


























SAFE WORKING PROCEDURES

Location	Loading Warehouse, Loading Dock, Trailer Park	Revision	2
Process / Task	Replacing Sideboards from a Gantry or Platform	Document no.	RA SWP TAT 005B
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 004
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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			
								✓	✓	✓	✓			

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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 005B		Action
PPE / Equipment		Wear PPE
Slips, Trips and falls		Always place removed boards away from operational areas. Remove loose items from platforms.
Struck by Objects falling from Height		Always ensure good control of boards. Snow/ Ice during winter
Puncture Injuries		Observe boards carefully before lifting for protrusions/ splinters etc. Platform Locking Pins protruding.

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	ALWAYS wear the appropriate PPE (Personal Protective Equipment) as required by the site.	Fig. 1 – Risk from Trapping platform locking/ release mechanisms. Risk of sudden energy release from platform locking/ release mechanisms Risk of being struck by object falling from height. Risk of protrusions/splinters in boards	PPE – Gloves, Safety Helmet and Chinstrap, Safety boots, arms and legs covered.	 Fig. 1
2	Before use of small platform, a safety check must be completed, check for signs of damage, wheel brakes are in working order, wheels move freely.	Fig. 2 – Risk of manual handling injuries/ strained muscles/ repetitive injuries from pushing/pulling platform. Risk of trapping fingers in brakes.	PPE - Gloves If any damage or wheel brakes not working, the platform MUST NOT be used. Report defects immediately.	 Fig. 2
3	Positioning the platform against the trailer, the open side of the platform MUST be against the trailer at all times, once the platform is in the position you require, all wheel brakes must be applied, this can be done by pushing down on the lever above the wheel with your foot.	Fig. 3 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from pushing/pulling platform. Risk of trapping fingers in brakes. Or between platform and trailer. Risk of falls from height.	PPE - gloves, safety boots. only push platform if physically able to. Ask for help if platform stiff or difficult to move. Keep back straight and check ground conditions prior to moving to ensure no slip or trip hazards in the way. Remove any debris from trackways before moving platform.	 Fig. 3

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
4	Accessing the platform, you MUST wear your helmet chin strap before you access the platform. 3 points of contact must be used to access the platform via the steps, Once access has been gained, you must be aware of your position on the platform and work in the centre of the platform avoiding the 2 sets of access steps either side of the platform.	Fig. 4 - Risk from bending to place boards, risk of trapping between boards, risk from splinters and protrusions. Risk of objects falling from height	PPE - gloves, Helmet & Chin Strap, Safety footwear. 3 points of contact to access the platform, stay alert to where you are on the platform and work in the centre and not near edges where possible.	 <p>Fig.4</p>
5	Holding sideboard with both hands, place one side into slot. Lift opposite side above its slot, support weight of board with other hand, place other side into opposite slot and repeat. Never Overreach	Fig. 5 - Risk of being struck by object, Risk of protrusions/splinters in boards. Risk of manual handling injuries/ strained muscles/ repetitive injuries from bending, lifting and reaching. Risk of dropping boards onto lower limbs and feet	Ensure good grip on boards, controlled movement. PPE - gloves, Helmet & Chin Strap, safety boots, arms and legs covered. Hold board as centrally as possible. Use manual handling techniques. Do Not Overreach	 <p>Fig.5</p>

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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: spilled product (pellets/ granules); water from truck entering during rain, icy conditions. Ground conditions, potholes, trackways.	Driver, Shunter, Ground Staff	2	1	2	Housekeeping Check ground protrusions/ obstructions. 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. Pushing/ pulling platforms.	Driver, Shunter, Ground Staff	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 platform/ gantry	Driver, Shunter, Ground Staff	3	4	12	Ensure platform walkway is free from debris. Be aware of open edge of platform, stay alert to where you are on the platform and work in the centre and not near edges where possible. Ensure 3 points of contact are used. PPE - Safety boots, Helmet & Chin Strap.
Trapping of fingers in platform brakes, impact injury from uncontrolled movement of platform.	Driver, Shunter, Ground Staff	2	2	4	PPE - Gloves, ensure platform operating instructions are followed at all times. Ensure Platform is regularly serviced.
Slips, trips and fall (from height) height of gantry/ platform, icy conditions	Driver, Shunter, Ground Staff	2	3	6	PPE - Safety boots, Helmet with Chin Strap, always maintain 3 points of contact. Clear Ice and Snow before use.

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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, Shunter, Ground Staff, (Visitors to trailer park areas)	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
Protruding objects - Risk of puncture wounds from splinters, platform locking pins.	Driver, Shunter, Ground Staff	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, platforms/ gantries) Risk of objects falling from height - snow / ice on trailer roofs. Risk of overheating in extreme summer temperatures	Driver, Shunter, Ground Staff	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 access the platform?					
2	What platform checks must be completed before use?					

Sign off	Name	Signature	Date
Worker / Operative			
Trainer / Supervisor			