




















# SAFE WORKING PROCEDURES

Location	Warehouse/ Loading Dock	Revision	2
Process / Task	Sheeting	Document no.	RA SWP TAT 012
Required Equipment & Materials		Last Review Date	31/05/2023
Persons involved	Driver	Expiry Date	30/05/2025
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			
	✓	✓			✓	✓				✓	✓				
					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	✓	✓	✓	✓	✓	✓	✓		✓				
<b>Take Time</b> 1) Think through the task 2) Spot the hazard 3) Assess the risk 4) Take appropriate action 5) Do the task safely		<b>Stop Work Authority:</b> 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 <b>You are empowered to exercise your Stop Work Authority</b>										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 012		Action
PPE / Equipment		<ul style="list-style-type: none"> <li>• Wear PPE</li> </ul>
Slips, trips and falls (same level)		<ul style="list-style-type: none"> <li>• Ground conditions</li> <li>• Spillages</li> </ul>
Struck by Mobile Equipment		<ul style="list-style-type: none"> <li>• Stand Clear</li> <li>• Be Clear</li> <li>• Use cones</li> </ul>

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	Check weather conditions are suitable for sheeting. Use designated sheeting areas or safe parking.	Risk from high winds blowing sheets. Risk from other vehicles in the area.	If in doubt, ask if there any covered sheeting facilities available. Place cones if no designated sheeting area is available.	
2	When picking up sheets, bend down and grasp the sheet in both arms  Place the sheet in the middle of the load and start to rollout along the trailer centre line	Fig. 1 – Risk of musculoskeletal injuries, sprains and strains from bending and lifting. Risk of strains from overreaching.	Use manual handling techniques, keeping the back straight, and avoid twisting and over stretching.  PPE - Gloves	 <p>Fig. 1</p>

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	walking slowly forwards.	Fig. 2 – Risk of slips and trips and falls from ground conditions.	Check ground conditions before starting and avoid sheeting in areas with spillages, puddles, potholes or tripping hazards.	 Fig. 2
	and always looking ahead	Fig. 3 – Risk of particles from previous cargo being released as the sheet is opened.	PPE – Safety Glasses	 Fig. 3
		Fig. 4 -		 Fig. 4
3	Unfold the sheet to the sides of the trailer	Fig. 5 - Risk of slips and trips and falls from ground conditions.	Check ground conditions before starting and avoid sheeting in areas with spillages, puddles, potholes or tripping hazards.	 Fig. 5

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	walking slowly forwards	Fig. 6 - Risk of particles from previous cargo being released as the sheet is opened.	PPE – Safety Glasses	 Fig. 6
	and always looking ahead	Fig. 7 -		 Fig. 7
4	Ensure that the sheet is secure and there are no loose parts of the sheet. – Fig 8	Fig. 8 – Risk of damage to product from moisture entering unsecured areas of sheets.	Ensure all rope lashings are secure with no loose parts of the sheet.	 Fig. 8

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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
<b>Lone Working</b> - If working alone and injury occurs, potential for serious consequences	Driver	1	4	4	Always book in or sign in at place of work, ensure colleagues or site staff know where you are.
<b>Manual Handling</b> - Risk of injury/ muscle strain when lifting sheets. Un-rolling the sheet and overreaching.	Driver	2	2	4	PPE - gloves to be worn. Ensure good grip on sheets, use controlled movements,
Slips, trips or fall at same level: Floor not clean: Protruding parts (broken pallets); spilled product (pellets/ granules); water from truck entering during rain.	Driver	2	1	2	Housekeeping Clear working areas with space Clean up of spilled product or broken pallets Clean up any rain water
<b>Weather (adverse) / Flying objects or particles</b> (machine, operation, process or wind) - Risk of injury from sheet rope tails flapping in the wind.	Driver	2	2	4	PPE – Safety Glasses to be worn at all times.
Struck by mobile objects/ other vehicles in the area	Driver	2	3	6	Keep a good look-out and park in designated areas only

# SAFE WORKING PROCEDURES

Competence Check						
#	Question	Answer		#	Question	Answer
1	What should be checked before starting to sheet the load?					
2	Which direction should you walk to roll out sheets?					

Sign off	Name	Signature	Date
Worker / Operative			
Trainer / Supervisor			