

Important information for employees and contractors

About this guide:

This guideline is intended to provide loaders, unloaders and lorry drivers with key safety information when loading and unloading material / equipment on British Steel sites.

The guideline outlines the principles of identifying safe and unsafe areas in relation to loading and unloading activities, and how they can be implemented.

The principles of **red** and **green** zones **must** be implemented at **every** loading and unloading area.

What is an exclusion zone?

An exclusion zone is an effective means of identifying safe and unsafe areas when loading or unloading is taking place.

They are necessary because things can go wrong during loading operations - loads can slip, swing or fall, and if they do, people need to be clear so they do not get trapped or crushed.

Red Zones

Nobody is allowed to enter **red zones** during loading / unloading activities.

If something goes wrong, someone could be crushed or killed by moving equipment or falling product. These areas include:

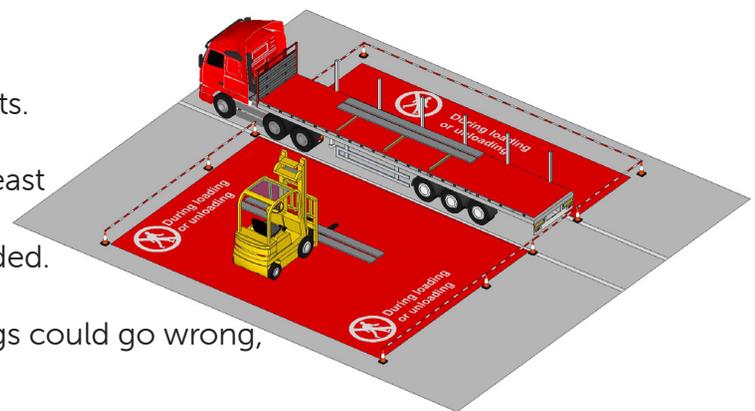
- The far side of the vehicle
- Areas close to moving loads, cranes or forklifts.

As a guide, the **red zone** should be extended by at least 3 meters away from any moving load or equipment, but the size will vary with the material being (un)loaded.

When determining **red zones**, think about how things could go wrong, and if they do, what will happen to the load.

Red zones may very well vary during the loading process e.g. when loading the front of the trailer, it may be safe to be at the rear of the trailer, but when loading the rear, the previously safe zone will become unsafe.

As a result, it may not always be possible to paint areas as **red zones** - so effective segregation may need to be achieved by temporary barriers or by other means.



Red zone: Stay well clear of forklifts, cranes and moving loads.

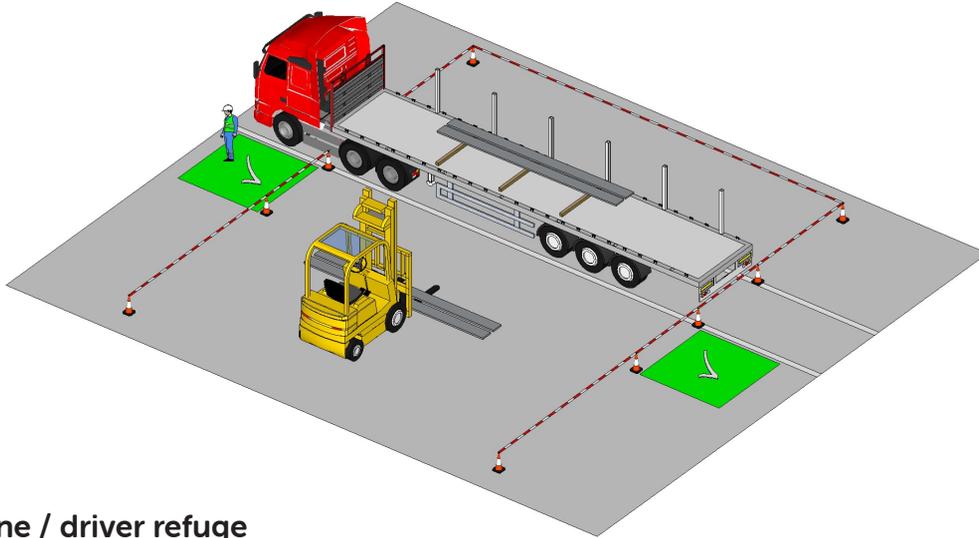
Red zone: The opposite side from loading is much more dangerous than appreciated.

