

BSJ-G-08.7a - HEALTH & SAFETY SPECIFICATION FOR THE PROCUREMENT OF WINDOWS & GLAZING MATERIALS

1. Scope	
1.1.	This procurement specification applies to all windows and glazing materials including, glazed and unglazed frames, glazing units, curtain wall panels etc. It applies to materials procured by any party for use on a St Joseph site, including contractors, subcontractors or directly procured by St Joseph.
2. Orientation and Packing Requirements	
2.1.	The following must be discussed and agreed with the construction team at tender stage and prior to placing the order to enable assessment and planning of site logistics and materials distribution facilities (e.g. hoist dimensions etc.)
2.2.	Before they are delivered to site, all windows and glazing materials (including unglazed frames) must be orientated on the pallet, transportation rack, or stillage in the 'landscape' orientation by the supplier so as to provide the lowest possible centre of gravity of the load during movement on site; (i.e. the longest dimension in the horizontal orientation and the shortest dimension in the vertical. See pictorial examples below.)
2.3.	All windows and glazing materials (including unglazed frames) must be individually banded onto their pallet, transportation rack, or stillage so that each panel can be individually released and removed on site without the need to release the others.



3. Unloading and distribution	
3.1.	The method for unloading the materials from the delivery vehicle and distributing them on site must be discussed and agreed with the construction team, the supplier and the installer prior to procurement. Note: A Materials Journey Plan must be created by the party responsible for the materials when they arrive on site. Where the Project Team directly procures the materials, this must be done jointly between the Project Team and the installing contractor to ensure that all stages are included.

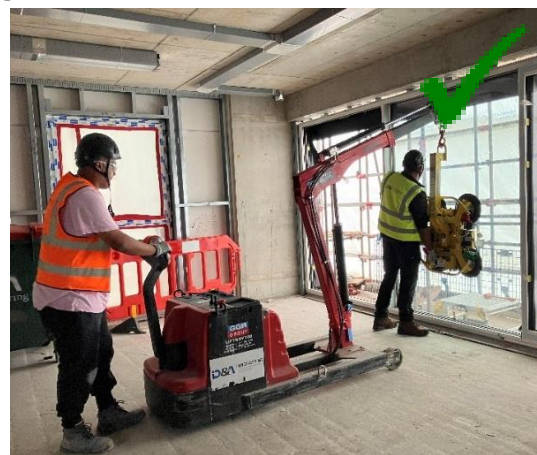
Document Title:	Specification for the Procurement of Windows & Glazing Materials	Document Number:	BSJ-G-08.7a
Author:	John Perkins	Version number:	1.1
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- 3.2. If any on-site lifting of the materials by crane is considered necessary as part of the distribution method, the materials must be supplied safely secured (in line with section 2 above) onto proprietary, purpose designed and certified stillages / transportation frames with a certified Safe Working Load (SWL) adequate for the weight of the materials each stillage / frame will carry. Otherwise, they must be supported from underneath and offloaded using a forklift.
- 3.3. In the event that windows and glazing materials are to be supplied on transportation racks or stillages fitted with wheels, it must be agreed with the supplier as part of the order that they will be delivered to site on vehicles with protected or enclosed back and sides such as a curtain sided lorry or similar protected load bed. This is to provide protection against accidental fall of stillages during unloading.

4. Handling during installation

- 4.1. Glazed windows, units, or panels are to be mechanically lifted into position during installation using suitable proprietary mechanical lifting equipment such as the examples displayed below. The manual lifting of any glazed windows, units or panels must be avoided wherever possible. In the event that a contractor proposes to manually lift any glazed items into place during installation, a documented justification and a manual handling risk assessment must be provided by the installation contractor. These proposals must be agreed with the project team prior to the installation taking place, and should only be permitted for small and light items in situations where mechanical aids are not practicable.

Examples of mechanical lifting aids for windows, glazing and glazed units



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