


























SAFE WORKING PROCEDURES

Location	Warehouse/ Loading Dock	Revision	3
Process / Task	Operating Swap Body Containers	Document no.	RA SWP TAT 022
Required Equipment & Materials		Last Review Date	12/06/2023
Persons involved	Driver/ Shunter/ Ground Staff	Expiry Date	11/06/2025
Mandatory Training		Reference Documents	RA SWP TAT 002, RA SWP TAT 004, RA SWP TAT 007, RA SWP TAT 015
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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	
									✓	✓	✓	✓	

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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.

Attention Points SWP-		Action
PPE / Equipment		<ul style="list-style-type: none"> • Wear PPE
Fall from Height		<ul style="list-style-type: none"> • Always use a platform to access container • 3 points of contact
Struck by Mobile Equipment		<ul style="list-style-type: none"> • Stand clear • Remain visible • Cone off area
Struck by Falling Objects		<ul style="list-style-type: none"> • Use caution when opening container doors




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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	To Open the Curtain - Unbuckle the curtain straps	Fig. 1 Risk of trapping points (buckle / fastening / ratchet)	PPE - gloves to be worn. Unbuckle the curtain straps ensuring that fingers are clear of trapping points.	 Fig. 1
2	Loosen and remove the buckles at the ends of the Swap body	Fig. 2 - Risk 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	Lower the yellow protective plate	Fig. 3 – Risk of trapping behind plate. Risk of impact injury if yellow plate is dropped.	PPE - gloves to be worn. Unbuckle the plate straps ensuring that fingers are clear of trapping points. In a controlled manner slowly lower yellow plate into open/drop position.	 Fig. 3




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4		Fig. 4 - Risk of impact injury if yellow plate is dropped.	One hand should be placed on the yellow plate to maintain control.	 Fig. 4
5	Opening the tensioning mechanism	Fig. 5 - Risk of trapping in curtain tensioner/ winding handle.	PPE - gloves to be worn. Firmly push the button on the tensioning mechanism handle to unlock the mechanism ensuring that fingers are clear of trapping points	 Fig. 5
6	Once the tensioning mechanism is released, use the tensioning lever to release the tension and unroll the tensioning pole and curtain.	Fig. 6 - Ensure fingers are clear of trapping points.	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




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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
7	Grasp the rear corner of the curtain using the material tag or fixed handle and lift the pole upwards and out of holding slot	Fig. 7 – Risk of trapping fingers, risk of being struck by moving object, risk of sudden release of energy causing injury.	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. 7
8	Move one third of the way up the swap body. 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.	Fig. 8 - Manual handling (strains) Slips and trips Falling over Weather (wind) Curtain jams	PPE - gloves to be worn. Ensure good grip on curtain buckles and strap tails. Keeping your back straight and with outstretched arms close together Walk carefully checking ground conditions for trip hazards Maintain tight grip on curtain buckles and straps. If curtain jams, report as defect	 Fig. 8
9	Repeat until the curtain is clear for loading / offloading In Bad weather / windy conditions:	Fig. 9 -	Ensure rear doors are fully closed and secured before opening curtains. In high winds swap body is to be moved undercover/ inside warehouse before opening curtains.	 Fig. 9




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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
10	<p>Moving the Side posts</p> <p>To move the side post for loading or unloading, lift the lock in the centre of the side post upwards.</p>	Fig. 10 - Risk of trapping fingers, risk of being struck by moving object, risk of sudden release of energy causing injury.	PPE – Safety Helmet and 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 side posts.	 <p>Fig. 10</p>
11	<p>Pull the handle downwards. Be careful not to trap hand or fingers in the lock mechanism. It is then possible to slide the side post into position required to load / unload.</p> <p>DO NOT remove all side posts at the same time, as this will cause the roof to lower or potentially collapse under its own weight.</p>	Fig. 11 - Risk of trapping fingers, risk of being struck by moving object, risk of sudden release of energy causing injury.	PPE – Safety Helmet and 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 side posts.	 <p>Fig. 11</p>
12	<p>Replacing the Side posts</p> <p>Re-position the side post in line with its fitting on the rave of the swaps body</p>	Fig. 12 - Risk of trapping fingers, risk of being struck by moving object, risk of sudden release of energy causing injury	PPE – Safety Helmet and 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 side posts.	 <p>Fig. 12</p>



