



## Matt Gregory (Transport) Ltd

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### Method Statement

A generic method statement for loading and unloading using a Lorry Mounted Crane (LLC) is set out below.  
To be read in conjunction with our generic risk assessment.

#### Procedure for loading

- The delivery vehicle will arrive on site and upon arrival all documentation shall be made available to the site contact or client
- The vehicle will position adjacent to the lift item
- The operator will inspect the lifting area and erect an exclusion zone where necessary
- The operator will use all necessary personal protective equipment (PPE) including safety hat, protective footwear, high viz, gloves and fall restraint system
- The LLC will rig up as per LLC manual
- The LLC remote control will be isolated when not in use
- The lifting tackle for executing the lift will be placed on the hook and checked as correct by the operator
- The operator will use the necessary fall arrest system for any work above ground level
- The LLC will be slewed over the item to be lifted and the lifting tackle attached at the lifting points. Assistance by the site contact or the clients nominated personnel is permitted for this operation. If a ladder is necessary to attach the equipment, the ladder will be used with an anti-slip device and/or footed by the site contact or the client's nominated personnel
- Tag lines will be attached to the lift item to facilitate positioning. Assistance by the site contact or the clients nominated personnel is permitted for this operation
- The operator will lift the item from its position and continue lifting as required until the item is positioned upon the truck/trailer/transport
- Lifting tackle will be removed from the hook
- The operator will raise the crane arm and stow crane back to the vehicle
- Stow stabilizers ensuring continual observations to ensure the stabilisers are stowed securely as per LLC manual
- All goods to be securely strapped and/or chained ready for road transport
- Once goods are secured there will be a final check around the vehicle to ensure all equipment is packed away ready for travel
- Depart the site as instructed

All cranes left unattended for any period of time shall be left in a safe condition with no load on the hook. Cranes shall be shut down and isolated as per manufacturer's instructions, secured and locked.

## Procedure for unloading

- The delivery vehicle will arrive on site and upon arrival all documentation shall be made available to the site contact or client
- The vehicle will position adjacent to the landing location as advised by the site contact or client
- The operator will inspect the landing location and erect an exclusion zone where necessary
- The operator will use all necessary personal protective equipment (PPE) including safety hat, protective footwear, high viz, gloves and fall restraint system
- The LLC will rig up as per LLC manual
- The LLC remote control will be isolated when not in use
- All straps and chains used for securing the load whilst in transit will be removed
- The lifting tackle for executing the lift will be placed on the hook and checked as correct by the operator
- The operator will use the necessary fall arrest system for any work above ground level
- The LLC will be slewed over the item to be lifted and the lifting tackle attached at the lifting points. Assistance by the site contact or the clients nominated personnel is permitted for this operation. If a ladder is necessary to attach the equipment the ladder will be used with an anti-slip device and/or footed by the site contact or the client's nominated personnel
- Tag lines will be attached to lift the item to facilitate positioning. Assistance by the site contact or the clients nominated personnel is permitted for this operation
- The operator will lift the item clear of the transport and continue lifting as required until it is clear of obstructions and slew crane as required
- The operator will carry out movements as required to lower the item on to its final landing location
- Operations will cease once the item has just 'landed' to enable the site contact or the client to check and confirm the position and orientation of the item
- Once confirmed that the item is correctly positioned the operator will lower off the weight of the item and release lifting tackle
- The operator will raise the crane arm until lifting equipment is clear of all obstructions and slew the crane back to the delivery vehicle
- Stow stabilizers ensuring continual observations to ensure the stabilisers are stowed securely as per LLC manual
- Depart the site as instructed

All cranes left unattended for any period of time shall be left in a safe condition with no load on the hook. Cranes shall be shut down and isolated as per manufacturer's instructions, secured and locked.