


























SAFE WORKING PROCEDURES

Location	Trailer Parks/ Loading Dock	Revision	5
Process / Task	Coupling and Uncoupling	Document no.	RA SWP TAT 003
Required Equipment & Materials	Truck	Last Review Date	18/05/2023
Persons involved	Driver	Expiry Date	17/05/2025
Mandatory Training		Reference Documents	
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Commitments we live by				Personal Protection Equipment				Hazards						
	Fundamentals	Pedestrian Protection	Working at height		High Visibility	Gloves	Hearing Protection		Asphyxiation	Collision – mobile equipment	Crushed between objects	Entanglement		
	✓	✓	✓		✓	✓					✓	✓	✓	✓
														
	Mobile Equipment	Energy Isolation	Handling Loads		Helmet	Safety Footwear	Eye Protection		Fall from height	Manual tasks	Slips, trips or fall at same level	Struck by falling objects		
	✓	✓			✓	✓			✓	✓	✓	✓		
Take Time 1) Think through the task 2) Spot the hazard 3) Assess the risk 4) Take appropriate action 5) Do the task safely		Stop Work Authority: You have the responsibility and authority to speak up and stop any task that presents an unacceptable level of risk that could potentially result in a serious incident. This includes: Unsafe work; Unsafe acts and conditions; A situation where you are in doubt You are empowered to exercise your Stop Work Authority												
								Struck by mobile equipment	Struck by object	Release of energy	Human Behaviour			
								✓	✓	✓	✓			
<p>It is the duty of all employees to comply with the following Safe Working Procedure designed to provide a code of good practice and conduct with the objective of preventing accidents or harm. At all times employees must work in a safe manner both to prevent personal injury to themselves or others.</p>														




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Attention Points SWP- TAT 003		Action
PPE / Equipment		<ul style="list-style-type: none"> • Wear PPE
Fall from Height (Same Level)		<ul style="list-style-type: none"> • Check Ground conditions •
Struck by Mobile Equipment		<ul style="list-style-type: none"> • Stand clear • Remain visible • Be Aware of other Vehicles
Struck by Falling Objects – Ice, Water, Straps		<ul style="list-style-type: none"> • Be Aware of other visitors to the area • During adverse weather/ winter conditions Water or Ice may fall from trailer roof
Pulling away from or turning sharply into trailer parking area	Failure of Electric and Suzie connections - popping off couplings / lines breaking	Ensure electrics are correctly connected. Do not skew trailer into sharp jack-knife positions unnecessarily
Adverse Weather	<p><u>Windy / Blustery Conditions.</u></p> <p><u>Cold Weather.</u></p>	<p>Ensure the door is fastened back securely by the door retaining arm, check the doors regularly to ensure the arms have not slipped down. Take extra care when opening and closing trailer curtains. Where possible carry out the operations indoors, undercover or in an area not affected by the weather. Ensure warm clothing is worn underneath issued High Viz Jackets, Take regular breaks from the cold Drink warm fluids. Be aware of slippery conditions under foot when ice/snow/freezing temperatures occur.</p> <p>Where possible carry out the operations indoors, undercover or in an area not affected by the weather. When opening Sliding Roofs, check for snow/ice on the roof prior to attempting to open the roof. Take trailer to safe area away from pedestrians and other vehicles. With curtains and roof closed, enter back of</p>



