



The transportation and moving of Heras fence panels

As a hire company we supply two types of service.

1. Full Service
2. Dry Hire

Underneath is a complete method statement of how we complete both services safely for our employee's and the public.

Installation (Fence Panels)

Trained personnel (View Doc Employee training) of Fence Hire Southern will arrive on each site with all the minimum requirements of PPE (Gloves, Steel toe cap boots and High visibility vest). (Each vehicle carries helmets for use on construction sites etc when required). Once on site and the contact has been found they will discuss site rules for health and safety to help them keep their own working practises in line with the sites own rules and regulations. Only once both parties are happy with the rules and regulations will the FHL personnel discuss and walk the route where the fence panels are to be erected with the contact or appropriate person. A verbal risk assessment with the contact will be carried out pointing out hazards (i.e. obstacles and holes) apposing the FHL employee. What items etc can be removed or made safer for the FHL employee should be done so before any work is carried out. (If there is a high risk of danger to the FHL employee while working on site, He may refuse to erect the fence panels until such time the site is made safer).

The fence panels will be lying flat on the vehicle to stop them falling off or lying flat in a stillage. A safe working area around the vehicle will be produced to stop the risk of public injury (By the use of cones). If this is not appropriate the FHL employees will keep close supervision on nearby workers etc making sure everyone around is aware of what is to take place allowing other individuals time to stay clear from the working area. A Fence panel weighs 23kgs and will only be handled wearing gloves and steel toecap boots. Hardwearing trousers are also a **must** (To minimise the risk of scratching to the legs from the panel). The FHL employee will park as close to the fence line as possible to minimise the lifting and carrying of the fence panel to reduce any risk of coming into contact with the public. The rubber footing for the fence panel weighs 24kgs and will be placed on the ground first so when the fence panel is brought to the fence line it will be stood up immediately and not strewn across the floor acting as a trip hazard. Once the fence line is completed the FHL employee will once again speak to the contact to discuss if the fence line is to the understanding of the original plan and if any gates or fire exits have been positioned correctly etc. Once this is done, the FHL employee will begin to couple up the fence line using connecting brackets and braces for areas of uneven ground contours to minimise the risk of the fence panel falling over. In the case where the fence panels are erected in a very long line (50) the FHL employee will under the instruction of the contact, place braces in the fence line. This is the optimum way of securing a fence line. Any rubbish that is caused by the FHL employee he will clear it away and dispose of it safely. (I.e. the banding straps for the panels).

If a forklift truck is to be used (View doc for forklift). Only FHL employees will be allowed to use it. Whilst in use an orange warning lamp will be constantly flashing to help make it more visible to the public and if the load that the driver is carrying restricts his view at anytime he will drive backwards. A risk assessment will be made on the job whether to use a



banks man to help complete the task. The fence panels will always be carried lying down in a stillage to reduce the risk of slipping and falling unless the pack is banded.

Collection Procedure (Fence Panels)

Trained personnel (View Doc Employee training) of Fence Hire Southern will arrive on each site with all the minimum requirements of PPE (Gloves, Steel toe cap boots and High visibility vest). (Each vehicle carries helmets for use on construction sites etc when required). Once on site and the contact has been found they will discuss site rules for health and safety to help them keep their own working practises in line with the sites own rules and regulations. Only once both parties are happy with the rules and regulations will the FHL personnel discuss and walk the route where the fence panels are to be taken down with the contact or appropriate person. A verbal risk assessment with the contact will be carried out pointing out hazards (i.e. obstacles and holes) apposing the FHL employee. What items etc can be removed or made safer for the FHL employee should be done so before any work is carried out. (If there is a high risk of danger to the FHL employee while working on site, He may refuse to take the fence panels down until such time the site is made safer).

A Fence panel weighs 23kgs and will only be handled wearing gloves and steel toecap boots. Hardwearing trousers are also a **must** (To minimise the risk of scratching to the legs from the panel). The FHL employee will park as close to the fence line as possible to minimise the lifting and carrying of the fence panel to reduce any risk of coming into contact with the public. The connecting brackets will be removed using a spanner and the fence panels will be lifted out of the rubber footing and placed flat on the back of the vehicle or in a stillage. A safe working zone will be created around the vehicle to minimise the risk to the public. After the fence panel has been removed the rubber footing will be lifted from the ground and onto the back of the vehicle to minimise the trip hazard to the public and the employee. If this is not appropriate the blocks will be left on the ground until such time the FHL employee's can collect them. Any hidden or out of view blocks will automatically be moved to a more visible area. This sequence will be carried out until all the fence panels and rubber footing are cleared from the site. If the vehicle has to be moved whilst loading, the load currently on the vehicle will be strapped down using straps and ratchet connected to load locks on the vehicle to stop the load from falling off reducing the risk to public safety. All Rubbish created by the FHL employee will be cleared away and disposed of safely.