Green Zones

Green zones are the **safe areas** where lorry drivers, crane drivers or other personnel involved in loading or unloading operations should be positioned.

If something goes wrong, they are clear of any falling product.

In some cases it may be beside the cab, in others it could be a separate area altogether.



Driver safe zone / driver refuge

Where drivers are not directly involved in the loading process, they should go to a defined driver safe zone – a designated safe place where they cannot be injured should something go wrong during loading operations. The positioning of each safe zone is at the discretion of the loading site as per the site risk assessment.



Wherever possible, driver safe zones should:

- be located to allow the driver to view the loading process
- provide seating and, if outside, protection from adverse weather
- provide relevant safety documentation, or other information (e.g. load restraint guidance, what to do in an emergency, etc.)
- Should the driver be required to approach/communicate with the loader, or to flag an issue, the driver should remain in the safe zone until the loader has isolated / made safe any loading equipment - and should only leave the safe zone when instructed by the loader

The driver must not be in his cab or on the vehicle bed during loading / unloading operations.

Green zone: The driver can see and can be seen, and is clear of any potential falling product.



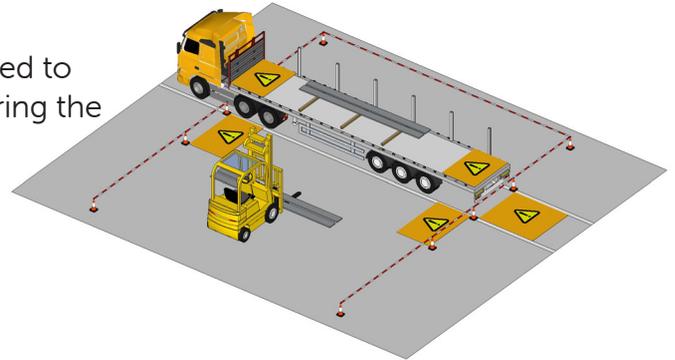
Amber Zones

Amber zones are the areas where there is potential to have an increased risk, but for practical and operational reasons, someone may be required to enter the zone.

An example could be to position or remove lifting equipment from a load. Ideally, exclusion zones should only have **red** & **green** areas.

If **amber zones** are necessary, then extra caution needs to be taken and additional procedures may be required - e.g.

- forklift truck switched off with handbrake applied to prevent unintentional movement prior to entering the **amber zone**
- crane control must be isolated and put down



At all times the loader is in charge of the operations and as such should **STOP** all operations if they foresee a risk, ensuring that the driver is in the safe haven before seeking assistance from superiors.

Wherever possible, **amber zones** should be avoided, and the "Operational Reasons" must be engineered out to create a **green zone**.

Physical Barriers

The use of some form of physical barrier is required to help reinforce the location of exclusion zones.

Segregation of people, forklifts, mobile plant or other (un)loading activity will be much more effective when using a barrier, whether permanent or temporary.

Examples of barrier types can be:

- cones
- plastic chains
- retracting belts

Or whatever suits a particular location.

All these methods can easily and quickly be set up resulting in well managed exclusion zone.

It is vital that exclusion zones are implemented on a day-by-day basis, and the loader, crane driver or forklift driver has a key role in the operations.

Should anyone enter the **red zone**, the loader must STOP and instruct the person to leave the area. Loading must not continue until the person has retreated to a safe area (the **green zone**).

Training and communication are important – ensure everyone involved fully understands the principles of Exclusion Zones and they know their responsibilities in making them work.

Can't See...? - Can't Work!