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	<p><u>Hot Weather.</u></p> <p><u>Fog/Dim or dark conditions</u></p>	<p>trailer and using roof pole, gently push upwards on roof to break up snow and ice and allow it to fall safely over the sides. Take regular breaks from the heat, Drink cold fluids Where possible remove items of PPE during rest breaks to encourage heat loss. Be aware of early symptoms of Heat stress such as: <i>Inability to concentrate, Muscle cramps, Feeling faint, Severe thirst, Heat exhaustion – fatigue, giddiness, nausea, headaches, moist skin.</i> Seek medical assistance if any of the above symptoms are shown! Apply a high factor sun screen and wear sunglasses. Ensure High Viz jacket is worn, use head torches on helmets or Hand held torches, Be extra vigilant around vehicles – they may not be able to see you!! Where possible carry out the operations indoors, undercover or in an area not affected by the weather.</p>
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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	Coupling			
1	Slowly reverse the tractor unit towards the trailer, stopping just before the 5th wheel ramp contacts the trailer rubbing plate.	Fig. 1 - Blind spots/ crushing from Other vehicles/ pedestrians in area. Truck rollaway/ ground gradient.	Reverse alarm fitted to cab, Driver to check area is clear of persons prior to reversing. Stop activity immediately if pedestrians and other workplace vehicles vicinity. Use of trained banks man (where available), area segregated from pedestrians (where possible). Controlled entry of persons and vehicles. Apply the handbrake,	 Fig. 1
2	Walk around the trailer and do a visual check for any damage to trailer	Fig. 2 - Slips trips and falls a from height/ same level - uneven ground, crushing by other vehicles in area	turn the engine off and remove the keys. Alight truck using truck steps and use 3 points of contact. Check for tripping hazards. PPE – gloves, safety boots, High Viz vest. Be aware of other vehicles in area at all times. Be aware of ground conditions and foot placement.	 Fig. 2
3	Before coupling up to a trailer, check to ensure the trailer park brake is on (pulled out)	Fig. 3 - Slips trips and falls a from height/ same level - uneven ground, crushing by other vehicles in area	If it has not been applied; you must apply it before proceeding further!	 Fig. 3





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4	<p>Get back into the tractor unit cab using 3 points of contact, insert key and turn engine on, release the hand brake</p> <p>Open the 5th wheel locking pin. Level air suspension to the level of the trailer pick up plate. - Fig. 4</p>	<p>Fig. 4 - Trapping – in 5th wheel pin mechanism. Manual handling – stiff 5th wheel locking pin.</p>	<p>PPE – Gloves Ensure 5th wheel locking pin is regularly serviced.</p>	 <p>Fig. 4</p>
5	<p>Slowly reverse the unit under the trailer until the 5th wheel jaws engage - Fig. 5 and 6.</p>	<p>Fig. 5 - Risk of trailer disconnection If jaws have not engaged, risk of moving forward unexpectedly, Potential risk of crushing if people in area. Risk of load shift.</p>	<p>Reverse alarm fitted to cab, Driver to check area is clear of persons prior to reversing. Stop activity immediately if pedestrians and other workplace vehicles vicinity. Use of trained banks man (where available), area segregated from pedestrians (where possible). Controlled entry of persons and vehicles. Keep control of vehicle. Perform snag test to ensure 5th wheel jaws have locked. Ensure load is correctly secured prior to coupling i.e. shunt straps applied to stand trailer loads. Ensure smooth manoeuvring and reversing underneath and from trailer to avoid sharp bangs. Make full use of air suspension to assist in raising and lowering the unit. If a load shift is suspected DO NOT open the doors or curtains. Report concerns immediately</p>	 <p>Fig. 5</p>




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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
6	Inflate air suspension to take the weight of the landing legs. – Fig. 6 Before leaving the cab, switch on side lights; hazard warning lights and rear fog lamps.	Fig. 6 - Engage a forward gear, release tractor unit park brake and give two good pulls forward to ensure the 5th wheel jaws have locked. Repeat the pull forward to ensure jaws have locked.	Apply the handbrake, turn the engine off and remove the keys –	 Fig. 6
7	Visually check the 5th wheel jaws have engaged, and the release handle is in the “locked” position. Fit the security clip	Fig. 7 - Trapping in the Release/ locking mechanism.	PPE – Gloves Driver needs to be aware that if safety clip does not fit correctly then trailer is not connected properly.	 Fig. 7
8	Walk down each side of the trailer and check for movement	Fig. 8 - Slips, trips and falls - Slips trips and falls a from same level - uneven ground. Falls from height.	PPE – gloves, safety boots, High Viz vest. Be aware of other vehicles in area at all times. Be aware of ground conditions and foot placement. Using the 5 th wheel access steps, and 3 points of contact, climb up to the 5 th wheel area. Ensure the catwalk or 5 th wheel area is clear of grease and clear of any obstructions / hazard.	 Fig. 8