If a forklift truck is to be used (View doc for forklift). Only FHL employees will be allowed to use it. Whilst in use an orange warning lamp will be constantly flashing to help make it more visible to the public and if the load that the driver is carrying restricts his view at anytime he will drive backwards. A risk assessment will be made on the job whether to use a banks man to help complete the task. The panels will be placed in a stillage at all times unless banded together by a strap.

Dry Hire (Fence Panels)

Trained personnel (View Doc Employee training) of Fence Hire Southern will arrive on each site with all the minimum requirements of PPE (Gloves, Steel toe cap boots and High visibility vest). (Each vehicle carries helmets for use on construction sites etc when required). The FHL employee will meet with the contact to discuss a safe place to leave the fence panels,



rubber footing and couplers. The fence panels will be lying flat on the vehicle to stop them falling off or in a stillage and a safe working area around the vehicle will be produced to stop the risk of public injury (By the use of cones). A Fence panel weighs 23kgs and will only be handled wearing gloves and steel toecap boots. Hardwearing trousers are also a **must** (To minimise the risk of scratching to the legs from the panel). The FHL employee will park as close to the drop off point as possible to minimise the lifting and carrying of the fence panel to reduce any risk of coming into contact with the public. The fence panels will be lifted from the vehicle by the FHL employee and placed in a pile (one on top of the other). If the fence panels are restricted from view (long grass etc) the FHL employee will request-marking cones are used to reduce the trip hazard. Once both parties are happy, any rubbish, which is caused by the FHL employee, he will clear it away and dispose of it safely. (I.e. the banding straps for the panels).

If a forklift truck is to be used (View doc for forklift). Only FHL employees will be allowed to use it. Whilst in use an orange warning lamp will be constantly flashing to help make it more visible to the public and if the load that the driver is carrying restricts his view at anytime he will drive backwards. A risk assessment will be made on the job whether to use a banks man to help complete the task. The fence panels will always be carried lying down in a stillage to reduce the risk of slipping and falling unless the pack is banded.

Collection Procedure Dry Hire (Fence Panels)

Trained personnel (View Doc Employee training) of Fence Hire Southern will arrive on each site with all the minimum requirements of PPE (Gloves, Steel toe cap boots and High visibility vest). (Each vehicle carries helmets for use on construction sites etc when required). The FHL employee will meet with the contact to be directed to the panels which should be lying flat on the ground to stop them falling. A safe working area around the vehicle will be produced to stop the risk of public injury (By the use of cones). A Fence panel weighs 23kgs and will only be handled wearing gloves and steel toecap boots. Hardwearing trousers are also a **must** (To minimise the risk of scratching to the legs from the panel). The FHL employee will park as close to the fence panels as possible to minimise the lifting and carrying of the fence panel to reduce any risk of coming into contact with the public. The fence panels will be lifted one by one onto the back of the vehicle and the rubber footing will be placed on the vehicle. If the vehicle has to be moved whilst loading, the load currently on the vehicle will be strapped down using straps and ratchet connected to load locks on the vehicle to stop the load from falling off reducing the risk to public safety. All Rubbish created by the FHL employee will be cleared away and disposed of safely.

If a forklift truck is to be used (View doc for forklift). Only FHL employees will be allowed to use it. Whilst in use an orange warning lamp will be constantly flashing to help make it more visible to the public and if the load that the driver is carrying restricts his view at anytime he will drive backwards. A risk assessment will be made on the job whether to use a banks man to help complete the task. The fence panels will always be carried lying down in a stillage to reduce the risk of slipping and falling unless the pack is banded.



The transportation and moving of hoarding fence panels

As a hire company we supply only one type of service with this product:

1. Full Service

Underneath is a complete method statement of how we complete both services safely for our employee's and the public.

