

Loading, Unloading and Handling Goods



Loading, Unloading and Handling Goods is a very risk-filled activity. Therefore, this work should always be risk assessed and a work instruction drawn up. At Skanska's workplaces, following procedures below applies when loading or unloading with the help of machinery or crane.

Organisation and planning

At the workplace, there is at least one Delivery Coordinator with the task of coordinating deliveries to the right recipient and location. You need to know who or who has the assignment and which workplace-specific rules apply to the safe handling of goods.

Right conditions for unloading

Agreements with your suppliers must always indicate how the goods are to be delivered to the workplace. Use primarily the delivery clauses adopted in the construction industry. At the purchasing/ordering stage, the goods receiving company must classify the goods as class 1 or class 2.

Class 1	Class 2
<ul style="list-style-type: none"> Deliveries loaded/ unloaded without machinery or crane. Tail lift mounted on truck may be used together with e.g. pallet handler. 	<ul style="list-style-type: none"> Deliveries loaded/ unloaded with machinery or crane. Deliveries loaded/ unloaded in areas requiring access through the work area. 

Communicate with Skanska's Delivery Coordinator so that you agree on when, where and how your materials will arrive and how they will be unloaded. For Class 2 deliveries, Skanska's procedures for lifting operations applies.

When purchasing/ordering

When ordering material, ensure that all necessary information is communicated to the supplier, such as:

- Delivery date and if possible time of day
- Contact details must appear on the consignment note/ packing note
- Information that the driver shall announce their arrival at the agreed location
- The specific safety rules that apply at the workplace
- Special requirements for delivery taking into account future unloading.

Request goods handling instructions of the relevant goods from the supplier, on the next page there is information about what such a document should contain.

Before delivery, you shall ensure consensus on the agreed time and place. Remind the supplier that the driver needs to be informed not to open the cargo space, loosen the cargo securement or start unloading before a permit has been granted.

Reception of shipments

- The driver shall stop at the entrance or a selected location and notify their arrival to the delivery coordinator.
- Submit and review Driver Safety Information to the driver.
- Deliveries which are unexpected or arrives at the wrong time or date, shall be rejected or put on hold in the designated place. The Delivery Coordinator together with Skanska's Production Management and the goods recipient company, decides on appropriate measures.

Right conditions for loading

When ordering transport to be loaded, the following information must always be provided:

- Loading address with contact information for goods consignor
- Contact information to the Delivery Coordinator
- Loading date and, if possible, time
- Type of goods/materials to be transported
- Number of packages (or equivalent), weight and volume
- How the goods are to be loaded (wheel loader, crane, excavator etc.)
- Vehicle type requirements
- Any risks associated with the goods, such as substance properties, displaced centre of gravity
- Any specific requirements regarding load securing
- Any accessibility limitations (e.g. dimensions and weight of vehicle)
- Any environmental classification requirements

The carrier is responsible for ensuring that the vehicle meets the requirements and is adapted for the purpose.

Safe execution

- Goods may only be unloaded and loaded at the designated location with equipment adapted and approved for the purpose.
- The consignee/consignor, driver and Delivery Coordinator shall check that the vehicle is secure on a level surface and cannot start to roll.
- Cordon off the unloading area. Only persons involved in the task may be in the unloading or loading area and must be at a safe distance from the vehicle and the load.
- Before the load securing can be removed or unloading is started, the driver and the consignee together with the Delivery Coordinator makes a visual assessment of whether the cargo is safe.
- If the load is deemed unsafe to unload, the work shall be discontinued and a decision on appropriate measures taken together with Skanska's production management. The driver shall be informed of the decision.
- If the delivery is dispatched, the load must be secured in accordance with current regulations before leaving the workplace.
- On departure, the vehicle shall be directed along a safe route to the work area's exit in accordance with the site layout plan.
- Loading and unloading should never be done alone.



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Goods Handling Instructions

The purpose of a goods handling instruction is to give the workplace good conditions for receiving and handling the goods in a safe and efficient way.

The instructions should answer the following questions:

1. Characteristics of the goods by package in terms of weight, dimensions, centre of gravity, stability and shape.
2. Packaging and wrapping design. Descriptive or in the form of images/ pictograms.
3. Any lifting instructions.
4. Type of load carrier or pallet.
5. Goods marking
 - Pictogram
 - Centre of gravity marking
 - Direction of handling
 - Warnings
6. What checks should be carried out before unloading or lifting begins?
 - Method of unloading or lifting?
 - Equipment requirements
7. How should goods be stored at the worksite before installation
 - Weather protection?
 - Stabilisation requirements?
 - Possible to store packages at height?
8. When unpacking and unwrapping
 - Does this need to be done in any special order?
 - Can all packaging be removed at one and the same time?



Keep in mind that:

- The manufacturer of a product has knowledge of how the goods can be handled safely. This knowledge needs to be communicated to the buyer.
- The manufacturer is responsible for ensuring that the goods marking, as below, is carried out so that the characteristics of the goods are clearly stated on an individual package
- The buyer of the product must request goods handling instructions from the manufacturer.
- The buyer ensures that goods handling instructions are communicated to goods recipients, lift coordinators and delivery coordinators well in advance of work preparation and delivery.
- The work preparation must assess how the handling instructions from the manufacturer can be applied based on the specific conditions.