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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
9	Connect the yellow airline and the electrical Suzie's	Fig. 9 – Falls from height - Slips trips and falls a from same level	PPE – Gloves, safety boots, Hi-Viz vest. Use steps and handrails where fitted. Ensure steps and boots are free from mud and oil. Ensure cat walk area is free from loose equipment and other trip hazards. Use 3 points of contact to access and exit catwalk areas. DO NOT JUMP DOWN from cat walk.	 Fig. 9
10	Connect the red airline and check for movement - Fig.10	Fig. 10 – sudden release of energy	If movement is felt when red airline connected, disconnect red line immediately.	 Fig. 10
11	IF THE TRAILER MOVES	Fig. 11 - sudden release of energy	If movement is felt when red airline connected, disconnect red line immediately.	 Fig. 11
12	Wind up the landing legs and stow the handle	Fig. 12 - Manual handling, repetitive movement, crushing by other vehicles in area	PPE – gloves. Connect winding handle correctly. Turn handle in controlled smooth movements, do not overstrain. Be aware of other vehicles in area always. If too much weight on legs, adjust air suspension to relieve weight, then re set when done.	 Fig. 12





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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
13	Apply lights, lenses and the number plate as necessary	Fig.13 - Manual handling, repetitive movement, crushing by other vehicles in area	PPE – Gloves, Be aware of other vehicles in area always.	 <p>Fig. 13</p>
14	Release trailer parking brake - Return to cab and slowly move the vehicle combination forward, checking brakes and ABS warning lights function correctly.	Fig. 14 - IF THE TRAILER MOVES THEN	PULL THE TRAILER PARK BRAKE ON - return to the cab and check the handbrake is applied.	 <p>Fig. 14</p>
Uncoupling				
15	Slowly reverse the tractor unit and trailer combination into the designated parking area and park in a straight line.	Fig. 1 – Blind spots/ crushing from Other vehicles/ pedestrians in area. Truck rollaway/ ground gradient.	Reverse alarm fitted to cab, Driver to check area is clear of persons prior to reversing. Stop activity immediately if pedestrians and other workplace vehicles vicinity. Use of trained banks man (where available), area segregated from pedestrians (where possible). Controlled entry of persons and vehicles. Apply handbrake	 <p>Fig. 1</p>




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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
16	Turn the engine off and remove the keys - Dismount from the tractor unit cab	Fig. 2 – Falls from height, slips trips and falls.	using 3 points of contact. Check for hazards, chocks, potholes etc.	 Fig. 2
17	Walk along down the side of the trailer Apply the trailer park brake -	Fig. 3 - Falls from Height, slips trips and falls (same level)	PPE - Gloves, safety boots, High Viz vest. Be aware of other vehicles in area at all times. Be aware of ground conditions and foot placement.	 Fig. 3
18	Remove lights, lenses and number plate as necessary -	Fig. 4 - Manual handling, repetitive movement, crushing by other vehicles in area	PPE – Gloves, Be aware of other vehicles in area always.	 Fig. 4
19	Lower the front landing legs until they contact the ground	Fig. 5 - Manual handling, repetitive movement, crushing by other vehicles in area. Ground conditions under landing legs. Failure of landing legs - potential for legs to fail due to defect.	PPE – gloves. Connect winding handle correctly. Turn handle in controlled smooth movements, do not overstrain. Check for potholes. Be aware of other vehicles in area always. Ensure landing legs are defect free and appropriately wound down. Report defective trailer legs immediately	 Fig. 5