Installation (Hoarding)

Trained personnel (View Doc Employee training) of Fence Hire Southern will arrive on each site with all the minimum requirements of PPE (Gloves, Steel toe cap boots and High visibility vest). (Each vehicle carries helmets for use on construction sites etc when required). Once on site and the contact has been found they will discuss site rules for health and safety to help them keep their own working practises in line with the sites own rules and regulations. Only once both parties are happy with the rules and regulations will the FHL personnel discuss and walk the route where the hoarding panels are to be erected with the contact or appropriate person. A verbal risk assessment with the contact will be carried out pointing out hazards (i.e. obstacles and holes) apposing the FHL employee. What items etc can be removed or made safer for the FHL employee should be done so before any work is carried out. (If there is a high risk of danger to the FHL employee while working on site, He may refuse to erect the hoarding panels until such time the site is made safer).

The hoarding panels will be lying flat on the vehicle to stop them falling off and a safe working area around the vehicle will be produced to stop the risk of public injury (By the use of cones). Hoarding panels weigh 30kgs and will only be handled wearing gloves and steel toe cap boots. Two people are required to lift the hoarding when moving these around to reduce the risk of injury. Hardwearing trousers are also a **must** (To minimise the risk of scratching to the legs from the panel). The FHL employee will park as close to the hoarding fence line as possible to minimise the lifting and carrying of the hoarding panel to reduce any risk of coming into contact with the public. There are two ways of support for these panels.

- 1- Rubber footing, coupler & braces
- 2- Close fit top and bottom fittings and braces

On both accounts the rubber footing or bottom fittings will be placed on the ground first and the two FHL personnel will carry one hoarding panel and place it in the footing. Then another panel will be lifted into place and a coupler will be connected/ close fit top will be slid into the top. On every other panels a brace will be connected to the close fit top and pinned into the ground or connected to a coupler. Once the fence line is completed the FHL employee will once again speak to the contact to discuss if the fence line is to the understanding of the original plan and if any gates or fire exits have been positioned correctly etc. Any rubbish that is caused by the FHL employee he will clear it away and dispose of it safely. (I.e. the banding straps for the panels).

If a forklift truck is to be used (View doc for forklift). Only FHL employees will be allowed to use it. Whilst in use an orange warning lamp will be constantly flashing to help make it more visible to the public and if the load that the driver is carrying restricts his view at anytime he will drive backwards. A risk assessment will be made on the job whether to use a banks man to help complete the task. The hoarding panels will be carried lying down to reduce the risk of slipping and falling. They will still require two people to lift the hoarding from the forklift truck.



Collection Procedure (Hoarding)

Trained personnel (View Doc Employee training) of Fence Hire Southern will arrive on each site with all the minimum requirements of PPE (Gloves, Steel toe cap boots and High visibility vest). (Each vehicle carries helmets for use on construction sites etc when required). Once on site and the contact has been found they will discuss site rules for health and safety to help them keep their own working practices in line with the site's own rules and regulations. Only once both parties are happy with the rules and regulations will the FHL personnel discuss and walk the route where the hoarding panels are to be taken down with the contact or appropriate person. A verbal risk assessment with the contact will be carried out pointing out hazards (i.e. obstacles and holes) apposing the FHL employee. What items etc can be removed or made safer for the FHL employee should be done so before any work is carried out. (If there is a high risk of danger to the FHL employee while working on site, He may refuse to erect the hoarding panels until such time the site is made safer). The FHL employee will then move his vehicle, as close to the fence line as possible and a safe working zone around the vehicle will be produced with the use of cones. This will reduce the distance the employee has to carry the hoarding and the risk to the public at large. Once again this is a two-person operation and should not be attempted alone. Firstly the close fit top will be removed (or coupler) from one of the hoarding panels to release one from the fence line. The FHL employees will then take a side each and lift the hoarding panel out of the block (or close fit bottom). The hoarding panel will be taken straight to the vehicle and loaded on. This practise is then repeated until the entire hoarding is cleared from the fence line. As every panel is removed the footing and couplers etc will be removed cleared away to reduce trip hazards and all accidents associated with an untidy work place.

If a forklift truck is to be used (View doc for forklift). Only FHL employees will be allowed to use it. Whilst in use an orange warning lamp will be constantly flashing to help make it more visible to the public and if the load that the driver is carrying restricts his view at anytime he will drive backwards. A risk assessment will be made on the job whether to use a banks man to help complete the task. The hoarding panels will be carried lying down to reduce the risk of slipping and falling. They will still require two people to lift the hoarding from the forklift truck.



