️ Provide a receptacle for disposal of any waste or debris
- ⚠️ Be aware that drivers may on occasion need to access the trailer bed and in doing so will follow their safe systems of work



DURING/AFTER DELIVERY...

- ⚠️ Make the supplier aware of any issues, injuries or near misses relating to the delivery