


























SAFE WORKING PROCEDURES

Location	Warehouse/ Loading Dock	Revision	3
Process / Task	Trailer loading & Unloading	Document no.	RA SWP TAT 020
Required Equipment & Materials		Last Review Date	12/06/2023
Persons involved	Driver	Expiry Date	11/06/2025
Mandatory Training		Reference Documents	PB 001 2019
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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
	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓
												
	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	
								✓	✓	✓	✓	
<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 020		Action
PPE / Equipment		<ul style="list-style-type: none"> • Check crane • Check Harness and safety line • Wear PPE
Fall from Height		<ul style="list-style-type: none"> • Ensure ramp/platform is securely attached to trailer if loading/ unloading from rear. • Ensure bridging plate from ramp to trailer is fully inserted. • Use Safety Fence on trailer
Struck by Mobile Equipment		<ul style="list-style-type: none"> • Stand clear • Remain visible • Stay in Safe Haven
Struck by Falling Objects		<ul style="list-style-type: none"> • Observe caution when opening trailer doors

Unsafe Load Issues – Bulges, toppling, collapsing product, load shifts.

Report ALL loading issues to your Traffic Manager AND the Loading Point BEFORE leaving so that issues can be resolved at source.



proactive bulletin

Unsafe Load Issues

PB 001 /2019

The following all lead to delays / costs – Do the right thing and help each other!

Scenario 1. Driver collecting a load with bulging curtains (Intermodal Rail Transport).



Action: **ALWAYS** report issue to the Loading/ Despatch office and Operations/ Planning Teams so that **corrective actions** can be made quickly and **in real time!**

Scenario 2. Poor Load Build leading to Axle Weight Issues. Many loading points, especially Steel bays, are trained in load placement please follow their guidelines and think of your colleagues across the water to avoid penalties!



DON'T FORGET YOUR EDGE PROTECTION TOO!

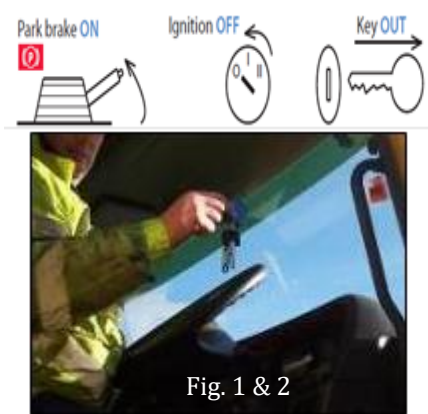
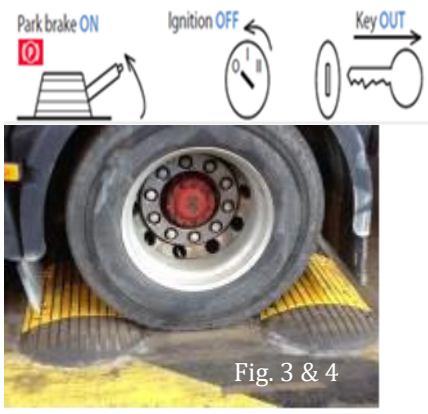


Scenario 3. Incorrect placement of ratchet straps – Full width trailer Rail Loads. Care must be taken when securing loads which extend to the full width of the trailer bed, such as the coils seen above, especially in the proximity of the 'YELLOW SQUARES', consider using the next ratchet down to avoid crimping effect caused when the Reach Stacker clamps onto the trailer which can lead to damaged curtains and cutting straps to unload cargo



 the sense of logistics

- **Bulges in curtains – ensure product is fully chocked and in line before leaving the loading point.**
- **Poor ratchet placement on full width loads can cause bulges in the curtain leading to rejection at rail terminals OR crushing when lifting Huckepack trailers.**
- **Always discuss load placement with Loading Teams to ensure trailers are not over weight on truck and trailer axles.**
- **Prepare trailers correctly before loading to ensure straps and ratchets are not trapped by the load.**
- **Always follow any Loading guidance given by customers and apply correct strap protection where needed.**
- **Always ensure the load is correctly strapped to avoid product toppling/leaning over.**