The transportation and moving of all types of barriers (fixed legs & flat foot)

As a hire company we supply two types of service.

1. Full Service
2. Dry Hire

Underneath is a complete method statement of how we complete both services safely for our employee's and the public.

Installation (Barriers)

Trained personnel (View Doc Employee training) of Fence Hire Southern will arrive on each site with all the minimum requirements of PPE (Gloves, Steel toe cap boots and High visibility vest). (Each vehicle carries helmets for use on construction sites etc when required). Once on site and the contact has been found they will discuss site rules for health and safety to help them keep their own working practices in line with the site's own rules and regulations. Only once both parties are happy with the rules and regulations will the FHL personnel discuss and walk the route where the barriers are to be erected with the contact or appropriate person. A verbal risk assessment with the contact will be carried out pointing out hazards (i.e. obstacles and holes) apposing the FHL employee. What items etc can be removed or made safer for the FHL employee should be done so before any work is carried out. (If there is a high risk of danger to the FHL employee while working on site, He may refuse to erect the barriers until such time the site is made safer).

The barriers will be stood up and strapped on the vehicle to stop them falling off (in some cases they may be lying down in a stillage) and a safe working area around the vehicle will be produced to stop the risk of public injury (By the use of cones). A barrier weighs between 14-17kgs and will only be handled wearing gloves and steel toe cap boots. Hardwearing trousers are also a **must** (To minimise the risk of scratching to the legs from the panel). The FHL employee will park as close to the fence line as possible to minimise the lifting and carrying of the barrier to reduce any risk of coming into contact with the public. (In the case of a barrier needing additional feet to stand the next statement is required.) The flat footing for the fence panel weighs 2kgs and will be placed on the ground first so when the barrier is brought to the fence line it will be stood up immediately and not strewn across the floor acting as a trip hazard. Once the fence line is completed the FHL employee will once again speak to the contact to discuss if the fence line is to the understanding of the original plan and if any gates or fire exits have been positioned correctly etc. Once this is done, the FHL employee will begin to couple the fence line if additional strength or security is required as the barriers quite simply link together with their own catches. Any rubbish that is caused by the FHL employee he will clear it away and dispose of it safely. (I.e. the banding straps for the barriers).

If a forklift truck is to be used (View doc for forklift). Only FHL employees will be allowed to use it. Whilst in use an orange warning lamp will be constantly flashing to help make it more visible to the public and if the load that the driver is carrying restricts his view at anytime he will drive backwards. A risk assessment will be made on the job whether to use a banks man to help complete the task. The barriers will be carried banded at all times to reduce the risk of slipping and falling unless a stillage is used.



Collection Procedure (Barriers)

Trained personnel (View Doc Employee training) of Fence Hire Southern will arrive on each site with all the minimum requirements of PPE (Gloves, Steel toe cap boots and High visibility vest). (Each vehicle carries helmets for use on construction sites etc when required). Once on site and the contact has been found they will discuss site rules for health and safety to help them keep their own working practices in line with the site's own rules and regulations. Only once both parties are happy with the rules and regulations will the FHL personnel discuss and walk the route where the barriers are to be taken down with the contact or appropriate person. A verbal risk assessment with the contact will be carried out pointing out hazards (i.e. obstacles and holes) apposing the FHL employee. What items etc can be removed or made safer for the FHL employee should be done so before any work is carried out. (If there is a high risk of danger to the FHL employee while working on site, He may refuse to take the barriers down until such time the site is made safer).

A barrier weighs between 14-17kgs and will only be handled wearing gloves and steel toecap boots. Hardwearing trousers are also a **must** (To minimise the risk of scratching to the legs from the panel). The FHL employee will park as close to the fence line as possible to minimise the lifting and carrying of the barrier and to reduce any risk of coming into contact with the public. The connecting brackets will be removed using a spanner if they have been used and the barriers will be lifted out of the flat footing or not if fixed leg barriers are used and placed either in a stillage or stood up on the back of the vehicle. A safe working zone will be created around the vehicle to minimise the risk to the public. After the barrier has been removed the flat feet if used will be lifted from the ground and onto the back of the vehicle to minimise the trip hazard to the public and the employee. This sequence will be carried out until all the barriers and flat footing are cleared from the site. If the vehicle has to be moved whilst loading, the load currently on the vehicle will be strapped down using straps and ratchet connected to load locks on the vehicle to stop the load from falling off reducing the risk to public safety. All Rubbish created by the FHL employee will be cleared away and disposed of safely.

