

SSOW 05j: LOADING/UNLOADING TELEHANDLERS - TRANSPORTERS

Issue Number: 04

Date of Issue: 31/01/2026

Based on: RA21

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

- All Lynch transport drivers must report to site security/office on arrival at any customer site and wait further instruction before continuing (Site Escort may be required).
- Once the driver has been directed to the plant loading/unloading area contact must be made with site Black/Grey Hat and confirm if a Point of Works Risk Assessment and Task Briefing is required prior to any loading/unloading activity commencing.
- Always communicate with site staff to ensure all on-site risks have been identified, controlled and you have understood any information received.
- Only qualified (CPCS A49/A50/68 NPORS plant mover), competent and authorised personnel to load/unload plant on Lynch transport vehicles.
- All Lynch drivers are trained in working at height and refer to RA20 If required.
- Staff to follow safe loading procedures for each machine type in the Transport Safety Manual when loading/unloading.
- Drivers must ensure they have received familiarisation training for the item of plant (Telehandler) being loaded/unloaded. (Training records to be maintained).
- All drivers must ensure that they check the height of the load prior to exiting the yard and delivering on site ensuring that height restrictions are prepared for.
- Lynch drivers must follow safe loading procedures for each machine type as documented in the Transport Safety Manual when loading/unloading plant.

SSOW 05j: LOADING/UNLOADING TELEHANDLERS - TRANSPORTERS

Issue Number: 04

Date of Issue: 31/01/2026

Based on: RA21

- Ensure the transporter vehicle is parked on firm and level ground prior to any loading/unloading activity being carried out.
- The driver will Maintain 3 points of contact when entering/exiting the vehicle cab at all times and when working near the edge of the load bed (when possible).
- The vehicle load bed and ramps will be kept free of debris, mud, oil, grease, waste, ice and other possible slip/trip hazards. (Sand to be spread where necessary to increase traction).
- Ensure vehicle/trailer jackleg/ramps (including neck ramps if required) are in place prior to all plant loading / unloading activities.
- Keep all limbs clear of pinch points and crush zones on ramps and trailers when setting load bed to receive Trailer/Bowser.
- In adverse weather conditions use sand/grit to increase traction.
- Prior to loading any Telehandler from site ensure that plant items are free from any defects which could affect the safe loading. If in doubt STOP, do not attempt to move the Telehandler, inform the Black/Grey Hat and contact Lynch Transport Office for further instruction.
- The driver must check tyre pressures on the telehandler, and a rolling brake check must be carried out in a controlled manner prior to any loading taking place. If in doubt STOP and contact Lynch Transport Office for further instruction.
- Ensure that the telehandler is in two-wheel steer and not all wheel steer or crab steer before the operation takes place.
- Three points of contact to be maintained including the use of factory fitted handrails/holds and foot holds provided.
- Always follow the sites safe systems of work and routes provided when driving under overhead power cables.
- The height of the GS6 will be physically checked prior to the low loader transporting any item on site i.e.
- check as each GS6 is approached when entering or leaving site.
- DO NOT work directly underneath overhead power cables.
- Do NOT work within 9 metres horizontally of overhead power cables supported on wooden poles.
- DO NOT work within 15 metres horizontally of overhead power cables supported on steel pylons or structures.
- Ensure all unauthorised personnel are kept a safe distance from plant/transporter loading/unloading. Use banksmen where possible to control pedestrian/plant interface.
- Banksman to remain a safe distance (outside red zone) during loading/unloading activities. (If the driver loses sight of the banksman the driver must STOP until contact has been re-established).
- To reduce drivers/operators being injured in the event of a plant machine rolling over, seatbelts are worn at all times.
- Telehandlers do not have weight distributed evenly due to the boom being to one side; keep the boom as low as possible during the operation.
- All loading/unloading to be carried out safe, controlled manner – Do Not Rush.
- Telehandler must be secured to transporters as per manufacturer's guidance and Transport Safety Manual procedures.
- Never jump off the transporter load bed, walk down the ramps or sit down on load bed and lower yourself gently off the edge.
- Lashing chains, slings, timber, ropes etc. to be stowed safely when not in use so as not to create trip or falling hazards.
- After the telehandler is loaded and secured, jacklegs and ramps to be stowed (driver to keep all limbs clear of pinch points and crush zones on ramps and trailers).
- If any part of the loading/unloading of plant falls outside of the above at any time or the operation does not go as planned STOP IMMEDIATELY and report to site Black/Grey Hat and Lynch Transport Office DO NOT CONTINUE until a recovery solution has been agreed by Lynch Transport Office and customer.

SSOW 05j: LOADING/UNLOADING TELEHANDLERS - TRANSPORTERS

Issue Number: 04

Date of Issue: 31/01/2026

Based on: RA21

LOADING/UNLOADING PROCEDURES

- Secure vehicle/trailer jacklegs for all plant loading / unloading activities.
- Set load bed for operation to take place; if the load projects 1/3 of the telehandler set the transporter trailer to correct width as required by means of factory fitted greedy boards or widen trailer bed.
- If the load projects 305mm or width of 2.9m (but not more than 3.5m) fit red white markings (if at night fit lights).
- If a banksman is required, confirm lines of communication and ensure that the banksman stands in a safe position (outside the Red Zone) during all plant loading/unloading operations, if you lose sight of the banksman STOP until contact has been re-established.
- Establish an exclusion zone prior to all operations if site conditions/set up permits.
- Plant operator MUST hand over telehandler control to the vehicle driver outside exclusion zone (plant operators are not permitted to load any plant onto a vehicle load bed).
- Only the HGV / plant delivery driver with CPCS A49/A50/68 or NPORS plant mover competencies are permitted to load any plant onto vehicles/trailers.
- The driver will Select the correct gear / engine speed for the loading/unloading operation.
- All loading/unloading to be carried out safe, controlled manner – Do Not Rush.
- Confirm (visual check) that the machine is as central to the load bed ramps as possible (in the middle) and secure to load bed as per manufacturer's guidance and Transport Safety Manual procedures.
- Ensure all doors and windows are closed (if fitted) and loose items secured in the cab before transit
- After the telehandler is loaded and secured, jacklegs and ramps to be stowed (driver to keep all limbs clear of pinch points and crush zones on ramps and trailers).
- Only exit customer sites when load is secure and agreed by site banksman or other representative (check if escort is required).
- If any part of the loading/unloading of plant falls outside of the above at any time or the operation does not go as planned STOP IMMEDIATELY and report to site foreman and Lynch Transport Office DO NOT CONTINUE until a recovery solution has been agreed by Lynch Transport Office and customer.

IDENTIFIED RISKS

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

- Falls from height, people or objects from the transporter load bed and ramps
- Falls from height of vehicles drivers from the transporter load bed and ramps
- Slips & Trips (injuries sustained, sprains, abrasions, lacerations).
- Driver injuries from moving vehicle/trailer parts (ramps/jacklegs).
- Site personnel struck by moving vehicles and plant. (PPI).
- Electrocution from contact with overhead power cables.

FOR MORE INFORMATION, PLEASE REFER TO RISK ASSESSMENT RA21

Owner: Head of HSQE	Version: 2	LF266
Uncontrolled if printed or copied. Always check for latest version.		Page 3 of 3