**A1 Group H&S Method Statement**

This Health and Safety Method Statement has been prepared by A1 Group and concerns unloading/loading of Portable toilet units from service/support vehicle in the Depot.

**Nature of Work**

Unloading/loading of Portable toilet units from service/support vehicle in the Depot.

**Scope of work for A1 Employee**

**UNLOADING OF PORTABLE TOILET UNITS FROM SERVICE/SUPPORT VEHICLE IN THE DEPOT**

1. Wherever possible the unloading of portable toilet units from the service/support vehicle should be done using a mechanical aid. If this is not possible follow PSE Guidance Note 1248.1 Manual Movement of Portable Toilet Units
2. Never attempt to lift the toilet unit unaided
3. Position the vehicle as close as possible to the off-loading area as possible to limit the amount of manual handling required
4. Ensure that there are no obstacles on the flatbed of the vehicle before proceeding to move the toilet unit onto the tail lift. Lower the tail lift to ground level
5. If for any reason a pallet truck or fork lift is not available then follow procedures in GA124802 Manual Movement of Portable Toilet Units
6. Exit the vehicle using a safe method of lowering yourself to the ground. DO NOT JUMP OFF THE BACK OF THE VEHICLE

**LOADING OF PORTABLE TOILET UNITS ONTO SERVICE/SUPPORT VEHICLE IN THE DEPOT**

1. Wherever possible the loading of portable toilet units on to the service/support vehicle should be done using a mechanical aid. If this is not possible, follow instructions for Manual Movement of Portable Toilet Units
2. Never attempt to lift the toilet unit unaided
3. Once the toilet unit has been positioned onto the tail lift of the vehicle, raise the tail lift to the appropriate level
4. Ensure that there are no obstacles on the flatbed of the vehicle before proceeding, then position the portable toilet unit ready for securing to the vehicle and/or filling with the required amount of water
5. Exit the vehicle using a safe method of lowering yourself to the ground. DO NOT JUMP OFF THE BACK OF THE VEHICLE
6. Secure the toilet unit(s) before moving off

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| **Confirmation** |

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| Print Name: |

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| Signature: |  | Date: |