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| **UNLOADING OF PORTABLE TOILET UNITS FROM SERVICE/SUPPORT VEHICLE IN THE DEPOT** |
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| 1. | Wherever possible the unloading of portable toilet units from the service/support vehicle should be done using a mechanical aid. If this is not possible follow PSE Guidance Note 1248.1 Manual Movement of Portable Toilet Units. |
| 2. | Never attempt to lift the toilet unit unaided. |
| 3. | Position the vehicle as close as possible to the off-loading area as possible to limit the amount of manual handling required. |
| 4. | Ensure that there are no obstacles on the flatbed of the vehicle before proceeding to move the toilet unit onto the tail lift. Lower the tail lift to ground level. |
| 5. | If for any reason a pallet truck or fork lift is not available then follow procedures in GA124802 Manual Movement of Portable Toilet Units. |
| 6. | Exit the vehicle using a safe method of lowering yourself to the ground. DO NOT JUMP OFF THE BACK OF THE VEHICLE. |

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| **LOADING OF PORTABLE TOILET UNITS ONTO SERVICE/SUPPORT VEHICLE IN THE DEPOT** |
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| 1. | Wherever possible the loading of portable toilet units on to the service/support vehicle should be done using a mechanical aid. If this is not possible, follow instructions for Manual Movement of Portable Toilet Units. |
| 2. | Never attempt to lift the toilet unit unaided. |
| 3. | Once the toilet unit has been positioned onto the tail lift of the vehicle, raise the tail lift to the appropriate level. |
| 4. | Ensure that there are no obstacles on the flatbed of the vehicle before proceeding, then position the portable toilet unit ready for securing to the vehicle and/or filling with the required amount of water. |
| 5. | Exit the vehicle using a safe method of lowering yourself to the ground. DO NOT JUMP OFF THE BACK OF THE VEHICLE. |
| 6. | Secure the toilet unit(s) before moving off. |

Please use instructions for loading and unloading of toilet units in conjunction with the National Sanitation Qualification Training Scheme recommendations.

Disclaimer:

This document is for guidance only and should be adapted in accordance with your Company procedures.

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