




















SAFE WORKING PROCEDURES

Location	WAREHOUSE, OUTSIDE TRAILER PARK, LOADING DOCK	Revision	3
Process / Task	Removing and Replacing Stanchions from a Stanchion Holder	Document no.	RA SWP TAT 010A
Required Equipment & Materials		Last Review Date	30/05/2023
Persons involved	Driver, Shunter	Expiry Date	29/05/2025
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		
	✓	✓	✓		✓	✓					✓	✓	✓	✓
					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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Attention Points SWP- TAT 010A		Action
PPE / Equipment		<ul style="list-style-type: none"> • Wear PPE
Slips, trips and falls (from Height)		<ul style="list-style-type: none"> • Always use 3 points of contact. • Keep Trailer Curtains Closed.
Slips, trips and falls (from same level)		<ul style="list-style-type: none"> • Ensure trailer bed is clear of loose equipment and protruding objects.
Struck by Falling Objects		<ul style="list-style-type: none"> • Always Use both hands and keep firm grip on stanchion with hands spaced evenly across weight. • Never attempt to place a 2m stanchion into the socket from the ground. Always lay on bed of trailer first! • 2m stanchions should always be lifted by 2 people.




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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	Open one side of curtain	Fig. 1 – Risk of trips and falls from same level, risk of trapping in fingers in curtain tensioner. Risk of sudden release of energy from curtain tensioners/ strap/buckle/fastener/ratchet. 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. (Refer to RA SWP TAT 004, Opening and closing a side curtain)	 Fig. 1
2	Release catch on stanchion holder.	Fig. 2 -. Risk of trapping fingers between stanchion holder locking mechanism	PPE - Gloves, Release the locking catch ensuring that fingers are clear of trapping points.	 Fig. 2
		Fig. 3 - Risk of trapping fingers between stanchion holder locking mechanism	PPE - Gloves, Release the locking catch ensuring that fingers are clear of trapping points.	 Fig. 3
		Fig. 4 - Risk of trapping fingers between stanchion holder locking mechanism	PPE - Gloves, Release the locking catch ensuring that fingers are clear of trapping points.	 Fig. 4


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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
3	With gloves on, placing two hands on stanchion, carefully lift out of stanchion holder, ensuring stanchion is evenly balanced	Fig. 5 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards. Risk of trapping fingers between well boards and coil well. Risk of dropping well board onto legs and feet.	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lift the well board upwards. Always keep a firm grip of the well board.	 Fig. 5
		Fig. 6 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering stanchions. Risk of trapping fingers between stanchions. Risk of cuts from sharp edges at stanchion ends. Risk of dropping stanchions onto legs and feet.	PPE - Gloves, Safety Boots. Check the stanchion for sharp edges before lifting. Keep your back straight and use your legs to then lift the stanchion upwards. Always Use both hands and keep firm grip on stanchion with hands spaced evenly across weight.	 Fig. 6
4	Place stanchion onto bed of trailer and slide on until fully on the bed of the trailer. Never attempt to place a 2m stanchion into the socket from the ground. Always lay on bed of trailer first!	Fig. 7 – Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering stanchions. Risk of trapping fingers between stanchions. Risk of cuts from sharp edges at stanchion ends. Risk of dropping stanchions onto legs and feet.	PPE - Gloves, Safety Boots. Check the stanchion for sharp edges before lifting. Keep your back straight and use your legs to then lift the stanchion upwards. Always Use both hands and keep firm grip on stanchion with hands spaced evenly across weight.	 Fig. 7

