

























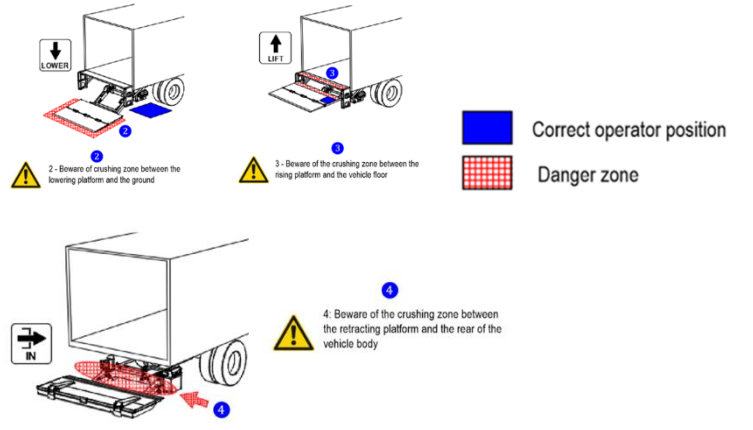
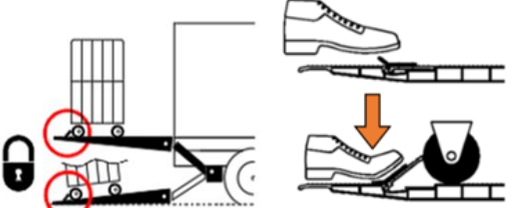


SAFE WORKING PROCEDURES

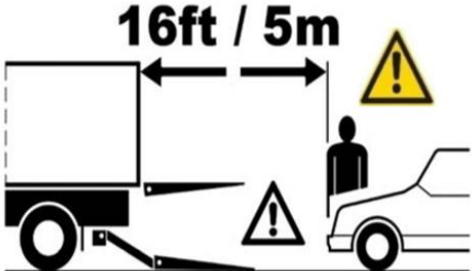
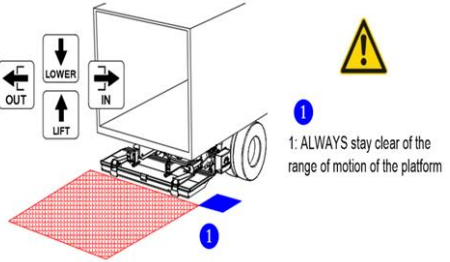

Location	Loading Dock/ Warehouse/ Trailer Park	Revision	2
Process / Task	Reefers with Tail-lifts	Document no.	RA SWP TAT 017b
Required Equipment & Materials		Last Review Date	07/06/2023
Persons involved	Driver	Expiry Date	06/06/2025
Mandatory Training		Reference Documents	
Author	Bill McCormack	Approver	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		
								✓	✓	✓	✓		
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.													

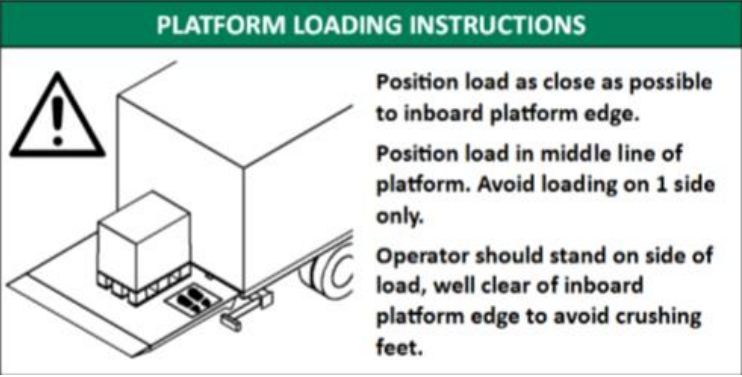
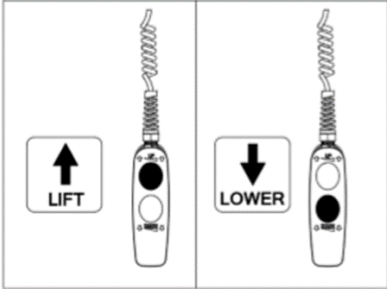
SAFE WORKING PROCEDURES

Attention Points SWP- TAT 017b		Action
PPE / Equipment		<ul style="list-style-type: none"> • Wear PPE
Fall from Height		<ul style="list-style-type: none"> • 3 points of contact • Ensure enough space on tail-lift • Avoid facing backwards on an open edge
Crushed by Tail-lift	 <p>2 - Beware of crushing zone between the lowering platform and the ground</p> <p>3 - Beware of the crushing zone between the rising platform and the vehicle floor</p> <p>4 - Beware of the crushing zone between the retracting platform and the rear of the vehicle body</p> <p>Correct operator position</p> <p>Danger zone</p>	<ul style="list-style-type: none"> • Stand clear • Cone off area or erect warning signs to deter other road users/ passers-by entering the operational zone.
Struck by Falling Objects		<ul style="list-style-type: none"> • Ensure roll cage brakes are applied.

