

THIS INSTRUCTION SHEET IS FOR YOUR CREWS. DISTRIBUTE IT TO HELP THEM SAFELY UNLOAD AND ASSEMBLE ALUMINUM BOX CULVERTS AND METAL HEADWALLS.

DON'T ASSUME THAT EXPERIENCED WORKERS KNOW ALL THE ANSWERS. REVIEW THESE INSTRUCTIONS WITH YOUR SUPERVISORS AND CREWS. IT CAN MEAN A SAFER AND BETTER JOB FOR YOU AND YOUR CUSTOMER.

ANYTIME A QUESTION OR PROBLEM ARISES, CONTACT YOUR CONTECH REPRESENTATIVE BEFORE YOU PROCEED.

 **This safety alert symbol indicates important safety messages. When you see this symbol, be alert to the possibility of personal injury, and be sure you understand the message that follows.**

Terms you should know

 **Alerts you to hazards or unsafe practices that CAN result in severe personal injury or property damage.**

 **Messages about procedures or actions that must be followed for safe handling of aluminum box culverts.**

 **Falling aluminum structural plates and accessories can cause severe personal injury or death.**

 Read and follow all safety instructions before unloading structural plates and accessories.

 **Notwithstanding the instructions contained in this booklet, it is the responsibility of the consignee or consignee's agent to devise safe unloading and handling procedures**

Unloading and handling

The following equipment is recommended for unloading aluminum structural plates and accessories:

- Forklift
- Front-end loader with fork adapters
- Backhoe with fork adapters
- Cranes
- Non-metallic slings

Other unloading methods such as chains, wire rope, cinching, or hooks in the end of the bundles should not be used.

 **Do not stand or ride on the load of aluminum structural plates and accessories while they are being unloaded.**

SAFETY INSTRUCTIONS



Failure to follow these instructions can result in serious injury, death and /or damage to aluminum structural plates and accessories.

1. Only trained and authorized equipment operators are to be permitted to unload the aluminum structural plates and accessories.
2. Wear approved safety hat and shoes, gloves, and eye protection.
3. Park the truck and trailer on level ground before you start unloading.
4. Keep all unauthorized persons clear of the area when the driver releases the binders from the trailer and during unloading.

 5. Sometimes aluminum structural plates and accessories are bundled together on the truck with steel straps. Do not cut the steel strapping around the bundles until the bundles have been placed on level ground, blocked or secured, and will not be moved again as a unit. It is recommended that the steel strapping be cut with appropriate sized cutting tools. Stand to the side when cutting a strap. Always be aware that aluminum structural plates and accessories may move, roll, or fall when a strap is cut.

6. Do not lift bundles by the steel strapping around the bundles. 

7. Know the capabilities and rated load capacities of your lifting equipment. Never exceed them.

8. Do not stand or ride on the load of aluminum structural plates and accessories while it is being unloaded. 

Do not stand beneath or near the aluminum structural plates and accessories while they are being unloaded.



9. If unloading at multiple site locations, make sure the truck driver secures the remaining load before proceeding to the next location.
10. The contractor shall be responsible for the safety of his/her employees and agents. Adequate safety indoctrination is his responsibility and shall be given to all personnel employed by his firm.
11. Safe practices on construction work as outlined in the latest edition of the "Manual of Accident Prevention in Construction," published by The Associated General Contractors, shall be used as a guide and observed.
12. The contractor shall comply with all applicable city, state, and federal safety codes in effect in the area where he is performing the work. This conformance shall include the provision of the current issue of the "OSHA Safety and Health Standards (29 CFR 1926/1910)" as published by the U.S. Department of Labor.

Assembly and installation

1. Contech recommends using non-metallic slings for all aluminum structural plates and accessories handling requirements.
2. Hooks, chains, or wire rope may damage the aluminum structural plates and accessories, and should not be used.
3. Do not push bundles off the trailers or permit aluminum structural plates and accessories to drop to the ground.
4. Prior to assembly and installation, review and understand the engineer's project plans and specifications.
5. Thoroughly review and study the product catalog, assembly instructions, assembly drawings, and bill of material prepared for your order and enclosed by Contech with the shipment.
6. Observe all OSHA safety regulations and guidelines during assembly and installation.

7. During installation and prior to the construction of permanent erosion control and end treatment protection, special precautions may be necessary to avoid damage. The structure must be protected from unbalanced loads and from any structural loads or hydraulic forces that might bend or distort the unsupported ends of the structure. Flotation of the structure and erosion or wash-out of previously placed soil support must be prevented to ensure that the structure maintains its load carrying capacity. 

8. HEAVY CONSTRUCTION LOADS ARE ABSOLUTELY NOT PERMITTED TO CROSS OVER ALUMINUM BOX CULVERTS UNDER ANY CIRCUMSTANCES. 

9. The maximum allowable live loads and dead loads are those specified by the project engineer.