



Guide for Offloading Deliveries from CPSA Members

1. Introduction

This guide is intended for use by persons responsible for the unloading of vehicles which have carried precast concrete drainage products from CPSA manufacturers to either construction sites or builders merchants yards.

The Guide gives clear indications of the scope of responsibilities before, during and after the products have been delivered.

2. Prior to Delivery

2.1 The customer should ensure that they know what type of product is to be delivered and should familiarise themselves as to whether any special lifting equipment is required. The manufacturer can advise on this but in general the following information may be helpful:

- Small diameter pipes - slings are used
- Large diameter pipes - slings or proprietary lifting chains and attachments are used.
- Manholes - special lifting eyes and chains are normally used unless a

specialised clamp is available.

- Gullies - slings or special lifting clamps.

2.2 The customer should make certain that they know the individual weights of the products to be unloaded and that they have mechanical lifting equipment of the right capacity and reach.

2.3 A safe area in which to unload should be provided

2.4 A risk assessment should be undertaken to ensure that the operation to offload the delivered products can be done safely.

3. Delivery

3.1 The haulier has a responsibility to carry the products to site in a safe manner.

3.2 A separate CPSA Guidance Note on Load Security is available and it is expected that hauliers of CPSA products will have secured the products in transit to these standards.

3.3 It is the driver's decision as to where they can manoeuvre their vehicle and it is their right to point out to the recipient of the goods any concerns

that they may have about the chosen unloading area. (Note: Most hauliers in the industry have a long experience of carrying these products).

- 3.4 Upon arrival at the delivery place, the driver will unsheet and loosen any straps, ropes and securing devices.

4. Offloading

- 4.1 The site or yard must take responsibility for the safety of the driver whilst the products are offloaded. If they are to remain in their cab, then no lifting operation should take place over the cab; if the driver is required by site practice to leave their cab, then a safe location must be provided for them.
- 4.2 The recipient should be aware that to be on the back of a lorry during the offloading process constitutes 'working at height' and so the requirements of the Working at Height Regulations 2005 must be satisfied.
- 4.3 It is the recipient's duty to lift the products off the back of the wagon with appropriate safe lifting tackle using appropriate capacity craneage.
- 4.4 The recipient should ensure that there is adequate stocking area for the products and that they are stacked in a safe manner. Refer to the CPSA web site for further details.

For manufacturing member details see visit the CPSA website at www.concretepipes.co.uk



5. Summary

- 5.1 The manufacturers of concrete drainage products undertake through their hauliers to deliver their products in a safe and secure manner.
- 5.2 The recipients of such deliveries have a responsibility to ensure that they have full knowledge of all aspects of the delivery and to have carried out all their obligations to make sure that the offloading operation is carried out safely with minimal risk to all parties.
- 5.3 The manufacturers are available to advise further on general handling of product, specialised lifting equipment and any other aspects of their products.