



















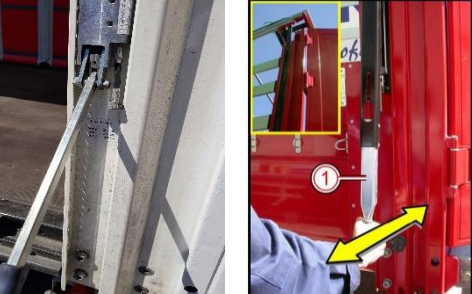

# SAFE WORKING PROCEDURES

Location	Warehouse/ Trailer Park	Revision	2
Process / Task	Operating a Mega Trailer	Document no.	RA SWP TAT 018B
Required Equipment & Materials	Roof Pole	Last Review Date	
Persons involved	Driver	Expiry Date	
Mandatory Training		Reference Documents	RA SWP TAT 002, RA SWP TAT 004, RA SWP TAT 013, RA SWP TAT 018
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	
	✓	✓			✓	✓				✓	✓	✓	✓
					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	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>		<b>Stop Work Authority:</b>											
<ol style="list-style-type: none"> <li>1) Think through the task</li> <li>2) Spot the hazard</li> <li>3) Assess the risk</li> <li>4) Take appropriate action</li> <li>5) Do the task safely</li> </ol>		<p>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.</p> <p>This includes: Unsafe work; Unsafe acts and conditions; A situation where you are in doubt</p> <p><b>You are empowered to exercise your Stop Work Authority</b></p>											
		   											
		<p>Struck by mobile equipment</p> <p>Struck by object</p> <p>Release of energy</p> <p>Human Behaviour</p>											
		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</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.





# SAFE WORKING PROCEDURES

Attention Points SWP- TAT 018B	Action	
<b>PPE / Equipment</b>		
<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>		
<b>Unfamiliar Equipment B</b>  <b>As Above.</b>  <b>3 types - Push button type/twist lever and hydraulic pump type</b>		
<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>	

# SAFE WORKING PROCEDURES

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	<b>Opening Curtains on a Mega Trailer</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 RA SWP TAT 013 Opening and Closing trailer doors)	 Fig. 1
2	<b>To Open the Curtain -</b> Unbuckle the curtain straps	Fig. 2 - 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. 2
3	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. 3 – 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 causing injury if curtain is under tension	PPE - gloves to be worn. Unbuckle the curtain straps ensuring that fingers are clear of trapping in the winding handle (lever / ratchet)	 Fig. 3

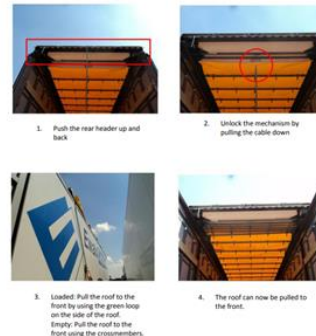


# SAFE WORKING PROCEDURES

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
4	<p>Take care to unwind slowly and control the handle.</p> <p>Lift curtain poles out on both sides.</p>	Fig. 4 – Risk of sudden release of the curtain tension does not allow the curtain pole to spring out.	<p>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.</p>	 <p>Fig. 4</p>
5	<p>Open curtains but only slightly on both sides.</p> <p>Proceed to front of trailer and remove front curtain poles out on both sides.</p>	Fig 5 – 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.	<p>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.</p>	 <p>Fig. 5</p>
6	<p>Mega curtains are heavier than standard curtains due to being longer and having more re-enforced slats.</p> <p>Therefore, curtains need to be opened in smaller sections.</p>	<p>Fig. 6 &amp; 6A - Manual handling (strains)</p> <p>Slips and trips</p> <p>Falling over</p> <p>Weather (wind)</p> <p>Curtain jams.</p>	<p>PPE - gloves to be worn. Ensure good grip on curtain buckles and strap tails. Keeping your back straight and with outstretched arms close together</p> <p>Walk carefully checking ground conditions for trip hazards</p> <p>Maintain tight grip on curtain buckles and straps.</p> <p><b>If curtain jams, report as defect</b></p>	 <p>Fig. 6</p>  <p>Fig. 6A</p>




