

Safe System of Work

In order to ensure deliveries & collections are carried out safely there must be effective co-operation between the main duty holders.

Risks must be assessed and safe systems of work planned implemented and supervised.

- Ensure that vehicles and equipment are safe, suitable for job and in good repair
- Ensure that staff are competent and drivers are trained
- Provide personal protective equipment (PPE) appropriate to the work activities and training in the safe use of same.
- Avoid/manage work at height activities
- Avoid/manage people accessing vehicle and load platform
- Keep vehicles and people apart where practicable
- Plan for safe loading/securing/unloading
- Plan for deliveries/collections: a safe delivery plan (see below) Safe Delivery Plan The general principles that suppliers, transport operators and recipients should follow are:
 - Send out safety information on deliveries and collections to other parties in the delivery chain
 - Request safety information on deliveries and collections from other parties in the delivery chain
 - Include information on how the vehicle was loaded if this is needed for safe unloading
 - Plan the best times for deliveries to arrive
 - Know the route; anticipate problems
 - Plan to have the right number of people and equipment ready to handle the delivery when it arrives
 - Plan how to keep the driver and all others who may be affected by the activity safe
 - Implement a procedure for situations where load has shifted or collapsed in transit, so that it can be safely unloaded. Suppliers and recipients – organising your site for safe deliveries and collections

You can find detailed information on controlling workplace vehicle risks and on managing workplace transport safety at <http://www.hsa.ie/eng>

WE MUST ASSESS ALL COLLECTIONS POINTS FOR COMPLIANCE