

# Supplier's Guide to Goods Handling Instructions

The purpose of a goods handling instructions is to provide detailed conditions for planning and carrying out work preparation for loading, unloading and handling of goods, as well as lifting operations.

With the right conditions and clear planning of a work operation, risks can be prevented and the work can be carried out efficiently, healthily and safely.

## When is a Goods Handling Instruction needed?

A goods handling instruction is required for Class 2 deliveries and when developing lifting plans:

- Class 2 deliveries are unloaded or lifted by machine resource or crane.
- The characteristics of the goods may be decisive for the classification of lifts.
- When developing lifting plans, we need to know detailed conditions at package level.
- The number of packages and lifting method can be crucial for planning time and requirements for the place of unloading.
- Method selection for unloading and lifting affects the requirements for cordoning off.
- Work tasks that have a major impact on quality, time and the environment.

### Class 2

- Deliveries loaded/unloaded with machinery or crane.
- Deliveries loaded/unloaded in areas requiring access through the work area.



## Organisation and planning

- The manufacturer of a product has knowledge of how the goods *can* be handled safely. This knowledge needs to be communicated to the buyer.
- The manufacturer is responsible for ensuring that the goods marking, as below, is carried out so that the characteristics of the goods are clearly stated on an individual package
- The buyer of the product must request goods handling instructions from the manufacturer.
- The buyer ensures that goods handling instructions are communicated to goods recipients, lift coordinators and delivery coordinators well in advance of work preparation and delivery.
- The work preparation must assess how the handling instructions from the manufacturer can be applied based on the specific conditions.

## Goods handling instructions should answer the following questions:

- 1) Characteristics of the goods by package in terms of weight, dimensions, centre of gravity, stability and shape.
- 2) Packaging and wrapping design. Descriptive or in the form of images/pictograms.
- 3) Any lifting instructions
- 4) Type of load carrier or pallet?
- 5) Goods marking
  - a) Pictogram
  - b) Centre of gravity marking
  - c) Direction of handling
  - d) Warnings
- 6) What checks should be carried out before unloading or lifting begins?
  - a) Method of unloading or lifting?
  - b) Equipment requirements
- 7) How should goods be stored at the worksite before installation
  - a) Weather protection?
  - b) Stabilisation requirements?
  - c) Possible to store packages at height?
- 8) When unpacking and unwrapping
  - a) Does this need to be done in any special order?
  - b) Can all packaging be removed at one and the same time?



With the right conditions and a clear plan for the work, safety also increases.

We work safely, or not at all!