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| **UNLOADING OF PORTABLE TOILET UNITS FROM SERVICE/SUPPORT VEHICLE ON SITE** |
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| 1. | On arrival at site, speak with the customer or his agent to determine where the toilet is to be situated. |
| 2. | Advise the customer of the best position for the toilet unit so that the service operator can have good access when servicing the toilet unit. (If it is to be put in an area with poor access this must be notified to the operating company so that the service operative can be made aware of possible problems). |
| 3. | Position the vehicle as close to the off-loading area as possible to limit the amount of manual handling required. Ask the customer or site staff to guide you whilst you are manoeuvring your vehicle into position. |
| 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. | Exit the vehicle using a safe method of lowering yourself to the ground. DO NOT JUMP OFF THE BACK OF THE VEHICLE. |
| 6. | Never attempt to lift the toilet unit unaided. |
| 7. | If there is a mechanical aid on site, ask customer if it can be used. If not then follow procedures shown in PSE Guidance note GA124802 Manual Movement of Portable Toilets. |

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| **LOADING OF PORTABLE TOILET UNITS ONTO SERVICE/SUPPORT VEHICLE ON SITE** |
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| 1. | On arrival at site, speak with the customer or his agent to determine where the toilet is situated. |
| 2. | Position the vehicle as close as possible to the loading area to limit the amount of handling required. Ask the customer or site staff to guide you whilst you are manoeuvring into position.. |
| 3. | If there is a mechanical aid on site, ask customer if it can be used. If not then follow procedures in PSE Guidance note GA124802 Manual Movement of Portable Toilets. |
| 4. | Never attempt to lift the toilet unit unaided. |
| 5. | Once the toilet unit has been positioned onto the tail lift of the vehicle, raise the tail lift to the appropriate level. |
| 6. | Position the toilet unit for travelling by filling the capacity of the vehicle from the headboard to rear (evenly). |
| 7. | Exit the vehicle using a safe method of lowering yourself to the ground. DO NOT JUMP OFF THE BACK OF THE VEHICLE. |
| 8. | Secure the toilet units 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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