




























# SAFE WORKING PROCEDURES





Location	Warehouse/ Trailer Park	Revision	3
Process / Task	Raising and Lowering Mega Trailer Roof	Document no.	RA SWP TAT 018
Required Equipment & Materials	Roof Pole	Last Review Date	08/06/2023
Persons involved		Expiry Date	07/06/2025
Mandatory Training		Reference Documents	RA SWP TAT 002, RA SWP TAT 004, RA SWP TAT 013
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	
✓			✓	✓	✓		✓	✓	✓	✓			
<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		
								✓	✓	✓	✓		
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 018			Action
<b>PPE / Equipment</b>			<ul style="list-style-type: none"> <li>• Wear PPE</li> <li>• Use Roof Pole</li> </ul>
<b>Unfamiliar Equipment A</b>  <b>** POFM will use 3 different manufacturers of trailers, 2 of which have slightly different jack handles, but all essentially work the same.</b>			<ul style="list-style-type: none"> <li>• Kassbohrer versions of Jack handle.</li> <li>• Pulling jack handle bar towards you, commence raising roof evenly at all 4 corners (for example, count 4 pumps on each jack handle) and continue until roof is to required height</li> </ul>
<b>Unfamiliar Equipment B</b>  <b>As Above.</b>  <b>3 types - Push button type/twist lever and hydraulic pump type</b>			<ul style="list-style-type: none"> <li>• Krone version of Jack handle</li> <li>• As Above</li> </ul>
<b>Struck by Mobile Equipment</b>			<ul style="list-style-type: none"> <li>• Stand clear</li> <li>• Remain visible</li> <li>• Cone off area</li> </ul>




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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
<b>Raising a Mega Trailer Roof</b>				
1	Open rear doors, but do not secure back as need access to trailer pillars and curtain tensioners.	Fig 1 – Risk of trapping in door release/ locking mechanism. Risk of impact injury if door left swinging in windy conditions.	(refer to SWP013 Opening and Closing trailer doors)	 Fig. 1
2	Open the Header Bar on roof	Fig. 2 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	PPE - Safety boots, Helmet & Chin Strap Gloves. Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly.	 Fig. 2
3	<b>To Open the Curtain</b> - Unbuckle the curtain straps	Fig. 3 - 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.	 Fig. 3
4	Unwind the tension in the curtain using the winding handle (lever / ratchet).  Release Rear Curtain tensioners first on both sides (important that the rear tensioner is done first as there is).	Fig. 4 – Risk of trapping in ratchet tensioner mechanism. Risk of sudden release of energy if opened in the wrong order. Risk of the front adjusting arms springing out and potentially	PPE - gloves to be worn. Unbuckle the curtain straps ensuring that fingers are clear of trapping in the winding handle (lever / ratchet)	 Fig. 4



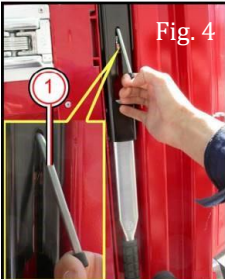
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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
		causing injury if curtain is under tension		
5	Take care to unwind slowly and control the handle.  Lift curtain poles out on both sides.	Fig. 5 – Risk of sudden release of the curtain tension does not allow the curtain pole to spring out.	PPE - gloves to be worn. Ensure good grip on handle, use controlled movements, no jerky or awkward movements. Ensure body and face is positioned away from direct contact with trailer parts.	 Fig. 5
6	Open curtains but only slightly on both sides.  Proceed to front of trailer and remove front curtain poles out on both sides.	Fig 6 – Risk of trapping. Risk of front pole suddenly springing out if any remaining tension in the curtain. Risk of strains and sprains whilst lifting curtain pole out of socket.	PPE - gloves to be worn. Ensure good grip on handle, use controlled movements, no jerky or awkward movements. Ensure body and face is positioned away from direct contact with trailer parts.	 Fig. 6
7	Open curtains but only slightly on both sides.  Release jack handles on all 4 corners.	Fig 7 – Risk of being struck by object especially in windy conditions. Risk of strains and sprains if jack handle is stiff.	PPE - gloves to be worn. Secure with a curtain buckle at each end to stop flapping. Ensure good grip on handle, use controlled movements, follow trailer manufacturer instructions (Krone type)	 Fig. 7


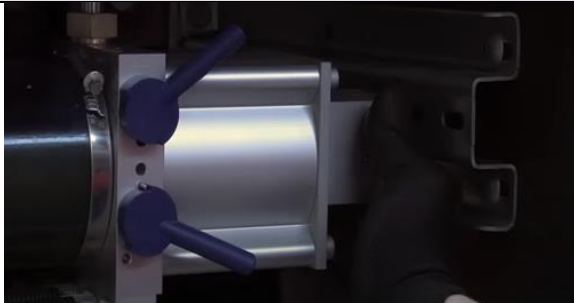
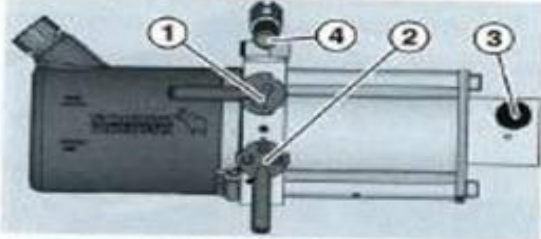
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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
8	Release jack handles on all 4 corners.	Fig 7A - Risk of being struck by object especially in windy conditions. Risk of strains and sprains if jack handle is stiff.	PPE - gloves to be worn. Secure with a curtain buckle at each end to stop flapping. Ensure good grip on handle, use controlled movements, follow trailer manufacturer instructions (Kassbohrer type)	 Fig. 7A
9	Pulling jack handle bar towards you, commence raising roof evenly at all 4 corners	Fig 8 - Risk of trapping/nipping fingers whilst using jack handle, manual handling, potential muscle strain. Transport vehicle movements, risk of impact / crush injuries.	PPE - gloves to be worn. Ensure good grip on handle, use controlled movements, follow trailer manufacturer instructions for example, count 4 pumps on each jack handle) and continue until roof is to required height. Be aware of other visitors to the area - <b>Be clear, stay clear, be seen</b>	 Fig. 8
<b>Lowering a Mega Trailer Roof</b>				
1	Mega trailer roof in raised position.	Fig 1 -		 Fig. 1