If a forklift truck is to be used (View doc for forklift). Only FHL employees will be allowed to use it. Whilst in use an orange warning lamp will be constantly flashing to help make it more visible to the public and if the load that the driver is carrying restricts his view at anytime he will drive backwards. A risk assessment will be made on the job whether to use a banks man to help complete the task. The barriers will be placed on the legs of the forklift truck standing up and banded to reduce the risk of the slipping and falling before the forklift truck moves again.

Dry Hire (Barriers)

Trained personnel (View Doc Employee training) of Fence Hire Southern will arrive on each site with all the minimum requirements of PPE (Gloves, Steel toe cap boots and High visibility vest). (Each vehicle carries helmets for use on construction sites etc when required). The FHL employee will meet with the contact to discuss a safe place to leave the barriers, (flat feet and couplers) if required. The barriers will be standing on the vehicle to stop them falling off or in stillages and a safe working area around the vehicle will be produced to stop the risk of public injury (By the use of cones). A barrier weighs between 14-17kgs and will only be handled wearing gloves and steel toecap boots. Hardwearing trousers are also a **must** (To minimise the risk of scratching to the legs from the panel). The FHL employee will park as close to the drop off point as possible to minimise the lifting and carrying of the barrier to reduce any risk of coming into contact with the public. The barriers will be lifted from the vehicle by the FHL employee and placed stood up (fixed legs) or in a pile (one on top of the



other) if they are flat foot barriers. If the barriers are restricted from view (long grass etc) the FHL employee will request-marking cones are used to reduce the trip hazard. Once both parties are happy, any rubbish, which is caused by the FHL employee, he will clear it away and dispose of it safely. (I.e. the banding straps for the barriers).

If a forklift truck is to be used (View doc for forklift). Only FHL employees will be allowed to use it. Whilst in use an orange warning lamp will be constantly flashing to help make it more visible to the public and if the load that the driver is carrying restricts his view at anytime he will drive backwards. A risk assessment will be made on the job whether to use a banks man to help complete the task. The barriers will be either in a stillage or stood up and banded to reduce the risk of slipping and falling.

Collection Dry Hire (Barriers)

Trained personnel (View Doc Employee training) of Fence Hire Southern will arrive on each site with all the minimum requirements of PPE (Gloves, Steel toe cap boots and High visibility vest). (Each vehicle carries helmets for use on construction sites etc when required). The FHL employee will meet with the contact to be directed to the barriers which should be lying flat on the ground (flat foot barriers) to stop them falling or stood up if fixed leg barriers were delivered. A safe working area around the vehicle will be produced to stop the risk of public injury (By the use of cones). A barrier weighs between 14-17kgs and will only be handled wearing gloves and steel toecap boots. Hardwearing trousers are also a **must** (To minimise the risk of scratching to the legs from the panel). The FHL employee will park as close to the barriers as possible to minimise the lifting and carrying of the barriers to reduce any risk of coming into contact with the public. The barriers will be lifted one by one onto the back of the vehicle and the flat footing if required for flat foot barriers will be placed on the vehicle. If the vehicle has to be moved whilst loading, the load currently on the vehicle will be strapped down using straps and ratchet connected to load locks on the vehicle to stop the load from falling off reducing the risk to public safety. All Rubbish created by the FHL employee will be cleared away and disposed of safely.

If a forklift truck is to be used (View doc for forklift). Only FHL employees will be allowed to use it. Whilst in use an orange warning lamp will be constantly flashing to help make it more visible to the public and if the load that the driver is carrying restricts his view at anytime he will drive backwards. A risk assessment will be made on the job whether to use a banks man to help complete the task. The barriers will be placed on the legs of the forklift truck standing up and banded or in stillages to reduce the risk of the slipping and falling.



The carrying of Fence Panels

As a company we have try our best to only purchase the most manageable fence panel on the market. It may look big and clumsy, but with careful planning each time you attempt to lift a fence panel, the risks to yourself and those around you can be reduced significantly. There are two ways a panel can be found

1. Lying down
2. Standing up (whether in a block or leaning against something).

If you approach a fence panel that is lying down and it must be moved then following the procedure below is the best and safest way to carry out the task.