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20	Ensure the catwalk or 5th wheel area is clear of grease and clear of any obstructions/ hazards.	Fig. 6 – Slips trips and falls, falls from height	Using the 5th wheel access steps, and 3 points of contact, climb up to the 5th wheel area	 Fig. 6
21	Disconnect the yellow airline and the electrical Suzie's -	Fig. 7 - Lack of space between tractor cab and trailer.	PPE – Gloves. Ensure appropriate positioning of 5th wheel. Return to correct storage position.	 Fig. 7
		Fig. 8 – Trapping/ Lack of space between tractor cab and trailer.	PPE – Gloves. Ensure appropriate positioning of 5th wheel. Return airlines and Suzie's to correct storage position on completion.	 Fig. 8
22	Disconnect the red airline. Grip the red airline firmly as it may kick back when released due to pressure in the line. –	Fig. 9 Sudden release of energy - Risk of kick back from red airline due to release of pressure in line	PPE – gloves. Grip red airline tightly. Maintain control at all times	 Fig. 9

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
24	Remove the security clip and pull the release handle to disengage the 5th wheel locking jaws - Fig. 10	Fig. 10 – Trapping in the release mechanism/ Manual handling – stiff mechanism/ jarring	PPE – Gloves Ensure regular servicing of 5 th wheel jaws and locking/ release arm.	 Fig. 10
25	Lower air suspension and slowly draw the tractor unit away from the trailer	Fig. 11 – excessive banging/ knocking trailer that may dislodge load.	Ensure smooth manoeuvring of the trailer to avoid sharp bangs. Make full use of air suspension to assist in raising and lowering the unit.	 Fig. 11
26	stop when the vehicle is clear of the 5th Wheel	Fig. 12 - excessive banging/ knocking trailer that may dislodge load.	If a load shift is suspected DO NOT open the doors or curtains. Report concerns immediately	 Fig. 12

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
27	Check in your mirrors that the trailer has settled safely on the ground.	Fig. 13		 <p>Fig. 13</p>
28	Apply the handbrake	Fig. 14 – Truck rollaway/ ground gradient.	Apply the handbrake	 <p>Fig. 14</p>
29	turn the engine off and remove the keys	Fig. 15		 <p>Fig. 15</p>
30	Before leaving the trailer, walk around and check that it has been left in a safe manner	Fig. 16	Check the trailer park brake has been applied.	 <p>Fig. 16</p>

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
31	Pulling away from or turning sharply into trailer parking area	Blind spots/ crushing/ collision	Observe exit for other vehicles and pedestrians	

RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
Lone Working - If working alone and injury occurs, potential for serious consequences	Driver/ Shunter	1	4	4	Always book in or sign in at place of work, ensure colleagues or site staff know where you are.
Trapping of fingers, operating locking arm, dog clip	Driver/ Shunter	2	2	4	PPE - Gloves,
Slips, trips and fall (from height) height of tractor catwalk, icy conditions	Driver/ Shunter	2	3	6	PPE - Safety boots, Helmet with Chin Strap, always maintain 3 points of contact. Clear catwalk of ice and snow in winter
Slips, trips and falls (same level) Ground conditions.	Driver/ Shunter	2	4	8	PPE - Safety boots, Helmet & Chin Strap.
Manual handling , potential for muscle and ligament strain, operating the locking arm, trailer leg winding handle	Driver/ Shunter	3	4	12	Controlled movement of locking arm not pull or push with excessive force. Ensure locking arm is serviced regularly. PPE - Safety boots, Helmet & Chin Strap.
Fall from height – exiting/ accessing cab, dismounting the catwalk	Driver/ Shunter	3	4	12	PPE - Safety boots, Helmet & Chin Strap. , always maintain 3 points of contact. Ensure catwalk is free from debris and loose equipment. Be aware of back edge of trailer.
Struck by Objects – loose equipment stored at rear of cab (straps/ ratchets/ roof pole)	Driver/ Shunter	2	2	4	PPE – Safety Helmet Securely store loose equipment at rear of cab

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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
Cuts and scratches from unobserved edges of trailer chassis	Driver/ Shunter	2	2	4	PPE – Gloves
Object falling from height (Ice and snow in Winter),	Driver/ Shunter	1	4	4	PPE – Safety Helmet

Competence Check						
#	Question	Answer		#	Question	Answer
1	What PPE is required to work on the top of the catwalk					
2	What action should you take if the trailer moves when connecting the RED airline?					

Sign off	Name	Signature	Date
Worker / Operative			
Trainer / Supervisor			