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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
2	Re-fit jack handle into housings on all 4 corners.  Dependant on type of mechanism, either:	Fig 2 - Risk of trapping/nipping fingers whilst using jack handle, manual handling, potential muscle strain. Transport vehicle movements, risk of impact / crush injuries.	PPE - gloves to be worn. Ensure good grip on handle, use controlled movements, follow trailer manufacturer instructions for example, count 4 pumps on each jack handle) and continue until roof is to required height. Be aware of other visitors to the area - <b>Be clear, stay clear, be seen</b>	 Fig. 2
3	<b>1) Push button type – Krone Release</b> pressure by pressing the button located in the housing to lower roof. Lower roof evenly by pushing button in slightly on each corner until all 4 corners are lowered back into position	Fig 3 -		 Fig. 3
4	<b>2) Pull stick type – Kassbohrer -</b> After you put the hand lever into its place, pulling the small stick (1) which is in the middle of the hand lever, outward descends the raised roof.	Fig 4 -		 Fig. 4

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
5	<b>3) Twist Lever type – Kassbohrer -</b> Twist the release handle and roof will slowly descend, do this evenly on each corner.	Fig 5 & 6 -		 <p>Fig. 5 &amp; 6</p>
<b>Schmitz Roof Mechanism</b>				
1	<b>Select the direction of movement of the lifting roof with valve (1). Lifting or lowering.</b> <ul style="list-style-type: none"> <li>The direction of movement is marked with an arrow.</li> </ul> <b>Select the roof side with valve (2), left, right or both sides</b> <ul style="list-style-type: none"> <li>The roof side is marked with arrows</li> </ul> <b>The lifting roof will move only while the button (3) is pressed</b> <b>If the compressed air supply fails, the lifting roof can be opened and closed with the hand pump (4)</b>	Fig 1 -		 <p><b>Pneumatic hydraulic pump*</b></p>  <p><b>Pneumatic hydraulic pump</b></p> <ol style="list-style-type: none"> <li>*"Select movement direction" valve</li> <li>*"Select roof side" valve</li> <li>*"Up/down" button</li> <li>*"Emergency Operation" hand pump</li> </ol>

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
<b>Close Up</b>				
2	Close Header Bar	Fig. 1 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	PPE - Safety boots, Helmet & Chin Strap Gloves. Controlled movement of roof do not jerk or pull down with excessive force. Ensure good grip on roof pole. Roof serviced regularly. (Refer to RA SWP TAT 002)	 Fig. 1
18	Close and secure rear doors	Fig 2 – Risk of trapping in door release/ locking mechanism. Risk of impact injury if door left swinging in windy conditions.	PPE – Gloves (Refer to RA SWP TAT 013)	 Fig. 2
19	Close and secure side curtains		PPE – Gloves (Refer to RA SWP TAT 004)	



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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, 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.
<b>Trapping</b> - Risk of injury from trapped fingers when unbuckling/buckling curtain straps, unwinding tension/ tensioning ratchet, releasing/ replacing curtain pole. Impact injury from uncontrolled movement of door. Trapping in jack handle mechanism.	Driver/ Loader/ Shunter	2	2	4	PPE - gloves to be worn. Unbuckle/ buckle the curtain straps ensuring that fingers are clear of trapping in the ratchet, tensioners and jack handles. Always control door movement especially in windy conditions.
<b>Slips, trips and falls (same level)</b> Defective roof operation (Jamming/ Stiff/ Header Bar issues). Ground conditions.	Driver/ Loader/ Shunter	2	4	8	PPE - Safety boots, Helmet & Chin Strap. Using the roof pole apply firm downward pressure on the tag, whilst maintaining a secure position, to check the integrity of the tag. Controlled movement of header bar do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly,
<b>Manual handling</b> , potential for muscle and ligament strain, opening the header bar, pushing the roof when opening/closing	Driver/ Loader/ Shunter	3	4	12	Controlled movement of roof do not jerk or push/ pull with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap.
<b>Slips and trips</b> - Walking backwards opening/ closing a curtain. Risk of injury from tripping over feet or objects underfoot.	Driver, Shunter, Ground Staff	2	3	6	PPE - gloves & safety boots to be worn. Move one third of the way up the trailer. Grasp two of the curtain straps by the buckle and keeping your back straight and with outstretched arms close together, pull the curtain towards you. Avoid jerking the curtain.

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Competence Check						
#	Question	Answer		#	Question	Answer
1	What equipment is needed before raising roof?			3		
2	How many types of roof raising systems are there?			4		

Sign off	Name	Signature	Date
Worker / Operative			
Trainer / Supervisor			