

JOHN W. LAYCOCK Ltd.

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DELIVERY PLAN

This is a general delivery plan for loads to be delivered to your premises or site.

Details of each load are given on the delivery note.

You are reminded of your responsibility to prepare a safe unloading plan that should include:

- **provision of competent supervision and labour.**
- **safe lifting equipment appropriate to the load.**
- **safe access to (and egress from) the designated unloading point.**
- **exclusion of unauthorised persons from the unloading area.**

The J W LAYCOCK delivery driver will follow the following procedure:

Arrival Park on arrival at works entrance.

Notification Notify you of his arrival and present the delivery documentation. Ascertain the unloading location designated by your 'plan for safe unloading' and whether that involves reversing under supervision or other special conditions.

At the unloading location

- Prepare the load for unloading.
- Go to the place of safety designated by your safe unloading plan.

Drivers Duties *Normally the driver should not participate in the off- loading operation.*
However, by prior arrangement, the driver may assist in the unloading under your supervision either by slinging the load or by helping with manual unloading. If this is to happen, your safe unloading plan should include reference to the driver's participation and the measures to be followed to ensure his safety.

General Reminder:

Once the load has been made available, unloading is under the control of the customer, who is responsible for preparing a safe working procedure and the provision and operation of any safe lifting equipment required.
The safe procedure includes establishing an exclusion zone around the vehicle.