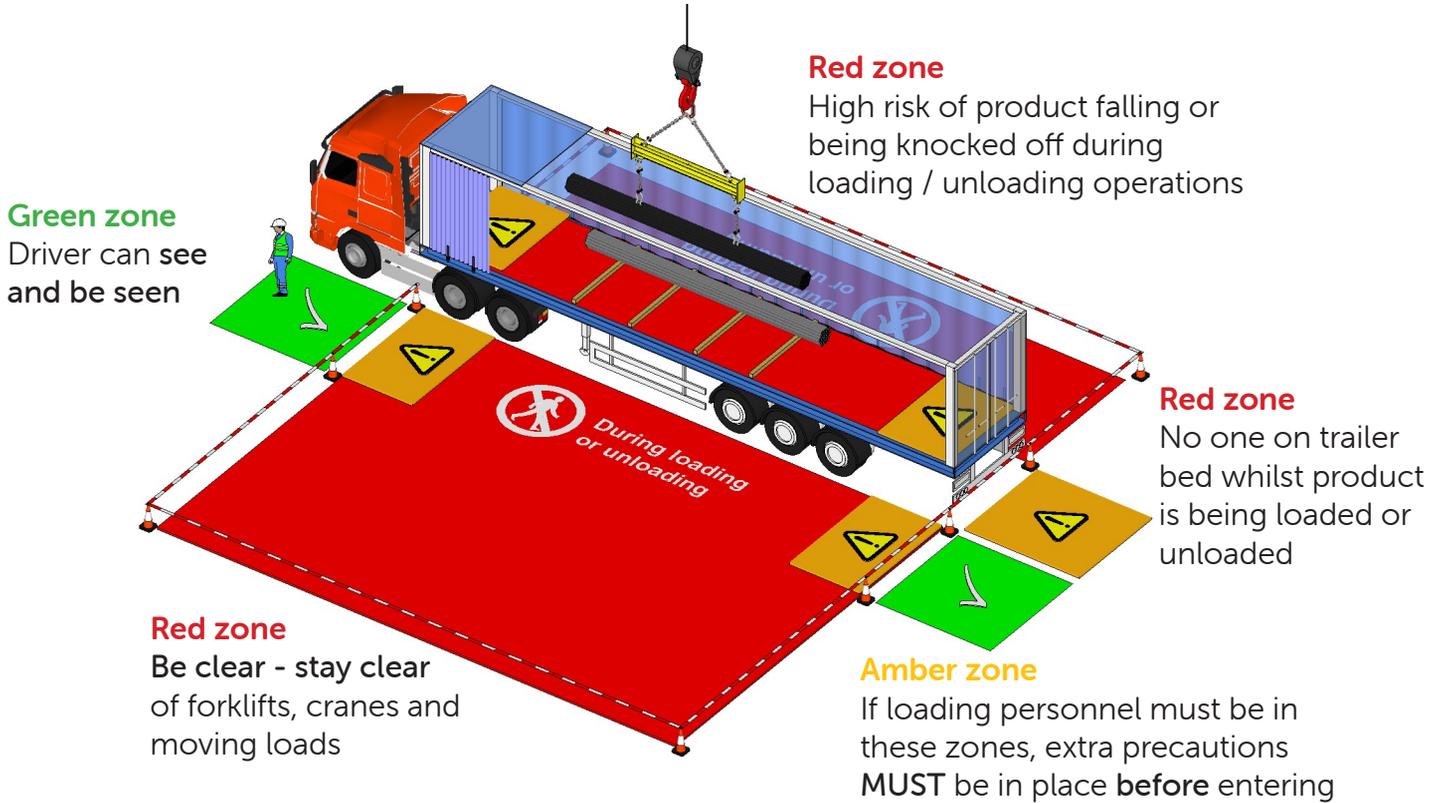
If you can't see the person you're loading with (i.e., the lorry driver) you can't be sure they are in a safe position, so **STOP** until they are visible and safe.