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
5	Close the curtain and replace the buckle straps along the curtain edge	Fig. 8 - Risk of trips and falls from same level, risk of trapping in fingers in curtain tensioner. Ensure that fingers are clear of trapping points (buckle / fastening / ratchet	PPE – Gloves, Safety boots to be worn. Unbuckle the curtain straps ensuring that fingers are clear of trapping points.	 Fig. 8
6	Ensuring helmet and chin strap are worn, access back of trailer. If using trailer steps (i.e. no gantry or platform available	Fig. 9 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards. Risk of trapping fingers in trailer steps.	PPE - Gloves, Safety Boots, safety Helmet and Chin strap. Ensure 3 points of contact. Pull out trailer steps ensuring fingers are clear of trapping points.	 Fig. 9
7	Keeping back straight, bend down at knees and slowly lift, keeping hands evenly spaced apart on the stanchion to maintain balance.	Fig. 10 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering stanchion. Risk of trapping fingers between stanchions. Risk of dropping stanchions onto legs and feet	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lift the stanchion upwards. Always keep a firm grip of the stanchion and use 2 hands to balance the weight of the stanchion.	 Fig. 10

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	<p>Position stanchion into pocket at side of trailer.</p> <p>To replace stanchion post into the stanchion holder, reverse the above procedure.</p> <p>2m stanchions should always be lifted by 2 people.</p>	<p>Fig. 11 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering stanchion. Risk of trapping fingers between stanchions. Risk of dropping stanchions onto legs and feet</p>	<p>PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lower the stanchion downwards into the stanchion pocket. Always keep a firm grip of the stanchion and use 2 hands to balance the weight of the stanchion.</p>	 <p>Fig. 11</p>
	<p>*Note: - If you must remove or place stanchions into stanchion pockets on a loaded trailer, (e.g. if stanchion falls out during loading) then: -</p> <ol style="list-style-type: none"> 1) Assess if there is enough room between the product and the curtain to follow the process defined above, taking additional care to avoid any slip or trip hazards. 2) If there is not enough room between the curtain and the product, then request that the customer provides ideally a gantry or airline steps. The stanchion should then be placed on the side of the trailer. The steps / gantry accessed and then the stanchion lifted into place. 3) If there is no gantry or airline steps, then request assistance to lift and guide the stanchion into the socket. 			

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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	1	4	4	Always book in or sign in at place of work, ensure colleagues or site staff know where you are.
Trapping of Risk of injury from trapped fingers when unbuckling/buckling curtain straps, unwinding tension/ tensioning ratchet, releasing/ replacing trailer steps, trapping/ Impact injury from uncontrolled handling of stanchions.	Driver/ Shunter	2	2	4	PPE - Gloves, Unbuckle/ buckle the curtain straps ensuring that fingers are clear of trapping in the ratchet. Or curtain tensioner or trailer steps. Always use both hands and keep firm grip on stanchion with hands spaced evenly across weight of stanchion.
Slips, trips and fall (from same level) ground conditions, debris/ loose equipment on trailer bed	Driver/ Shunter	2	3	6	PPE - Safety boots, Helmet with Chin Strap, check ground conditions before opening curtain. Check trailer bed is tidy.
Slips, trips and falls (height) Falling from trailer steps	Driver/ Shunter	2	4	8	PPE – Safety Helmet with Chin Strap Always use 3 points of contact
Manual handling , potential for muscle and ligament strain, Lifting/ lowering stanchions.	Driver/ Shunter	3	4	12	PPE – Gloves, Safety boots, use manual handling techniques. Always Use both hands and keep firm grip on stanchion with hands spaced evenly across weight.
Cuts and scratches from sharp edges of stanchions. Cuts from debris in stanchion pockets.	Driver/ Shunter	3	2	6	PPE – Gloves, Safety Glasses. Use a hand tool to remove debris from stanchion pockets NOT your hand.
Sudden Release of energy risk of injury from curtain tensioner, strap buckles/ fasteners/ratchet.	Driver/ Shunter	3	2	6	PPE – Gloves, Safety Glasses.

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Competence Check						
#	Question	Answer		#	Question	Answer
1	What PPE is required to remove stanchions?					
2	What should you use to clean out stanchion pockets?					

Sign off	Name	Signature	Date
Worker / Operative			
Trainer / Supervisor			

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