

Shake-Out and Unloading Plan

0206500_CP_11_24_en_A2.1



Instructions: Complete the Shake-out / unloading plan template below. This plan template should include site specific details regarding the staging of materials for steel erection activities.

Project Title:

Plan Template Author (print name):

Subcontractor (company name):

Date:

General

Pre-Construction Conference – Accomplished by Site Superintendent prior to the start of unloading Engineering Buildings from trucks. All personnel will have signed Centennial’s site safety policy form and have completed a Centennial project safety orientation.

Project Location:

Unloading Sequence

Material will be delivered to the project site via flat bed trucks? Yes No

If yes, access points and routes of truck/trailer travel have been established? Yes No

All ground personnel will, at a minimum, utilize ANSI Class II Retroreflective PPE? Yes No

Has a lay-down area been established for placement of materials? Yes No

If yes, describe:

Note: Construction superintendent will coordinate staging of materials with subcontractor personnel.

Will the use of powered industrial trucks (Forklifts) be used to unload material?

If yes, describe:

If yes, forklifts will be inspected daily by a competent person and the completed inspection reports will remain on site: Yes No

Note: All palletized material will be removed using standard forklift procedures and within forklifts manufacturers guidelines. The maximum lift of any load will not exceed 75% of the maximum lifting capacity of equipment.

Un-palletized Material

All un-palletized materials have been identified on shop drawings? Yes No

Note: These drawings list overall length, size and weight of each piece. These shop drawings are being provided to the subcontractors so they can identify correct pick points using the center of gravity for balance and proper weight distribution.

The maximum lift of any load will not exceed 75% of the maximum lifting capacity of assigned lifting equipment. Yes No

Note: The forklift driver shall lift the load a few inches to ensure the load will not shift.

The forklift manufacturer has verified that there are no limitations/restrictions for material hanging laterally over the tines.

Yes	No
-----	----

The tines will be slid under each piece of material with a balanced load. This piece will be slid back against the mast and secured to prevent movement. The competent person shall determine the best way to secure each load. When the load extends past the tines, the competent person shall determine the safest way to control the load. Tag lines shall be made available and used when the competent person deems them necessary to stabilize/control the load.

All personnel will remain clear of the lift and load.

An area has been identified where ground personnel shall be located so they are not exposed to the load or hazards associated with the load?

Yes	No
-----	----

If yes, explain:

--

Exclusion areas will be readily identifiable with the use of barricades (i.e. caution tape / candle sticks)?

Yes	No
-----	----

Note: This exclusion area shall encompass the lifting/unloading area all the way to the lay-down area. The only workers allowed in the exclusion area are those workers designated by the competent person and having a direct relationship with the load (i.e. tag line holders). Workers in the designated exclusion area shall wear reflective outer-garments as stated in ANSI/SEA 107. Truck drivers will also be removed from the exclusion area.

Manual Material Handling / Other Trades On-Site

The Construction Superintendent will coordinate other trades and construction activities during steel building unloading and assembly. Superintendent and erector shall maintain all routes of egress and access for other subcontractors or emergency vehicles. Subcontractors and trades shall be made aware of any hazards and shall stay clear of lifting or operation area.

Plan Review / Approval

Centennial PSO/Superintendent:

Name:

--

Date:

--

Centennial SSR:

Name:

--

Date:

--