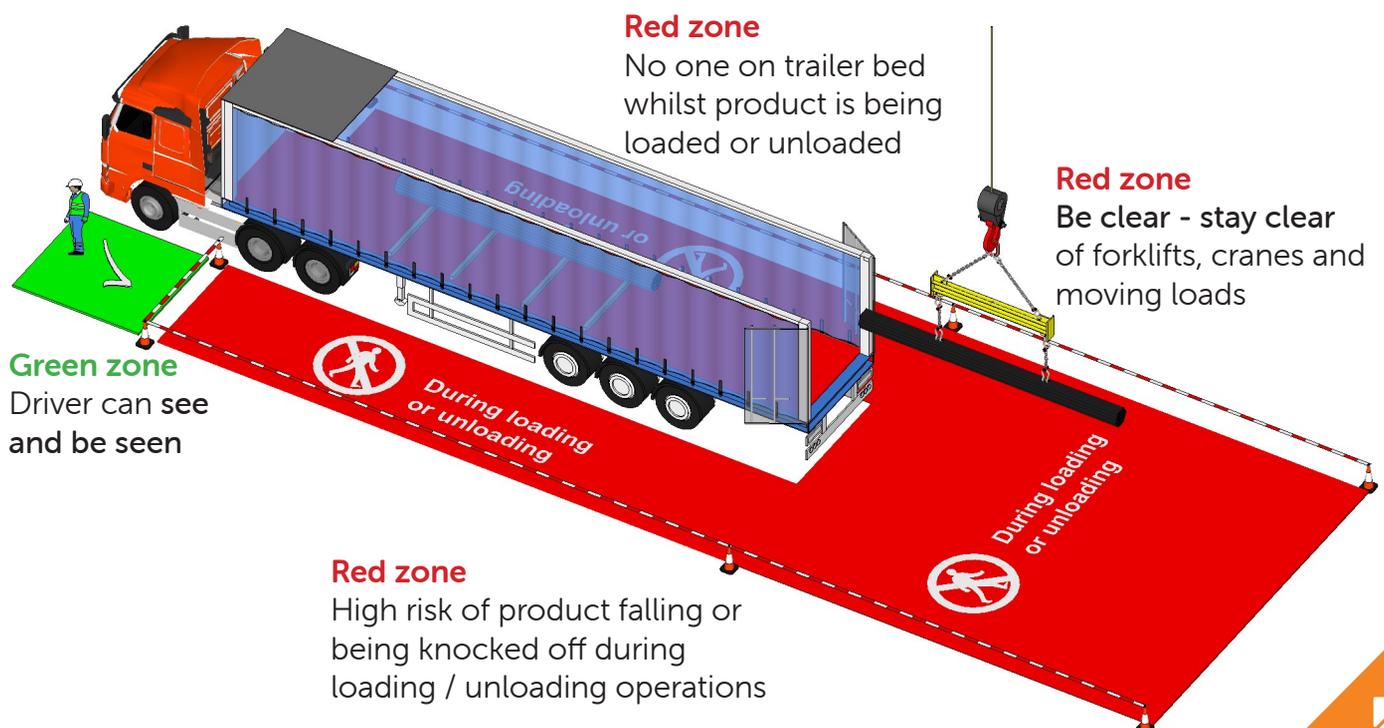
Loading Area Examples

A compliant loading area should be maintained during **all** loading / unloading operations.

