

# Toolbox Talk



INLAND  
WATERWAYS  
ASSOCIATION

## Material Storage, Delivery and Ordering

### Storage:

- Always keep materials tidy and in order.
- Know where everything is and if you are having a lot of different things delivered together remember to try and order them with what you need to gain access to first.
- Keep things separate so they don't get mixed up.
- Always keep fuel in the right containers (petrol/diesel/2-stroke) and label them.
- Remember to keep cement and lime in a dry space otherwise it will get ruined.
- It is always good to try and keep wood as dry as possible as it can warp. When carrying wood remember 8' x 4' ply sheets don't fit into the van, so its important to think about transport and delivery.
- Store materials with a 'use-by' date in order with oldest to be use first.

### Delivery:

- It is important to plan in advance thinking about the size of the lorry and the load itself. Will it fit?
- How is your material arriving? Bagged or loose?
- How much space do you need for the arrival of the stone you're getting? Is everyone happy with where it is going?
- It's always good to offer a hand with deliveries but remember some drivers may have a routine and you may just get in their way. If you're unsure about how to help, just stand back.
- When materials are delivered remember to keep all documentation offered, check all materials over to note damage and quantity.

### Ordering:

- Before the beginning of your camp it is always best to discuss with the local group who will be doing the ordering of materials for the coming week.
- Remember to collect the delivery tickets after each delivery so you can keep a record of what you've had.
- Remember to always keep a tidy, safe site.

### Remember:

- Always keep your site tidy and store your materials securely and in a logical order.
- Make sure you have your materials on site prior to your camp or work party starting.
- Take into account what's being delivered– is there enough room for the truck on site?