# SAFE WORKING PROCEDURES

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
7	<p>Move a couple of feet along the curtain. 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.</p> <p>Repeat every couple of feet or in small sections which is comfortable to pull without forcing the curtain.</p>	Fig. 7 -		NEED PICs


# SAFE WORKING PROCEDURES

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
<b>Ewals XXL Mega Trailers</b>				
1	<b>Sliding Roof CSH/ XSH Trailers</b>	Fig. 1		<p>Sliding roof CSH/XSH trailers</p>  <p>1. Push the rear header up and back</p> <p>2. Unlock the mechanism by pulling the cable down</p> <p>3. Loaded: Pull the roof to the front by using the green loop on the side of the roof. Empty: Pull the roof to the front using the crossmembers.</p> <p>4. The roof can now be pulled to the front.</p> <p> <b>Important instruction for the drivers!</b></p> <ul style="list-style-type: none"> <li>• <u>Never</u> walk on the Mega trailers roof.</li> <li>• Loading via the roof is not possible with trailers with no "S" in the fleet number.</li> </ul>
	<b>XXL Trailers</b>	Fig. 2		
	<p>Ensure XXL system straps are undone and ratchets are put away in holders before opening the curtains.</p> <p>Risk:</p> <ul style="list-style-type: none"> <li>• Curtains will not open if XXL straps and ratchets are secured</li> <li>• Curtains will catch on XXL system ratchets if not put away</li> </ul>			

# SAFE WORKING PROCEDURES




SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	<p><b>XXL Trailers</b> When the roof comes down it is a matter of the <b>weight distribution</b> of the curtain and uprights. Procedure:</p> <ol style="list-style-type: none"> <li>1. Open the doors</li> <li>2. Release the curtain.</li> <li>3. Slide curtain open in one direction</li> <li>4. Slide uprights in the other direction</li> <li>5. Lift the roof to the max front and rear</li> <li>6. (Off) load the goods</li> <li>7. Reposition the uprights</li> <li>8. Lower the roof</li> <li>9. Close the curtain.</li> </ol> <p>The Krone series are equipped with an additional option to support the roof.</p>	Fig.1, 2 and 3		 <p>Fig. 1</p>  <p>Fig. 2</p>  <p>Fig. 3</p>

# SAFE WORKING PROCEDURES




SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	To make sure the right insertion height of 3.10 metres for the load will be reached. Ensure no sagging is allowed.	Fig. 4 – Risk of roof sagging/ cant rail bending	<b>ALWAYS</b> slide all 3 upright together to one end of the trailer and the curtain as far as possible to the opposite end of the trailer	 <p>Fig. 4</p>






# SAFE WORKING PROCEDURES

SAFE WORKING PROCEDURE				
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)	 <p>Fig. 1</p>
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. (Refer to RA SWP TAT 002)	 <p>Fig. 2</p>
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.	 <p>Fig. 3</p>




# SAFE WORKING PROCEDURES

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
4	<p>Unwind the tension in the curtain using the winding handle (lever / ratchet).</p> <p>Release Rear Curtain tensioners first on both sides (important that the rear tensioner is done first as there is).</p>	<p>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 causing injury if curtain is under tension</p>	<p>PPE - gloves to be worn. Unbuckle the curtain straps ensuring that fingers are clear of trapping in the winding handle (lever / ratchet)</p>	 <p>Fig. 4</p>
5	<p>Take care to unwind slowly and control the handle.</p> <p>Lift curtain poles out on both sides.</p>	<p>Fig. 5 – Risk of sudden release of the curtain tension does not allow the curtain pole to spring out.</p>	<p>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.</p>	 <p>Fig. 5</p>
6	<p>Open curtains but only slightly on both sides.</p> <p>Proceed to front of trailer and remove front curtain poles out on both sides.</p>	<p>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.</p>	<p>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.</p>	 <p>Fig. 6</p>