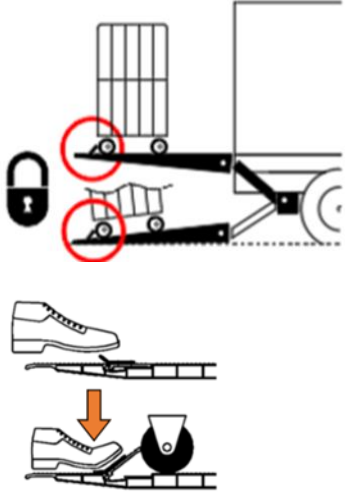

SAFE WORKING PROCEDURES

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	Check there are no people or objects/ vehicles around who could be harmed / damaged by using the tail-lift.	Risk of crushing/ trapping in Tail-lift mechanism. Asset damage from parking too close to other road users.	Check the vehicle is in the correct position for the loading / unloading task. Never drive the vehicle with the tail-lift lowered.	
2	Remove any safety clips Check for any mechanical or electrical defects or damages.	Risk of crushing/ trapping in Tail-lift mechanism and platform. Risk of electrocution from faulty electrical components.	PPE – Gloves, Safety Helmet. Always stay clear of the range of motion of the tail-lift. PPE – wear insulated Safety footwear. Report and do not use the tail-lift if defects are found. Do not attempt to fix them	
3	From the ground use the buttons on the control to lower the tail-lift Check no person's feet will get trapped / pinched by lowering the tail-lift	Risk of crushing/ trapping in Tail-lift mechanism. Risk of spillage of oils and lubricants.	PPE – Full to be worn. Listen for any grinding, squealing, crunching noises and observe for any leaking lubricants / oils. Stop and check. Report ANY defect.	

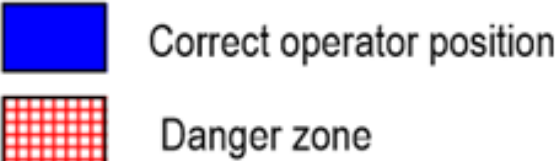
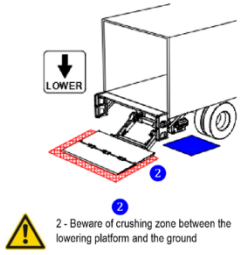
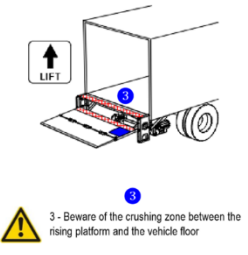
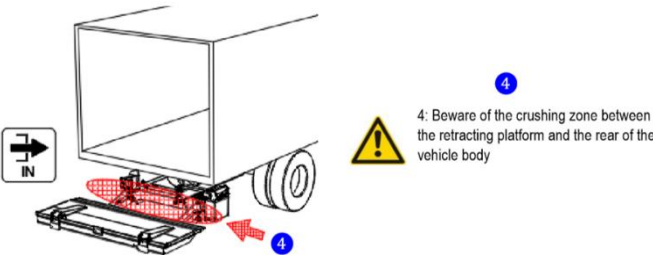
SAFE WORKING PROCEDURES

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
4	<p>Placing the cargo (roll cages) on to the tail-lift, check the Safe Working Load of the tail-lift against the total weight of the cargo to be lifted.</p> <p>Place the product in the centre of the tail-lift and use any kick plates, side plates or roll stops to secure / prevent movement of the product. Use brakes on roll cages if fitted.</p> <p>Allow enough space to stand on the tail-lift with the product.</p>	<p>Risk of falls from height. Risk of slips, trips from height if tail-lift becomes wet due to ice and rain.</p>	<p>PPE – Full including Safety Helmet and Chinstrap. Keep clear of edge of Tail-lift. Wear Safety boots with anti-slip feature.</p>	 <p>PLATFORM LOADING INSTRUCTIONS</p> <p>Position load as close as possible to inboard platform edge.</p> <p>Position load in middle line of platform. Avoid loading on 1 side only.</p> <p>Operator should stand on side of load, well clear of inboard platform edge to avoid crushing feet.</p>
5	<p>Operate the control to raise the tail-lift</p> <p>Check for any mechanical or electrical defects or damages.</p>	<p>Risk of crushing/trapping in Tail-lift mechanism and platform. Risk of electrocution from faulty electrical components. Risk of spill/ leak from hydraulic pipes.</p>	<p>PPE – Gloves, Safety Helmet. Always stay clear of the range of motion of the tail-lift. PPE – wear insulated Safety footwear. Report and do not use the tail-lift if defects are found. Do not attempt to fix them</p>	 <p>Diagram showing two control buttons: 'LIFT' with an upward arrow and 'LOWER' with a downward arrow, each with a corresponding tail-lift mechanism illustration.</p>

