

SSOW 05a: LOADING/UNLOADING OF CONCRETE SEGMENTS + CUTTING HEAD

Issue Number: 02

Date of Issue: 31/01/2026

Based on: RA21a

PURPOSE

To ensure plant is loaded and unloaded from transporters safely and in a controlled manner, preventing falls, vehicle roll-aways, load shifts, contact with overhead power lines, and harm to personnel or property. This SSOW sets out the safe working practices, competency requirements, and control measures needed to manage loading and unloading operations in accordance with legal and site-specific standards.

PPE REQUIREMENTS

For this activity, the following PPE must be worn



High-vis Vest / Jacket (BS EN 471)



Safety Boots (EN ISO 20345:2011) (S3)



Safety Gloves (Cut resistant) (EN 420:2003)



Safety Helmet (EN 397:1995)



Safety Glasses (EN 116:2001)



Only where noise levels exceed 80 dB

TRAINING REQUIREMENTS

- In-house Transport Safety Manual training
- Plant Loader/Unloader training (NPORS/ALLMI/RTITB equivalent)
- Banksman / Signaller training (where applicable)
- Manual Handling awareness
- Overhead Power Cable awareness (GS6)
- Load restraint training (including SWL, WLL, and correct use of chains, slings, timbers)
- Site induction and/or client-specific rules

EQUIPMENT REQUIREMENTS

- Transporter / low-loader with ramps
- Jacklegs / stabilisers
- Anti-slip matting
- Lashing chains, binders, slings, timbers, edge protectors
- Measuring stick for height checks
- Barriers / cones for exclusion zone
- Spill kit (for oil/grease on ramps)
- Shovel / brush / sand for clearing debris and improving grip

SAFE SYSTEM OF WORK

- Only competent, authorised personnel to load/unload.
- Staff to follow safe loading procedures for each machine type in the Transport Safety Manual when loading/unloading.
- Ensure the transporter is parked on firm level ground during loading/unloading.
- Ensure loading/unloading area is segregated using physical barriers where possible.
- Load beds and ramps to be kept free of debris, mud, oil, grease, waste, ice etc. Sand to be spread where necessary to aid grip. Tracks/Wheels of plant to be cleaned, if necessary, before loading.
- Anti-slip matting to be placed prior to loading concrete segments. This will reduce movement during transportation.
- Securing equipment i.e., Lashing chains, slings, timber, ropes etc. to be secured/removed in the correct manner. As per the manufacturers guidelines.
- Lashing chains, slings, timber, ropes etc. to be stowed safely when not in use so as not to create trip or falling hazards.
- Maintain 3 points of contact, if possible, when working near the edge of the load bed.
- Never work directly underneath overhead power cables.
- Never work within 9 metres horizontally of overhead power cables supported on wooden poles

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- Never work within 15 metres horizontally of overhead power cables supported on steel pylons or structures
- Always follow safe systems of work and routes provided on construction sites when driving under overhead power cables
- Keep unauthorised personnel away from transporters. Use banksmen where possible to control pedestrian movement.
- Do not jump off the transporter load bed. Walk down the ramps or sit down and lower yourself gently off the edge.
- Keep hands clear of pinch points and crush zones on ramps and trailers
- Ensure adequate lighting is available throughout loading/unloading activities.
- Always liaise with our clients' site staff to ensure on-site risks are understood and controlled

LOADING/UNLOADING PROCEDURES

- Identify area for loading/ unloading – firm, level, away from excavations and overheads, away from pedestrian routes and vehicular plant routes.
- Set load bed for operation to take place; if the load projects 1/3 of the tracks or wheels deploy outriggers or widen bed.
- Deploy vehicle/trailer jacklegs during all plant loading / unloading activities.
- If the load projects 305mm fit red, white markings (if at night fit lights).
- Identify machine and configure it for operation.
- If using a banksman confirm lines of communication.
- Ensure only those involved in the operation are within the safe area / exclusion zone.
- Lifting operations completed by other party to load the concrete segments. Driver to wait outside of lifting exclusion zone during loading/unloading.
- Once loaded, driver to secure load with appropriate lashing chains, slings, timber, ropes etc., ensuring they are used with the safe working load SWL.
- Make transporter ready for transit.
- Measure highest point of transporter/ load using measuring stick.
- Change in cab height indicator.
- After a short time in transit stop and check load restraints.
- If the load situation or condition changes STOP and check load / call Transport Office.
- If unsure, STOP, call Transport Office.
- Always make sure you have had the correct Information, instruction and training prior to commencement of any plant operation or transportation.

IDENTIFIED RISKS

The SSOW above has been compiled after identifying the following risks from this activity

- Falls of people or objects from the transporter load bed and ramps
- Falls of vehicles from the transporter load bed and ramps
- Unsecure loads
- Slips & Trips
- Personnel being struck by moving or falling concrete segments
- Electrocution from contact with overhead power cables
- Hand injuries

FOR MORE INFORMATION, PLEASE REFER TO RISK ASSESSMENT RA21a

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