

























SAFE WORKING PROCEDURES

Location	Loading Warehouse, Loading Dock, Trailer Park	Revision	3
Process / Task	Removing and Refitting Sideboards – Empty Trailer	Document no.	RA SWP TAT 005
Required Equipment & Materials		Last Review Date	24/05/2023
Persons involved	Drivers/ Shunter/Loader/Ground Staff/ Other Visitors (to trailer areas)	Expiry Date	23/05/2025
Mandatory Training		Reference Documents	RA SWP TAT 013, RA SWP TAT 004
Author	Bill McCormack	Approver	Claire Reynolds





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		
									✓	✓		✓		

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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.

Attention Points SWP- TAT 005		Action
PPE / Equipment		Wear PPE
Fall from Height		3 points of contact accessing trailer beds using trailer steps/platforms.
Struck by Mobile Equipment		Ensure trailer doors are tied back when open
Puncture Injuries		Observe boards carefully before lifting for protrusions/ splinters etc

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	<p>Removal of Boards – Empty Trailer</p> <p>Slacken slightly the tension of the curtains (to allow for removal of boards from slats). With the trailer sides closed, open the rear door, pull out the steps.</p>	<p>Fig. 1 – Risk of being struck by object – trailer door swinging, risk of trapping pulling trailer steps out, risk of fall from height. Risk of protrusions/splinters in boards</p>	<p>Ensure trailer doors secured back with restraining arms (RA SWP TAT 013), access the trailer using 3 points of contact. Visually check all boards, ensuring no damage/ protruding splinters. PPE – Gloves, Safety Boots, Arms and legs covered.</p>	 <p>Fig. 1</p>
2	<p>Place one hand under the sideboard and lift out of its slot. Push the sideboard into the side curtain. Lift above the slot and then supporting the weight of the board with your other hand, lift the sideboard clear</p>	<p>Fig. 2 – Risk of manual handling injuries/ strained muscles/ repetitive injuries from bending, lifting and reaching.</p>	<p>Manual handling training. PPE – Gloves.</p>	 <p>Fig. 2</p>
	<p>Continue until all boards are removed</p>	<p>Fig. 3 - Risk of dropping boards onto lower limbs and feet</p>	<p>PPE – Safety Boots, Arms and legs covered.</p>	 <p>Fig. 3</p>
3	<p>Stow boards in a safe position away from loading operations, so as not to present a trip hazard.</p> <p>On completion, exit through the rear of the trailer, using the access steps</p>	<p>Fig. 4 - Risk from bending to place boards, risk of trapping between boards, risk from splinters and protrusions. Risk of fall from height</p>	<p>PPE – Gloves, Safety Boots</p> <p>Use 3 points of contact.</p>	 <p>Fig. 4</p>

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
4	<p>Replacing of Boards – Empty Trailer</p> <p>With the trailer closed, sides closed, open the rear door, pull out the steps and access the trailer.</p> <p>Place one hand under the sideboard and lift it. Push the sideboard into the side curtain. Lift above the slot and then supporting the weight of the board with your other hand, lift the sideboard into its slot.</p>	<p>Fig. 5 - Risk of being struck by object, risk of trapping pulling trailer steps out, risk of fall from height. Risk of protrusions/splinters in boards.</p> <p>Risk of dropping boards onto lower limbs and feet</p>	<p>Ensure trailer doors secured back with restraining arms (RA SWP TAT 013), access the trailer using 3 points of contact.</p> <p>Visually check all boards, ensuring no damage/ protruding splinters</p> <p>PPE – Gloves, Safety Boots, Arms and legs covered.</p>	 <p>Fig. 5</p>
5	<p>Continue until all boards are replaced</p> <p>On completion, exit through the rear of the trailer, using the access steps</p>	<p>Fig. 6 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from bending, lifting and reaching.</p>	<p>Manual handling training.</p> <p>PPE – Gloves.</p> <p>Use 3 points of contact.</p>	 <p>Fig. 6</p>
6	Fully tension the curtains.	Risk of trapping in curtain tensioner/ buckles.	Follow RA SWP TAT 004	