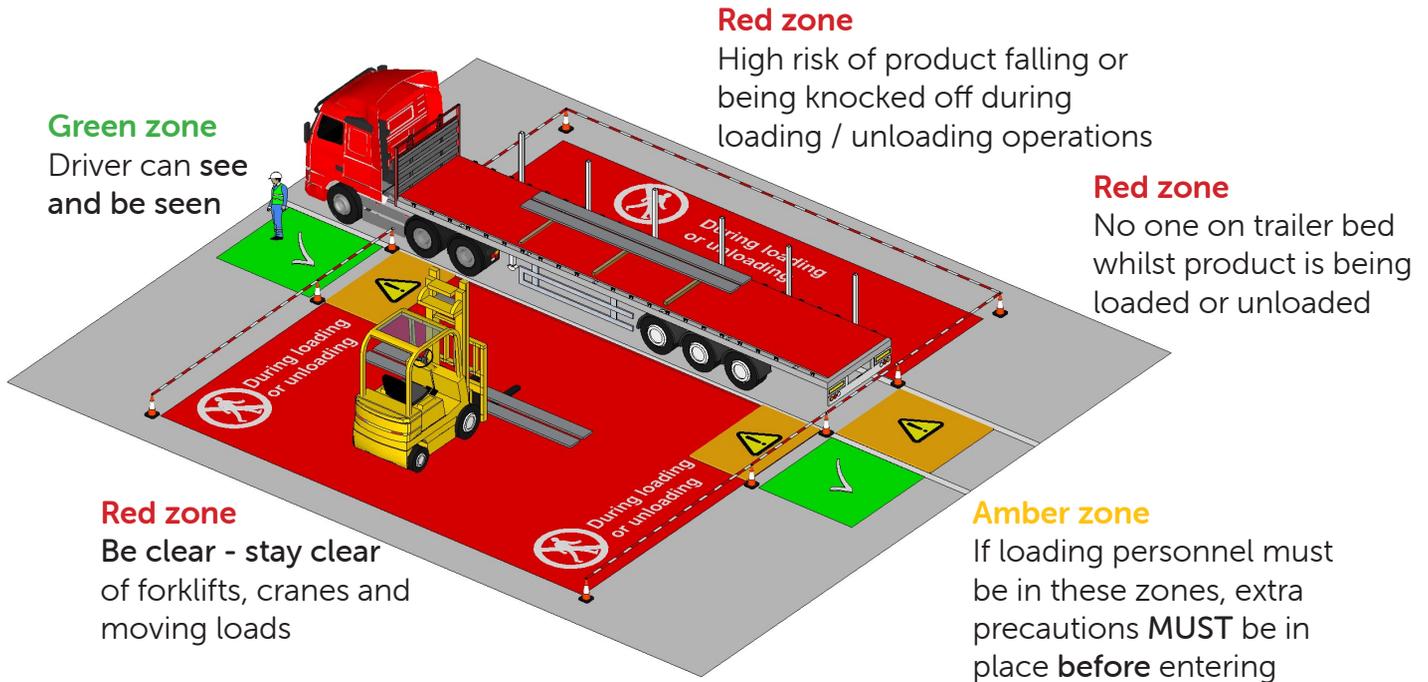
Example 1: Loading curtainsider trailer through the roof



Example 2: Loading curtainsider trailer through the rear doors



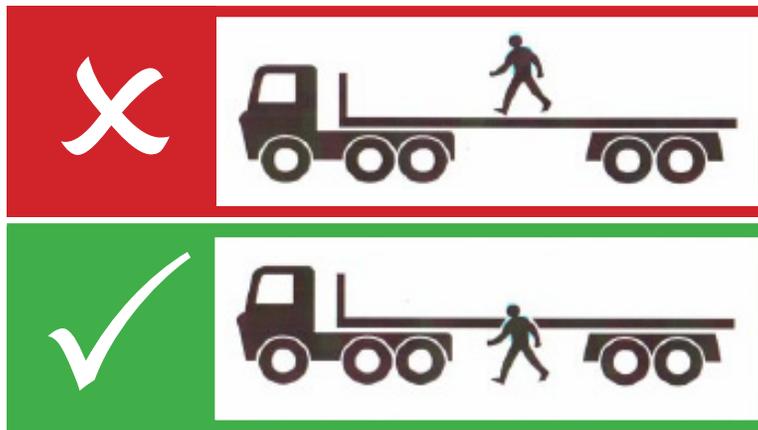
Example 3: Loading with Forklift Truck (FLT) from the side



Working on trailers

Physically working at height on the bed of a trailer must be avoided wherever possible. Where the task cannot be completed without accessing the trailer, appropriate measures must be implemented to:

- provide safe access to the trailer bed;
- prevent falls or mitigate the consequences of falls from the trailer bed.



Working at height

Should access to trailer beds be required, a Work at Height Risk Assessment must be carried out by a trained risk assessor, and **ALL** measures must be implemented prior to any commencement of work.

Remember:

Can't See...? - Can't Work!

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