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13	Lever the post back in to place and fold in the handle, making sure fingers are not between the handle and post.	Fig. 13 - Risk of trapping fingers, risk of being struck by moving object, risk of sudden release of energy causing injury	PPE – Safety Helmet and 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 side posts.	 Fig. 13
14	Lift the lock to allow the handle to fit back flush with the post, then release the lock to secure the handle.	Fig. 14 - Risk of trapping fingers, risk of being struck by moving object, risk of sudden release of energy causing injury	PPE – Safety Helmet and 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 side posts.	 Fig. 14
15	<p>Securing the load with ratchet straps</p> <p>Each Swap body has ratchet straps fixed to the unit Once loaded, it is necessary to secure the load with ratchet straps. Ratchet straps should be attached to the multi-holed side rave and then positioned over the load. This should be done from the ground or using available platforms or airline steps.</p> <p>Missing and / or damaged straps must be reported to operations.</p>	Fig. 15 – Risk of trapping fingers in ratchet mechanism, risk of being struck by end of strap, risk of slips, trips and falls from same level from poor ground conditions or obstacles. Risk of falls from height if using mobile platform.	PPE – Safety Helmet and chinstrap, gloves. Ensure good grip of ratchet and end of strap. Ensure area has been assessed before starting and any debris or objects moved clear. Always use 3 points of contact to access mobile platforms.	 Fig. 15




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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
16	Closing the curtain Once secured: - Pull the curtain closed	Fig. 16 - Manual handling (strains) Slips and trips Falling over Weather (wind) Curtain jams	PPE - gloves to be worn. Ensure good grip on curtain buckles and strap tails. Keeping your back straight and with outstretched arms close together Walk carefully checking ground conditions for trip hazards Maintain tight grip on curtain buckles and straps. If curtain jams, report as defect	 <p>Fig. 16</p>
17	Replace the tensioning pole Wind the curtain until firm and secure.	Fig. 17 – Risk of trapping fingers, risk of being struck by moving object, risk of sudden release of energy causing injury.	PPE - gloves to be worn. Ensure fingers are clear of trapping points. 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>Fig. 17</p>
18	Replace the buckles on the curtain	Fig. 18 - Risk 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. 18</p>




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19	<p>Opening and closing the doors</p> <p>Open the door, holding it being careful that the wind does not catch the door</p>	<p>Fig. 19 – Risk of Manual handling injuries, muscle strains. Risk of trapping fingers in locking mechanism. Risk of falling cargo pushing the door open.</p>	<p>Wearing full PPE, including hard hat, Open right-hand door first, swivel both catches upwards</p> <p>Visually check door hinges to ensure they are intact and without damage</p> <p>Visually check lock rods, cams and keepers to ensure they are aligned and without damage</p> <p>Grasping both handles, lift handles in tandem and twist them to the left to disengage the cams and keepers</p> <p>Keep one hand on the door and slowly open and do visual check prior to opening door fully.</p> <p>If all ok pull door open and secure door back with stop.</p>	 <p>Fig. 19</p>
20	<p>Use the chain to secure the door back to the container.</p>	<p>Fig. 20 - Risk of trapping fingers in locking mechanism. Risk from dust/ fumes.</p>	<p>PPE – Gloves. Report containers with door defects to your Manager.</p> <p>PPE – Full – including Safety Glasses - allow air to circulate the container and assess the condition before entering</p>	 <p>Fig. 20</p>

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21	To close the door, remove the chain and carefully hold the door, repositioning and using the door lever to secure the door.	Fig. 21 - Risk of Manual handling injuries, muscle strains. Risk of trapping fingers in locking mechanism	PPE – Gloves. Report containers with door defects to your Manager. Ensure locking cams aligned and grasp both handles, lift in tandem and twist to the right to engage cams and keepers.	 <p>Fig. 21</p>
22	<p>Opening and closing the roof</p> <p>Using the roof pole contained within the swap body, position the roof pole on the header bar and push up.</p> <p>Using the roof pole, release the locking pins</p> <p>Place the roof pole on the webbing eye at the side of the swap body and walk forwards pulling the roof pole, being careful not to trip or stumble, keeping an eye out for obstacles. Do not pull the roof too quickly or forcefully. If the roof does not move easily then: -</p> <p>OR</p> <p>An alternative is to make sure the curtains are closed and secured and safely access the swap body using steps or gantry at the customers site and push the roof from inside the swap body</p> <p>To close the roof, place the roof pole in the webbing eye at the side of the swap body. Pull the roof backwards, whilst walking</p>	Fig. 22 & 23 - Risk of Manual handling injuries, muscle strains from pushing/ pulling, overreaching. Risk of slips and trips from same level. Risk of being struck by mobile equipment	<p>PPE – Safety Helmet, boots and gloves, hi-viz. Ensure good grip on handle, use controlled movements, no jerky or awkward movements. Assess ground conditions before starting operation. Be aware of other vehicles in the area. Be Seen, be clear, stay clear.</p> <p>Refer to the Visual Fault Finding – Sliding Roof document</p> <p>Release the tension in the curtain buckles.</p> <p>Make sure the doors are not hanging or swinging</p> <p>Check the swap body is parked on level ground</p> <p>If these actions do not cause the roof to open, then report the defective roof to operations. Do not climb to try and access the</p>	 <p>Fig. 22</p>  <p>Fig. 23</p>

