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Method Statement

The Lifting Operations Equipment Regulations 1998 (LOLER) require method statements for the loading and offloading of plant, materials, and equipment from a Hiab lorry.

A generic method statement for the loading and unloading of Hiab lorries is set out below.

LOADING

1. The vehicle will arrive on site and upon arrival all documentation shall be made available to the client.
2. The vehicle is to position adjacent to the lift item.
3. The MGT Operator will use all necessary personnel protection equipment including safety hat, protective footwear, high viz, gloves and fall restraint system.
4. Crane will rig up as per manufacturer's instructions.
5. Lifting tackle for executing lift will be placed on hook and checked as correct by MGT Operator.
6. The MGT Operator will use the necessary fall arrest system for any work above ground level.
7. Crane will be slewed over item and lifting tackle attached at lifting points. Assistance by clients nominated personnel is permitted for this operation. If ladder is necessary to attach equipment the ladder will be used with an anti-slip device and/or footed by client.
8. Tag lines will now be attached to lift. Assistance by clients nominated personnel is permitted for this operation.
9. Operator to raise the item from its position and continue lifting as required until the item is positioned upon the truck/trailer/transport.
10. Lifting tackle to be removed from hook.
11. Operator to raise crane arm and stow crane back to vehicle.
12. All goods to be securely strapped/chained ready for road transport.
13. Once goods are secured a final check around vehicle to ensure all equipment is packed away ready for travel.
14. Depart site as instructed.

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

UNLOADING

1. The delivery vehicle will arrive on site and upon arrival all documentation shall be made available to the client.
2. Delivery vehicle to position adjacent to the proposed location advised by the client.
3. The MGT Operator will use all necessary personnel protection equipment including safety hat, protective footwear, high viz, gloves and fall restraint system.
4. Crane will rig up as per manufacturer's instructions.
5. All straps/chains used for restraining the load whilst in transit to be removed.
6. Lifting tackle for executing lift will be placed on hook and checked as correct by MGT Operator.
7. The MGT Operator will use the necessary fall arrest system for any work above ground level.
8. Crane will be slewed over item and lifting tackle attached at lifting points. Assistance by clients nominated personnel is permitted for this operation. If ladder is necessary to attach equipment the ladder will be used with an anti-slip device and/or footed by client.
9. Tag lines will now be attached to lift to facilitate positioning. Assistance by clients nominated personnel is permitted for this operation.
10. Operator to raise item clear of transport. Continue lifting as required until clear of obstructions and then slew crane as required.
11. Operator to carry out movements as required to lower item onto prepared pad.
12. Operations will cease once item is just landed to enable client to check and confirm position and orientation of item.
13. Once client has confirmed position operator to lower off weight of lifted item and release lifting tackle.
14. Operator to raise crane arm until lifting equipment is clear of all obstructions and slew crane back to delivery vehicle.
15. Upon completion crane will de-rig in reverse order and depart site.

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