

# CARTERS

Your  
**Building Partner**



## **SORTING YOUR DELIVERIES SAFELY ONSITE WITH CARTERS**

Having a plan and understanding the risks involved with deliveries is everyone's responsibility. Use this handy guide to make sure deliveries go smoothly on your sites.

## Preparing for a delivery

Preparing a safety plan for your jobsite before a delivery takes place is important to check and plan for any potential hazards. Both the builders onsite and the delivery driver must prepare a plan together.



## Delivery tracking alerts

Our CARTERS drivers will send an alert to your smartphone in real-time to let you know when they're on their way. The text message has a live tracking link so you can see where the truck is en-route, and be there ready to receive your delivery.

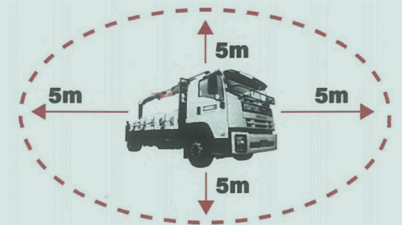


## Unloading zone

Having a clear area on stable ground ready for delivery is ideal to make it fast and easy to unload. Think about any overhead hazards that need to be minimised, as well as the space where the truck will park - our trucks need to position their side stabiliser legs to steady the load, so having extra space for firm footings is essential.

### The Exclusion Zone

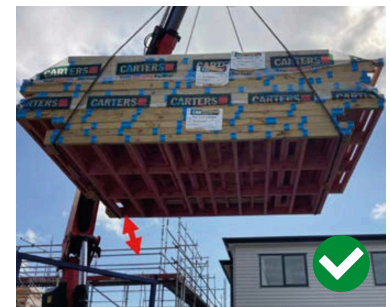
Aim to have 5 meters clearance around the delivery vehicle at all times.



### Having enough clearance

There should always be sufficient clearance between the load and any obstructions, such as scaffolding, overhead powerlines or underground services.

**Don't work within 4 metres of a powerline unless the electrical company has given written permission.**



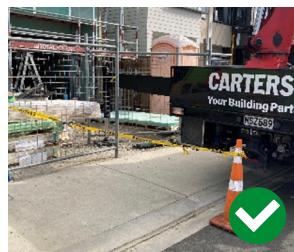
### Knowing it can take the weight of the load

You should know the weight of the materials load and be confident that what you're placing it onto can hold that weight sufficiently.

Scaffold class	Maximum load per platform per bay	Maximum concentrated load per platform per bay (should be over transom)
Light	225kg	100kg
Medium	450kg	150kg
Heavy	675kg	200kg

### Safe working areas

Setting up exclusion zones using cones, tape, barrier poles or retractable belts to keep moving vehicles and pedestrians clear of the work area is important to minimise risk.



## Your personal safety matters

### Personal Protection Equipment

Anyone who is involved with the delivery, unloading or lifting of materials must always wear PPE for their own safety. This includes:



Hard Hat



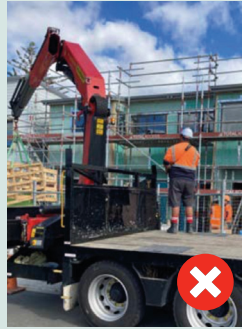
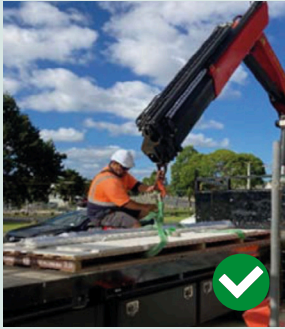
High Visibility Clothing



Foot Protection



Gloves when required



### Clear the Area

Take steps to remove any unnecessary or unauthorised team members from the work area, including beneath where the load will be lifted across. Our Hi-Ab Operators won't proceed until the area is clear.

*Workers in the vicinity must not stand under live loads when they are being lifted.*

### During Offloading

Stay clear from the load at all times.



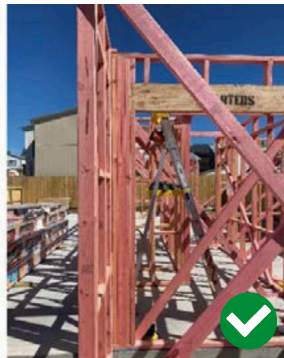
Always use aids to assist and attach tag lines if required.



Be aware - don't put any part of your body into a space it could get trapped.



Do not attempt to physically restrain a swinging load, or arrest the swing with your hands or body.



Make sure lifting equipment can be undone without putting anyone at risk of fall from height e.g. use a ladder, nets, scaffolding or temporary edge protection.

## HERE'S HOW YOU CAN HELP

Run through the list below as a quick check each time.

- Keep us in the loop**  
Tell us if there are any specific site delivery requests or safety requirements at the time of booking.
- Unloading zone**  
Establish an unloading zone that has clear access. If you're unsure, your CARTERS Account Manager or driver can assist.
- Clearance**  
Allow 4m clearance from power lines (i.e. top of crane) for all deliveries.
- Designated delivery contact**  
Have a designated person on site who is responsible for the unloading zone.
- Unmanned sites**  
Ensure that keys/combinations are provided for locked gates prior to delivery. Mark out or display signs for the established unloading zone.
- Get the site is ready for delivery**  
Clear any obstacles from the accessway and unloading zone. Make all builders/subbies on site aware of the delivery exclusion/unload zone and keep the area clear.
- Tell us about any access challenges**  
If a driveway is too tight due to overhanging trees, phone cables, retaining walls, posts etc, identify a suitable unloading zone e.g. at the end of the driveway.
  - Challenges include sharp turns, narrow < 3m, steep gradient > 30° sealed >10-15° (unsealed).
  - Please advise your CARTERS branch if there are suspected access challenges prior to delivery, remember we're here to support you.
- Returns**  
We can pick up returns of other products, but this needs to be advised at the time of booking a truck - on site requests can't always be actioned due to timelines on scheduled deliveries.



### If we need your help with delivery

Please follow the safety instructions of the driver, they know what's required to keep everyone safe.

*Our drivers are trained and qualified HIAB operators who follow the most up to date regulations for your safety and theirs.*

For any queries contact your CARTERS Account Manager or your local branch despatch coordinator.