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
Tractor Unit with Trailer				
1	<p>When loading/unloading or transhipping cargo from your trailer, you must ALWAYS comply with all the site rules/best practice, as follows:</p> <p>Use additional rear landing legs if fitted to trailer.</p>	<p>Fig. 1 & 2 – Risk of rollaway. Risk of falls from same level or from height. Risk of trapping between ramp and rear of trailer.</p>	<p>PPE – FULL. Ensure tractor unit and trailer parking brakes are applied. Remove ignition keys from truck. Ensure ramp/platform is securely attached to trailer if loading/unloading from rear. Ensure bridging plate from ramp to trailer is fully inserted.</p>	 <p>Fig. 1 & 2</p>
Trailer without Tractor Unit				
1	<p>Use additional rear landing legs if fitted to trailer.</p>	<p>Fig. 3 & 4 - Risk of rollaway. Risk of falls from same level or from height. Risk of trapping between ramp and rear of trailer.</p>	<p>PPE – FULL. Ensure trailer parking brake is applied. Ensure trailer wheels are chocked. Ensure trestle or jack is supporting front of trailer. Place safety notice at front of trailer to warn other drivers not to move trailer. Ensure ramp/platform is securely attached to trailer if loading/unloading from rear.</p>	 <p>Fig. 3 & 4</p>




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2	<p>REMEMBER ALWAYS seek guidance from your Traffic Office if you have any concerns regarding the safe working procedure employed to load/unload your trailer.</p>	Risk of Interaction with Fork Lift trucks and MHE	PPE – Hi-Viz Vest/ Jacket. Ensure you are in a safe place/ haven whilst forklift trucks are operating.	
Use of Pallet Trucks				
1	If may be a requirement during your work to move a consignment with the use of a pallet truck (non-mechanised). This includes working at ground level, on a loading platform or inside the trailer.	Fig. 5 – Risk of trapping fingers or feet if unfamiliar with equipment. Risk of cargo toppling if not loaded correctly.	PPE- Gloves, Safety Boots. When using a pallet truck, you must undertake any training, guidance or direction provided by customer. Ensure that the pallet truck is in good order and the weight of the consignment to be moved is within the equipment's safe working load limit and is upright	 <p>Fig. 5</p>
2	<p>REMEMBER ALWAYS wear appropriate PPE (Personal Protective Equipment), The safe working load limit must not be exceeded at any time Never work in an environment which doesn't permit safe and free movement, or where the consignment on the pallet truck obstructs your view</p>	<p>Risk of loads toppling from being too heavy. Risk of slips, trips and falls. Risk of being struck by mobile equipment if not seen. Risk of muscle strains/ sorains from poor handling techniques. Risk of injury to passers-by if area not managed. Risk of injury from Skylarking. Risk of falls from height or same level</p>	<p>PPE - safety footwear, gloves, hi-visibility jacket/waistcoat. A hard hat with chinstrap is to be worn when working inside a trailer. Always check SWL of pallet truck. And pallet before lifting. Ensure the area in which you are working is clear, free of debris, oil, grease or any substance, which may contribute to a slip, trip or fall. Ensure the area is not in an area where MHE/ FLT are operating, cordon off the area.</p>	