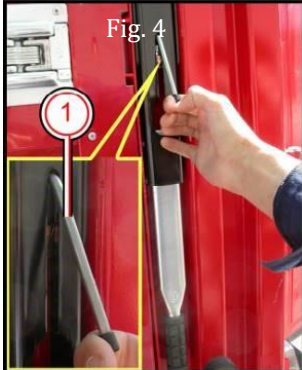
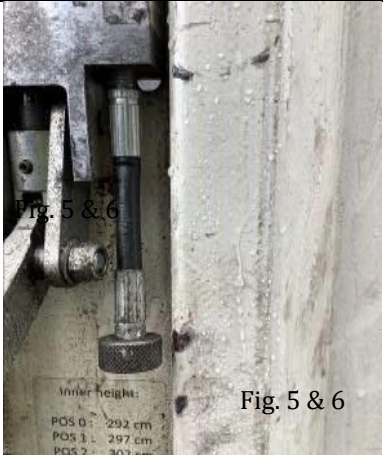
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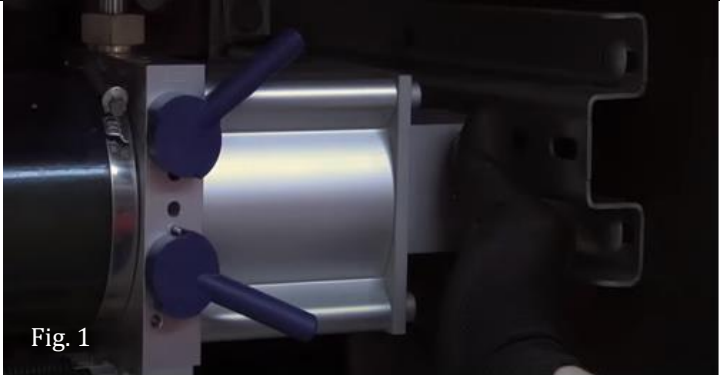
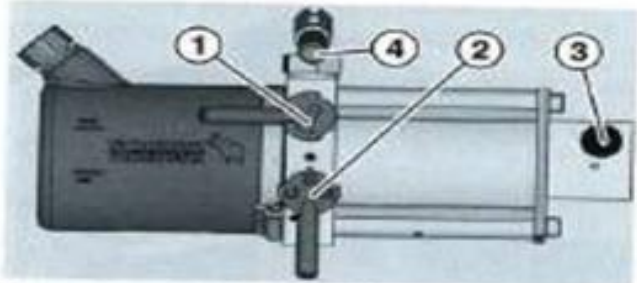
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
7	Open curtains but only slightly on both sides.  Release jack handles on all 4 corners.	Fig 7 – Risk of being struck by object especially in windy conditions. Risk of strains and sprains if jack handle 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)	
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)	
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>	

# SAFE WORKING PROCEDURES



SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	<b>Lowering a Mega Trailer Roof</b>			
1	Mega trailer roof in raised position.	Fig 1 -		 Fig. 1
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

# SAFE WORKING PROCEDURES

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
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 -		 <p>Fig. 4</p>
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> <p>Inner height: POS 0 : 292 cm POS 1 : 297 cm POS 2 : 303 cm</p>

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
<b>Schmitz Roof Mechanism</b>				
1	<p><b>Select the direction of movement of the lifting roof with valve (1). Lifting or lowering.</b></p> <ul style="list-style-type: none"> <li>The direction of movement is marked with an arrow.</li> </ul> <p><b>Select the roof side with valve (2), left, right or both sides</b></p> <ul style="list-style-type: none"> <li>The roof side is marked with arrows</li> </ul> <p><b>The lifting roof will move only while the button (3) is pressed</b></p> <p><b>If the compressed air supply fails, the lifting roof can be opened and closed with the hand pump (4)</b></p>	Fig 1 & 2		 <p>Fig. 1</p> <p><b>Pneumatic hydraulic pump*</b></p>  <p><b>Pneumatic hydraulic pump</b></p> <ul style="list-style-type: none"> <li>1 "Select movement direction" valve</li> <li>2 "Select roof side" valve</li> <li>3 "Up/down" button</li> <li>4 "Emergency Operation" hand pump</li> </ul> <p>Fig. 2</p>

# SAFE WORKING PROCEDURES

SAFE WORKING PROCEDURE				
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)	

# SAFE WORKING PROCEDURES

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.



# SAFE WORKING PROCEDURES

Competence Check						
#	Question	Answer		#	Question	Answer
1	What equipment is needed before raising roof?			3		
2	What must you do before opening Ewals XXL trailer curtains?			4		

Sign off	Name	Signature	Date
Worker / Operative			
Trainer / Supervisor			