1. Stand at the top of the panel (In the middle of the two uprights)
2. Bend down using good manual lifting techniques remembering to keep your knees bent and your back straight.
3. Place both hands on the parallel bar that runs from left to right of your body.
4. Stand up holding on to the fence panel. While doing so walk forward ever so slightly to help balance the fence panel. (Remember do not drag the feet of the fence panel to you)
5. Raise your arms up while walking further in to the fence panel until it is standing just off vertical.
6. Pending which direction you a heading in will depend which arm you use to pick up the fence panel. (In this statement we will pretend we are walking left)
7. Keep the left hand on the top of the panel and remove the right hand. (If the panel does not feel safe then adjust your position and move along the panel to get a better point of balance.
8. Now with your right hand grab just below centre of the mesh on the panel. You'll need to bend your knees. (If at this point you are finding it hard to hold the top with your left hand, open it up and slide it down the mesh with your palm facing inwards until you can reach the best position with your right hand. At this point turn your body to the left. (Not just the waist, but the whole body)
9. Now grab hold tight with your right hand and lift slowly by straightening your legs again.
10. While doing this, move your left hand down the mesh enough so your arms are in a four o'clock position.
11. Slowly lift the panel off the ground.
12. If the panel is forcing it self down either way then place the panel back on the ground and move either back or forward along the panel enough so you feel you have the balance. (Repeat the steps until you are happy to continue)
13. Remember while moving the panel watch out for hazards.
14. To place the panel on the ground, just repeat the steps in backwards motion.

If the fence panel is already standing up then the method below should be followed.

1. Whichever way you are walking, stand with the opposite shoulder facing the panel as close to the middle of the too uprights as possible.
2. Now follow the relevant steps from the method above to complete the procedure.



The loading of Fence panels on a lorry or into a stillage.

Loading a fence panel on to a lorry i.e. 7.5 ton flat bed. Is a one-man job but two people should be used when this is possible. As a company we try to minimise the use of one man loading but sometimes it cannot be avoided. In the yard if possible we will use two man loading techniques without fail, but out on the road it is not always possible. If our hand is forced then this is our guideline. As a company we advise our staff never to load the wagon higher than their means allow. After this point loading the load becomes stressful on the employee and unsafe to a degree where the load looks untidy and transportation of the load from A-B can become unsafe. Careful planning of routes before the employee leaves the yard and discussions with the hirer at every job we collect, we always know what to expect. Underneath is a method on how to get the panel on to the vehicle.

1. Use either of the method statements for lifting the panel to the vehicle.
2. Once there place the panel on the ground parallel to the vehicle bed leaving about one foot from the headboard.
3. Now stand facing the panel. Make sure the panel is standing vertically. This should be easily done, as there is very little weight in the panel at this point.
4. Bend your knees and slowly move either arm down to grab hold of the bottom of the fence panel.
5. In doing this you'll have to also slide the other arm down to the middle of the panel.
6. Now keeping your back straight you must now stand up. As you do follow through with you're arms lifting the panel above the height of the bed of the lorry.
7. Now with a slight push with the higher hand the panel will topple over on to the vehicle dead flat.
8. As the fence panel comes down twist your bottom hand so it is now on the front of the panel so as not to get it caught under the panel.

(Please use the picture notes to help you understand the concept, and don't try any lifting until you have been shown how to do it and feel competent).

If there are two people lifting the panel on to the vehicle the process goes like this.

1. The persons involved must stand either end of the panels up rights.
2. Grab hold of the panel with both hands on the upright tube, keeping your body central and your arms a body width apart. If you have to bend down to lift the panel off the floor then do so using correct lifting techniques.
3. Once the panel is in the air and both parties are happy will the transportation to the vehicle commence.
4. Stand parallel with the vehicle. One person should be standing next to the headboard while the other person should be at the opposite end.
5. When both parties are ready, they should lift the panel up and then horizontal. The panel should be then slid on to the bed of the wagon.

Into a stillage



Two people should lift panels into a stillage at all times. The stillage should always be moved as close to the panels as possible to reduce the risks that occur when transporting the panel. Here are the steps to complete the task.

1. Use steps 1,2,3,4 in loading a panel onto a vehicle with two people.
2. Now when both parties are ready to lift. They should do so and turn it horizontally. They should then both walk along the side of the stillage until the panel is completely above it and then lower it into the stillage using proper manual lifting techniques.

All the above techniques can be used to load hoarding panels. Please study all the photographs to help you understand all of the movements that are explained. If at any point you are unsure please ask any of your directors.