

## **Health & Safety Guidance**

NOTE: The Customer shall always follow best health and safety practice when dealing with or handling the Goods and shall procure that its customers are aware of. It is your responsibility to ensure that you comply with all applicable health and safety legislation and guidelines when dealing with our products.

### **Clothing:**

Appropriate protective clothing (i.e. gloves) and footwear should be worn at all times

### **Lifting:**

Many of the products sold by Natural Paving Products are heavy and awkward in shape to lift and we recommend that suitable lifting equipment is used. Manual handling of the Goods (which by their nature are heavy) may cause injury and should be avoided. Good lifting practices must be adopted at all times when handling the Goods.

### **Cutting:**

When cutting our products either with chisels or rotary disc cutters it is essential that suitable eye protection is worn. Always ensure that suitable respiratory protection is worn to avoid the inhalation of dust particles produced by high speed cutting devices.

Dust and flying fragments may be created when cutting the Goods and protective respiratory and eye equipment must be worn at such times

### **Unwrapping our products:**

The Goods may be delivered with steel or plastic straps under tension to secure wrapping polythene. Appropriate hand and eye protection must be worn when cutting or handling the strapping and packaging. Care should be taken on relaxing or removing the polythene wrap or strapping to ensure items do not fall from the pack. The Goods and any packaging should be disposed of in accordance with Local Authority requirements for non-hazardous materials.

Banding should only be opened with safety snips, do not stand too close to the banding when it is being cut. Safety glasses must be worn if safety snips are not available to cut the banding. When cutting banding, it should be cut close to the floor, with the spare hand controlling the upper piece of banding. Colleagues should always stand to the side of the banding (away from the direction that it will spring) and avert their eyes. Kevlar gloves should be worn when cutting anything with knives, saws or snips. This will reduce the chance of splinters etc and protect the hands should the cutting implement slip.

### **Work place Transport & Traffic Management**

- All staff making / receiving deliveries should wear high visibility clothing.
- Keep pedestrians and members of the public away from moving vehicles

### **Deliveries loading/unloading**

- Only qualified people should operate any plant vehicles.
- Appropriate PPE should be worn at all times, i.e. gloves, hard hat, high visibility clothing and safety footwear.

- All yard staff and drivers must wear appropriate and high visibility clothing.
- Use audible warning systems to warn others that the FLT is moving, especially in and out of warehouses and blind spots.
- Do not turn whilst the forks are raised or travel with raised loads.
- Identify all possible overhead obstructions and ensure all drivers are aware.
- Keep all surfaces well maintained.
- Please be aware that natural products can/will take on water and increase in weight. So in wet conditions please take extra care as the weight limits displayed on documentation or packaging could be lower than that of the actual wet products.

### **Use of Mechanical Scissor Grab (Scan Lift) – Non Hydraulic Chamber Ring Equipment**

- Only qualified staff should operate this equipment, using them in accordance with manufacturer's instructions and it should be regularly serviced and inspected.
- The chain on the yoke of the scissor grab must be connected to the mast of the FLT at all times of use and fitted to the eyelet on the grab. The yoke needs to be compatible with the scissor grab that is being used.
- Broken packs of kerbstones/flagstones etc, should be securely banded, to prevent any stock from falling.
- The driver should check and inspect the stock before lifting to ensure it can be lifted safely.
- The work area must be kept clear of obstructions and pedestrians during the lift.

### **Stacking / packing – freestanding stock in warehouse/yard (TP)**

- Pallets must be in tact with no damaged slats.
- Packs of stone ideally should not be stacked higher than 4 pallets.
- All stacked products must be stable and not on slopes / uneven ground (including drainage gulleys).
- Storage must not block, access points i.e fire exits, unloading areas etc or encroach walk/traffic ways.
- Products must be stored a minimum of 50cm away from the fabric of the building or fencing.
- Check all products and stacks after adverse weather to ensure they are still stable and safe.
- Band / shrink wrap all products stored above head height.
- Open packs of products and materials must be on the ground level.
- Use mechanical handling equipment where possible as a preference over manual handling.
- Do not climb on products
- Maintain ongoing and good housekeeping of yard facilities, i.e. Disposal of empty / broken pallets, disposal of banding, and loose products in open packs kept under control.

- A safe loading area should be designated. If required, section the area off. Ensure there are no pedestrians in the vicinity when loading, unloading or lowering vehicle sides.
- Where possible, palletise all products to remove the need for manual handling.
- When securing the load on the vehicle, ensure that the unsighted part of the vehicle is clear of vehicles. Ensure loads are secure before driving and that loose goods are secured in place with banding or shrink-wrapped to a pallet, to prevent them falling off the vehicle, or becoming unstable during loading.
- Do not stand on the back of the vehicle whilst products are being loaded.
- Take care when getting on or off the vehicle, ensuring 3 of your limbs are in contact with the vehicle at all times.
- Please do not attempt deliveries in adverse weather conditions.
- Avoid standing on the vehicle bed, do not walk on loads on the bed and ensure the vehicle bed is kept tidy and free from trip hazards.
- Do not manually pass products off the vehicle to people on the ground, load from the ground.
- Do not operate vehicle mounted cranes whilst standing on the vehicle bed and ensure the cranes are secure in their travel positions before the vehicle moves and do not drive with the arm raised.
- All goods should be pre-slung before leaving the yard.
- All vehicles should be maintained, regularly inspected and serviced.

### **Deliveries to sites**

- Adhere to all site rules and speed limits.
- Be aware of and assess the environment when exiting the vehicle to ensure a safe working area. I.e. be aware especially of pedestrians, ground surfaces, and overhead cables etc.
- Do not make deliveries underneath overhead cables – please look into further H&S information regarding this subject.
- Designate a safe loading area and apply the advice under deliveries loading/unloading section.
- When collecting from domestic properties please ensure there are no people, children or pets in the way and that they are controlled.
- It is ideal for the merchant to know the route to be undertaken by delivery drivers.

### **Use of Forklift & Moffet Trucks (FLT)**

- Only qualified staff should operate a FLT and must be aware of the details of the load plate and Safe Working Load.
- Make regular inspections and services of the vehicles and parts.
- When not in use ensure they are safely parked and so they are not blocking any access areas i.e. fire exits.
- Do not operate them whilst using mobile phones, eating, drinking, smoking etc and always wear a seatbelt.
- Do not carry passengers, allow people to stand on the forks or walk within 2 meters of an FLT whilst moving.
- On ramps and inclines, the load must face uphill.