






















SAFE WORKING PROCEDURES




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|--------------------------------|--|---------------------|----------------|
| Location | Warehouse, Outside, Loading Dock, Trailer Park | Revision | 3 |
| Process / Task | Opening and Closing the Side Curtain | Document no. | RA SWP TAT 004 |
| Required Equipment & Materials | | Last Review Date | 05/05/2023 |
| Persons involved | Drivers/ Shunter/Loader/Ground Staff/ Visitors | Expiry Date | 04/05/2025 |
| Mandatory Training | | Reference Documents | |
| Author | Bill McCormack | Approver | C Reynolds |

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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 | |
| | ✓ | ✓ | | | ✓ | ✓ | | | | ✓ | ✓ | ✓ | ✓ |
| |  |  |  | | Helmet | Safety Footwear | Eye Protection | | Fall from height | Manual tasks | Slips, trips or fall at same level | Struck by falling objects | |
| 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 | | |
| | | | | | | | | ✓ | ✓ | ✓ | ✓ | | |
| 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. | | | | | | | | | | | | | |




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| SAFE WORKING PROCEDURE | | | | |
|------------------------|---|--|---|--|
| Step No. | Process | Attention / Risk Points | Containment action(s) | Pictures |
| 1 | To Open the Curtain - Unbuckle the curtain straps (work from front to rear) | Fig. 1 and 2 - Ensure that fingers are clear of trapping points (buckle / fastening / ratchet) - | PPE - gloves to be worn. Unbuckle the curtain straps ensuring that fingers are clear of trapping points. |  Fig 1 |
| 2 | Go to the back of the trailer | Ground conditions – slips, trips and fall hazards Other vehicle traffic – driving and reversing | Wear High visibility clothing Be clear Stay clear Be seen |  Fig 2 |
| 3 | Unwind the tension in the curtain using the winding handle (lever / ratchet) | Fig. 3 - Ensure that fingers are clear of trapping points | PPE - gloves to be worn. Unbuckle the curtain straps ensuring that fingers are clear of trapping in the winding handle (lever / ratchet) |  Fig 3 |
| 4 | Take care to unwind slowly and control the handle. | Fig. 4 - Ensure the sudden release of the curtain tension does not allow the curtain pole to spring out. | PPE - gloves to be worn. Ensure good grip on handle, use controlled movements, no jerky or awkward movements. Ensure body and face is positioned away from direct contact with trailer parts. |  Fig 4 |
| | | If the handle or ratchet is too stiff to unwind do not attempt to open from the front. | Report as a defect immediately | |


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|------------------------|---|---|--|---|
| Step No. | Process | Attention / Risk Points | Containment action(s) | Pictures |
| 5 | Grasp the rear corner of the curtain using the material tag or fixed handle and lift the pole upwards and out of holding slot | Fig. 4 and 5 - Ensure that fingers are clear of trapping points - | PPE - gloves to be worn. Ensure good grip on handle, use controlled movements, no jerky or awkward movements. Ensure fingers are clear of moving parts. |  Fig 5 |
| 6 | Using the handle pull the pole free from the trailer | Fig. 6 - Ensure that fingers are clear of trapping points - | PPE - gloves to be worn. Ensure good grip on pole & handle, use controlled movements, no jerky or awkward movements. Ensure fingers are clear of moving parts |  Fig 6 |
| 7 | Move to the front of the trailer and remove the front curtain pole retaining arm and front curtain pole. | Fig. 7 & 8 – Risk of sudden release of tension in retaining arm. Risk of sudden release of tension in front curtain pole. Risk of trapping fingers in retaining arm mechanism. Risk of manual handling strains from pushing/pulling the curtain pole. | PPE - gloves to be worn. Stand to one side and ensure good grip on retaining arm, with other hand remove arm locking pin, use controlled movements, no jerky or awkward movements. Ensure fingers are clear of moving parts. |  Fig 7 |




