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Site Operating Procedure

This document establishes the mandatory safety and operational procedures for the CT Lewis Ltd yard in Swansea, specializing in storage container management and HIAB (truck-mounted crane) operations.

1. CORE SITE RULES

Yard Manager

- Enforce site rules.
- Conduct daily inspections.
- Investigate incidents.
- Authorise lifting operations.

HIAB Operators

- Hold valid certification.
- Complete pre-use inspections.
- Stop work if unsafe conditions exist.

Visitors and Customers

- Follow instructions from CT Lewis staff.
- Wear required PPE.
- Remain within authorised areas.

Traffic Management

- Maximum speed limit 5 mph.
- One-way traffic route marked by signage.
- All reversing vehicles must use a banksman.
- No unauthorised parking in operational areas.

2. SITE OPERATING HOURS

- Monday – Friday - 24 hours
- Saturday – 06:00 to 18:00
- Sunday – 06:00 – 18:00
- Emergency Access due to Call out from customers (e.g. Western Power)
- Out-of-Hours Access: Vehicles may arrive late back to yard in certain circumstance (e.g. Heavy traffic incident on the Motor Way)

3. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The following Class 3 PPE must be worn by all staff, drivers, and visitors before entering the yard:

- High-visibility jacket or vest to BS EN ISO 20471.
- Steel toe-cap boots with midsole protection.
- High-grip mechanical gloves during lifting operations.

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4. STORAGE CONTAINER OPERATIONS

Safe Handling & Stacking

- **Inspection:** Check container corner castings and locking mechanisms before handling.
- **Ground Conditions:** Containers must only be placed on level, stable, and reinforced ground.
- **Stacking Heights:** Maximum stack height is 2 containers high, subject to wind conditions.
- **Wind Limits:** Cease all container stacking operations if wind speeds exceed 32 mph (Gale Force 7).

Customer Access Control

- **Escort Policy:** Customers accessing their containers must be accompanied by a CT Lewis Ltd staff member.
- **Vehicle Parking:** Customer vehicles must park in designated bays, away from the heavy lifting zones.

5. HIAB & LIFTING OPERATIONS

Pre-Use Checks

- **Documentation:** Ensure the HIAB vehicle holds a valid LOLER (Lifting Operations and Lifting Equipment Regulations) certificate.
- **Visual Check:** Inspect hydraulic lines, outriggers, hooks, and lifting slings for wear or leaks.
- **Operators must work within the crane manufacturer's load chart.**

Exclusion Zones & Deployment

- **Stabilisation:** Fully extend and lock all outrigger legs. Use spreader pads on all surfaces.
- **Zoning:** Set up physical barriers or cones to establish a 5-metre exclusion zone around the lifting radius.
- **Overhead Hazards:** Check for overhead power lines, cables, or structures before deploying the crane boom.
- **Any complex lifts will require a Written lift plan in place prior to any lift taking place**

6. TRAFFIC & PEDESTRIAN MANAGEMENT

- **One-Way System** Vehicles shall follow the designated one-way system, keeping to the left of the central storage area when entering and exiting the yard.
- **Pedestrian Walkways:** The yard surface consists of compacted stone. Pedestrians must establish eye contact with vehicle operators before entering operational areas.
- **Visitor Briefing:** All visitors must sign in at the main office and receive a safety briefing before entry.

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7. EMERGENCY & INCIDENT PROCEDURES

Emergency Contacts

Fire/Ambulance/Police	999
Yard Manager	
Director	
First Aider	

Fire Action

1. Raise Alarm: Shout "Fire" and activate the nearest manual fire alarm point and contact 999 with the emergency
2. Evacuate: Leave the yard immediately via the main gates.
3. Assemble: Report to the designated Assembly Point at the Main Entrance Gate.

8. First Aid & Spills

- First Aid: The primary first aid box and qualified first aider are located in the Main Office.
- Chemical/Oil Spills: Deploy the spill kit located next to the HIAB parking bays immediately. Report the spill to the Yard Manager

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