SAFE WORKING PROCEDURES

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
6	<p>Step on to the trailer bed first, taking care and observing for any slip hazards. Always be aware of the open edge.</p> <p>Pull the roll cages on to the trailer, to avoid working from the open edge of the tail-lift</p> <p>Once the product is on and away from the open edge, then it can be pushed into position.</p> <p>Remove any kick plates, side plates or roll stops to allow movement of the product. Release brakes on roll cages if fitted.</p>	Risk of falls from height. Risk of slips, trips from height if tail-lift becomes wet due to ice and rain.	PPE – Full including Safety Helmet and Chinstrap. Keep clear of edge of Tail-lift. Wear Safety boots with anti-slip feature.	
7	Take particular care when loading the last product or unloading the first product, as there will be less space available at the rear of the trailer. Avoid facing backwards on an open edge.	Risk of falls from height. Risk of slips, trips from height if tail-lift becomes wet due to ice and rain.	PPE – Full including Safety Helmet and Chinstrap. Keep clear of edge of Tail-lift. Wear Safety boots with anti-slip feature.	
8	Close the tail-lift and secure the doors with any safety device.	Risk from slips, trips and falls if tailgate becomes wet due to ice and	Where the correct PPE, including boots with anti-slip properties. Take	

SAFE WORKING PROCEDURES

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
		rain. Risk of falling from height.	care with the open edge.	
9	<p>For more information</p> <p>User videos can be found via; http://www.dhollandia.com/uservideo/SM-US-2017-01</p> <p>User manuals can be found via; www.dhollandia.com → Downloads → User's manuals → ... select required manual</p>			  
10				

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	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 muscle strains, pulls or sprains from pushing/ pulling roll cages/ pallets.	Driver	2	3	6	Ensure full PPE is worn, including protective gloves and hard hat.
Falls from Height – Risk of falling from climbing into back of tail-lift. Risk of falling out of reefer when working inside reefer or close to the rear edge.	Driver	4	4	16	PPE – Full including Safety Helmet and Chinstrap. Ensure proper non-slip safety boots are worn, take care when walking around. Do not turn back on open edge, avoid proximity to open edge, always face and open edge and do not perform tasks when you cannot see the open edge. Re-position yourself Ensure 3 points of contact are used when accessing and exiting tail-lift.
Slips, trips, falls. - Risk of slips, trips from height if tail-lift becomes wet due to ice and rain and hydraulic leaks.	Driver	3	4	12	PPE – Full including Safety Helmet and Chinstrap. Keep clear of edge of Tail-lift. Wear Safety boots with anti-slip feature. Allow enough space to stand on the tail-lift with the product. Observe for any leaking lubricants / oils.
Trapping - Risk of crushing/ trapping in Tail-lift mechanism and platform. Extremities being caught in roll cage brake mechanisms	Driver/ Visitors to the area	2	2	4	PPE gloves must be worn. Keep fingers away from moving parts.
Electrocution - Risk of electrocution from faulty electrical components.	Driver	2	2	4	PPE – wear insulated Safety footwear. Report and do not use the tail-lift if defects are found. Do not attempt to fix them
Load too Heavy - Raising loads (pallets / roll cages) on the tail-lift	Driver/ Visitors to the area	2	4	8	Check Safe Working Load of the Tail-lift. Check weight of cargo. Make sure that cargo weight is less than Safe Working Load weight, prior to placing cargo on it

SAFE WORKING PROCEDURES

Competence Check						
#	Question	Answer		#	Question	Answer
1	What PPE is required to work on the tail-lift?			3		
2	What must be checked before placing loaded pallets/ roll cages onto the tail-lift?			4		

Sign off	Name	Signature	Date
Worker / Operative			
Trainer / Supervisor			