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|------------------------|--|--|---|---|
| Step No. | Process | Attention / Risk Points | Containment action(s) | Pictures |
| | | | Never remove the front curtain pole first. Always release the curtain tension and remove the rear curtain pole first. |  <p>Fig 8</p> |
| 8 | Move one third of the way up the trailer. Grasp two of the curtain straps by the buckle and both strap tails and, pull the curtain towards you. | Fig. 9 - Manual handling (sprains) Slips and trips Falling over Weather (wind) Curtain jams | PPE - gloves to be worn. Ensure good grip on curtain buckles and strap tails. Keeping your back straight and with outstretched arms close together Walk carefully checking ground conditions for trip hazards Maintain tight grip on curtain buckles and straps. If curtain jams, report as defect |  <p>Fig 9</p> |
| 9 | Move two thirds of the way up the trailer. Grasp two of the curtain straps by the buckle and pull the curtain towards you. | Fig. 10 - Manual handling (sprains) Slips and trips Falling over Weather (wind) Curtain jams | PPE - gloves to be worn. Ensure good grip on curtain buckles and strap tails. Keeping your back straight and with outstretched arms close together Walk carefully checking ground conditions for trip hazards Maintain tight grip on curtain buckles and straps. If curtain jams, report as defect |  <p>Fig 10</p> |

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|------------------------|---|---|---|---|
| Step No. | Process | Attention / Risk Points | Containment action(s) | Pictures |
| 10 | Repeat until the curtain is clear for loading / offloading | | | |
| 11 | <p>Bad weather / windy conditions: Ensure rear doors are fully closed and secured before opening curtains.</p> <p>In high winds trailer is to be moved undercover/ inside warehouse before opening curtains.</p> | Weather (wind / gusts) | Ensure rear doors are fully closed and secured before opening curtains. In high winds trailer is to be moved undercover/ inside warehouse before opening curtains, where possible or position trailer to reduce the influence of the prevailing conditions. | |
| 12 | To Close the Curtain - Move to the bunched-up curtain. Grasp two of the curtain straps by the buckle and both strap tails and pull the curtain towards you. | <p>Fig. 11 - Manual handling (strains)</p> <p>Slips and trips</p> <p>Falling over</p> <p>Weather (wind)</p> <p>Curtain jams</p> | <p>PPE - gloves to be worn.</p> <p>Ensure good grip on curtain buckles and strap tails.</p> <p>Keeping your back straight and with outstretched arms close together</p> <p>Walk carefully checking ground conditions for trip hazards</p> <p>Maintain tight grip on curtain buckles and straps.</p> <p>If curtain jams, report as defect.</p> |  |
| 13 | Repeat this process in stages moving no more than one third of the curtain at a time. | <p>Manual handling (strains)</p> <p>Slips and trips</p> <p>Falling over</p> <p>Weather (wind)</p> <p>Curtain jams</p> | <p>PPE - gloves to be worn.</p> <p>Ensure good grip on curtain buckles and strap tails.</p> <p>Keeping your back straight and with outstretched arms close together</p> <p>Walk carefully checking ground conditions for trip hazards</p> <p>Maintain tight grip on curtain buckles and straps.</p> | |

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| Step No. | Process | Attention / Risk Points | Containment action(s) | Pictures |
| | | | If curtain jams, report as defect. | |
| 14 | Position the curtain pole firmly into the slot, making sure it fits flush with the trailer body | Fig. 12 - If the pole cannot locate stowage position or is bent Report as a defect immediately. Make sure fingers are not in any trapping points | PPE - gloves to be worn. Ensure good grip on handle, use controlled movements, no jerky or awkward movements. Ensure fingers are clear of moving parts. |  Fig 12 |
| 15 | Wind the tension into the curtain. | Fig. 13 - If the handle or ratchet is too stiff to wind DO NOT force - Report as a defect immediately Make sure fingers are not in any trapping points | PPE - gloves to be worn. Ensure good grip on handle, use controlled movements, no jerky or awkward movements. Ensure body and face is positioned away from direct contact with trailer parts. |  Fig 13 |
| 16 | Replace the buckle straps along the curtain edge | Fig. 14 - Ensure that fingers are kept clear of the buckle when fastening, to avoid trapping | PPE - gloves to be worn. Unbuckle/ buckle the curtain straps ensuring that fingers are clear of trapping in the ratchet. |  Fig 14 |