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	<p>Never lift a load without first assessing if you are physically able. Seek assistance with heavy items</p> <p>If working inside a trailer ensure that the sides are closed, whenever possible and that the trailer bed is level and free from debris or loose equipment. Ensure well boards are not defective or protruding</p> <p>Ensure that individuals are not permitted to climb on a moving pallet truck, or its load</p> <p>If working at ground level, or on a platform, or loading bay that it is level and free from potholes or other subsidence</p> <p>Do not stand near the edge of the trailer bed when curtains or rear doors are open, or near the edge of a platform or loading bay</p> <p>Never work inside a trailer whilst forklift operations are placing or removing goods onto or from the trailer bed</p> <p>All areas used for the transshipment of cargo must be cordoned off from other moving vehicles</p>	<p>inside trailer if trailer bed is not clean or well boards are not seated properly. Risk of slips, trips and falls from ground level or platform from potholes or subsidence around loading/ unloading bays. Risk of being struck by mobile equipment (FLT). Risk of falls from height if working too close to trailer edge or platform edge if on a loading bay.</p>	<p>Always observe correct manual handling techniques ask for assistance if the load is too heavy.</p> <p>Ensure working area is always clean and tidy before starting operations any defects observed must be reported and corrected where possible.</p> <p>Only competent persons to operate pallet trucks and always manage your area.</p> <p>Check area before operations commence if unsuitable ask if operation can be moved.</p> <p>Always stay in the middle of the trailer away from open edges.</p> <p>Always remain in the safe haven, be seen, be clear, stay clear.</p> <p>Cease work if forklift trucks/ other vehicles are operating in the area.</p>	

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	Load Securing			
1	If a load is not adequately secured within the trailer there is a danger that the cargo could fall from the trailer and injure either a passer-by or yourself.	Risk of slips, trips and falls from same level. Risk of load shift/ load loss. Risk of injury to passers-by. Risk of injury to the driver. risk of asset damage. Risk of injury from unseen/ smaller objects falling from height. Risk of injury from items falling from substandard packaging. Risk of injury from objects falling when trailer/ container doors are opened. Risk of being struck by mobile equipment.	<p>You must:</p> <p>Always Check the trailer bed is free of defects (i.e. well-boards). Always Check Package Stability (i.e. Bottled Products) ALWAYS Check load paperwork before restraining the load, check for the location of smaller items within the load which need restraining or blocking to prevent items falling or shifting, report to loading point if unable to restrain adequately.</p> <p>ALWAYS check for load movement before moving a loaded trailer, i.e. check for bulges and tears in the curtain. If load movement is suspected, you must report it immediately to your Traffic Office / Supervisor.</p> <p>ALWAYS be aware of the danger of moving cargo when opening a trailer. Open curtains and doors caution before fully opening, standing away from where a load/ cargo may fall.</p> <p>Cease work if forklift trucks/ other vehicles are operating.</p>	  

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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
Slips, trips or fall at same level: Floor not clean: Protruding parts (broken pallets); spilled product (pellets/ granules); water from trailer entering during rain.	Driver/ Ground Staff/ Warehouse Staff/	2	3	6	Housekeeping Clear working areas with space Clean up of spilled product or broken pallets Clean up any rain water
Falls from height – working too close to edge of trailer, gaps between loading dock and trailer/ bridging plate not correctly positioned.	Driver/ Ground Staff/ Warehouse Staff/	3	5	15	Ensure customer procedures are followed. Ensure bridging plate is fitted correctly. Never work close to the edge of the trailer Ensure safety rails are fitted.
Trapping – between falling product, trapped fingers opening curtains and doors, placing bridging plate into position	Driver/ Ground Staff/ Warehouse Staff/	3	5	15	Check stability of cargo before off-loading. Follow SWP's best practice when opening curtains and doors. Ask for assistance if required.
Struck by mobile equipment – impact injuries from FLT/ unrestrained doors/	Driver/ Ground Staff/ Warehouse Staff/	3	5	15	Never enter an area a FLT/ MHE is operating. Always stay in a Safe Haven/Area and be seen. Wear PPE
Struck by falling objects – unsecured loads/ unstable or poorly wrapped pallets. Unseen/ small product falling from within the load	Driver/ Ground Staff/ Warehouse Staff/	3	5	15	Open curtains and doors with caution. Check Pallet is within Pallet Truck SWL before moving pallet. Check packaging before lifting a pallet onto pallet truck. Check manifest/ packaging list before approaching load.

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Competence Check						
#	Question	Answer		#	Question	Answer
1	Where should you stand if FLT's are operating?			3		
2	What MUST be observed when using a pallet truck?			4		

Sign off	Name	Signature	Date
Worker / Operative			
Trainer / Supervisor			