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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.
Slips, trips or fall at same level: Floor not clean: Protruding parts (nails in trailer bed); spilled product (pellets/ granules); water from truck entering during rain, icy conditions	Driver, Shunter, Ground Staff	2	1	2	Housekeeping Check trailer floor for protrusions. Clear working areas with space Clean up of spilled product or broken pallets Clean up any rain water/ ice PPE – Safety Boots
Manual handling , potential for muscle and ligament strain, lifting or reaching tilt/ sideboards. Reaching upwards. Potential back / arm / shoulder muscle strain. Repetitive movement injury	Driver/ Loader/ Shunter	3	4	12	PPE – Hard hat with chin strap, gloves & safety boots to be worn. Visually check boards, be aware of damage and protruding splinters. Take care when lifting. Use controlled movements, no sudden jerking or twisting. Lower boards to the floor by bending from the knees, keep back straight and head above shoulders.
Fall from height – accessing/ exiting trailer bed	Driver/ Loader/ Shunter	3	4	12	Ensure trailer bed is free from debris. Ensure curtains are closed and buckled whilst on back of trailer. Be aware of back edge of trailer. Ensure 3 points of contact are used. PPE - Safety boots, Helmet & Chin Strap.
Trapping of fingers, extending/ retracting steps, impact injury from uncontrolled movement of door. Fastening/ unfastening curtain buckles. Curtain tensioners.	Driver/ Loader/ Shunter	2	2	4	PPE - Gloves, ensure steps are fully extended/retracted, always Keep control of the door. (RA SWP TAT- 013)
Slips, trips and fall (from height) height of trailer steps/ gantry platform, Icy conditions	Driver/ Loader/ Shunter	2	3	6	PPE - Safety boots, Helmet with Chin Strap, always maintain 3 points of contact. Use rear platforms where possible. Ensure curtains are closed and buckled whilst on back of trailer.

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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
Object falling from height – side boards	Driver, Shunter, Ground Staff, (Visitors to trailer park areas)	2	3	6	PPE – Gloves Always ensure control of boards.
Object falling from height (Ice and snow in Winter), risk of injury to passers-by or other vehicles	Driver/ Loader/ Shunter	1	4	4	Take trailer to safe area away from pedestrians and other vehicles. With curtains and roof closed, enter back of trailer and using roof pole, gently push upwards on roof to break up snow and ice or object and allow it to fall safely over sides
Cuts and scratches from damaged TIR lace	Driver/ Loader/ Shunter	3	2	6	PPE – Gloves
Flying objects or particles Risk of injury from flying objects (curtains, buckles, dust and particles in the air).	Driver/ Loader/ Shunter	2	5	10	PPE – Safety Glasses, Safety Helmet
Protruding objects - Risk of puncture wounds from splinters.	Driver/ Loader/ Shunter	2	2	4	PPE – Hard hat with chin strap, gloves & safety boots to be worn. Visually check boards, be aware of damage and protruding splinters. Take care when lifting.
Adverse Weather - Risk of slips trips & falls on ice in extreme cold. Risk of injury from sudden movement of objects in high winds (unsecured rear doors, drivers' doors, curtains, gantries) Risk of objects falling from height - snow / ice on trailer roofs. Risk of overheating in extreme summer temperatures	Driver/ Loader/ Shunter	2	3	6	Full PPE equipment to be worn comprising of hi-viz jacket or vest, arms and legs covered, safety boots with ankle support, gloves, hard hat with chin strap, safety glasses. Complete task inside warehouse / undercover during extreme weather conditions where available.

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Competence Check						
#	Question	Answer		#	Question	Answer
1	What PPE is required to work on the top of the trailer?					
2	How should removed boards be left on the trailer?					

Sign off	Name	Signature	Date
Worker / Operative			
Trainer / Supervisor			