SAFE WORKING PROCEDURES

| 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, Ground Staff | 1 | 4 | 4 | Always book in or sign in at place of work, ensure colleagues or site staff know where you are. |
| Manual Handling - Risk of injury from pulling back clip and pushing forwards and upwards repetitive motion. Potential for muscle strain. Potential for wrist and elbow joint strain. Unwinding/winding the tension in the curtain using the winding handle or ratchet. Lift pole upwards and out of its slot and pull free from holding slot | Driver, Shunter, Ground Staff | 2 | 2 | 4 | PPE - gloves to be worn. Ensure good grip on handle, use controlled movements, no jerky or awkward movements. Ensure fingers are clear of moving parts. If the handle or ratchet is too stiff to unwind do not attempt to open from the front. Report as a defect immediately. |
| Trapping - Risk of injury from trapped fingers when unbuckling/buckling curtain straps, unwinding tension/ tensioning ratchet, opening/ closing front retaining arm, releasing/ replacing curtain pole. | Driver, Shunter, Ground Staff | 2 | 2 | 4 | PPE - gloves to be worn. Unbuckle/ buckle the curtain straps ensuring that fingers are clear of trapping in the ratchet. |
| Slips and trips - Walking backwards opening/ closing a curtain. Risk of injury from tripping over feet or objects underfoot. Risk of falling backwards. | Driver, Shunter, Ground Staff | 2 | 3 | 6 | PPE - gloves & safety boots to be worn. Move one third of the way up the trailer. Grasp two of the curtain straps by the buckle and keeping your back straight and with outstretched arms close together, pull the curtain towards you. Avoid jerking the curtain. |
| Stored Energy/ Sudden Release of Energy - Risk of injury from sudden release of stored energy or Spring out of front curtain pole retaining arm, | Driver, Shunter, Ground Staff, Other Visitors | 2 | 2 | 4 | PPE - gloves to be worn. Ensure good grip on handle, use controlled movements, no jerky or awkward movements. Ensure body and face is positioned away from direct contact with trailer parts. If the handle or ratchet is too stiff to unwind do not attempt to open from the front. Report as a defect |

SAFE WORKING PROCEDURES

| RISK ASSESSMENT | | | | | |
|--|---|------------|----------|------------|---|
| Hazard | Who/what can be harmed | Likelihood | Severity | Risk Level | Existing Control Measures |
| curtain pole or sudden jam and stop. Potential for minor impact injuries from objects. | | | | | immediately. Move curtain cautiously, walk with straight back and outstretched arms. Report curtain jams as defect. |
| Weather (adverse) / Flying objects or particles (machine, operation, process or wind) - Risk of injury from sudden movement of curtain retaining arm, curtains, buckles and straps. | Driver, Shunter, Ground Staff, Other Visitors | 2 | 2 | 4 | Ensure rear doors are fully closed and secured before opening curtains. In high winds trailer is to be moved undercover/ inside warehouse before opening curtains, where possible or position trailer to reduce the influence of the prevailing conditions. |

SAFE WORKING PROCEDURES

| Competence Check | | | | | |
|------------------|---|--------|---|--|--------|
| # | Question | Answer | # | Question | Answer |
| 1 | What PPE must be worn for the task? | | 3 | How would you deal with a bent curtain pole? | |
| 2 | What actions must be considered during Adverse weather conditions | | 4 | Describe the action of pulling the curtain open/closed | |
| | | | | | |
| | | | | | |

| Sign off | Name | Signature | Date |
|----------------------|------|-----------|------|
| Worker / Operative | | | |
| Trainer / Supervisor | | | |