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	slowly and keeping an eye for obstacles (slips and trips). Use the roof pole from the ground to pull down the header bar, securely into place.		roof mechanism. Do not work at the rear of the swap body near and open edge.	 <p>P&O FERRYMASTERS site standard Visual Fault Finding - Sliding Roof Only for trailers with the roof cord intact and undamaged</p> <p>1. The roof is difficult to push open or close?</p> <p>Common causes</p> <ul style="list-style-type: none"> The trailer may be dipping The trailer may be parked on uneven ground <p>Solution</p> <ul style="list-style-type: none"> Flat on to level ground Inflate / deflate air suspension to level trailer <p>2. Unable to disengage the locking pins, or sliding roof jam's part way</p> <p>Common causes</p> <ul style="list-style-type: none"> The curtains were closed and under tension Trailer doors hanging open unsecured Roof jamming on partially open curtains <p>Solutions</p> <ul style="list-style-type: none"> Release the tension in the curtains by loosening the buckles and slacken the tension bar Secure the trailer doors back with retaining arms Close any partially open curtains Remove excessive tension <p>3. If no movement after trying all the above by opening with a second person, using a roof pole on each side</p> <ul style="list-style-type: none"> Maximum 3 attempts. Do not use excessive force! If roof still does not open reject the trailer and send off site for an authorized repair. Do not attempt
23	Preparing the Swap Body for Transport / Transit Once the Swap body is closed, then place or thread the TIR cord through the holes in the curtain buckles Ensure the TIR cord is sealed at the doors of the Swap Body.	Fig. 24 – Risk of trapping fingers when threading TIR cord through buckles and handles	PPE -gloves ensure fingers are kept clear of trapping points.	 <p>Fig. 24</p>
24	Preparing the Swap Body for Rail Transit	Fig. 25 – Risk of rejection at rail head if trailer sides are out of alignment/ tolerance/ bulging.	Please check and ensure that: - Tensioning pole is correctly behind the tensioning pole holder. Any damage or shortages of equipment must be reported.	 <p>Fig. 25</p>

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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, 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.
Manual Handling - Risk of injury from pulling back clip and pushing forwards and upwards repetitive motion. Potential for muscle strain. Potential for wrist and elbow joint strain. Unwinding/winding the tension in the curtain using the winding handle or ratchet. Lift pole upwards and out of its slot and pull free from holding slot Lift and sliding Roof support	Driver, Shunter, Ground Staff	2	2	4	PPE - gloves to be worn. Ensure good grip on handle, use controlled movements, no jerky or awkward movements. Ensure fingers are clear of moving parts. If the handle or ratchet is too stiff to unwind do not attempt to open from the front. Report as a defect immediately.
Trapping - Risk of injury from trapped fingers when unbuckling/buckling curtain straps, unwinding tension/ tensioning ratchet, releasing/ replacing curtain pole. Trapping fingers in roof support locking/ release mechanism	Driver, Shunter, Ground Staff	2	2	4	PPE - gloves to be worn. Unbuckle/ buckle the curtain straps ensuring that fingers are clear of trapping in the ratchet.
Slips and trips - Walking backwards opening/ closing a curtain. Risk of injury from tripping over feet or objects underfoot. Risk of falling backwards. Risk of falls when moving roof supports or pushing up/ pulling down header bar.	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. Do not pull roof support out too far from the upright position.

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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
Stored Energy/ Sudden Release of Energy - Risk of injury from sudden release of stored energy or Spring out of curtain pole or sudden jam and stop, roof support mechanism, header bar. Potential for minor impact injuries from objects.	Driver, Shunter, Ground Staff, Other Visitors	2	2	4	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. If the handle or ratchet is too stiff to unwind do not attempt to open from the front. Report as a defect immediately. Move curtain cautiously, walk with straight back and outstretched arms. Report curtain jams as defect. Do not pull roof support out too far from the upright position.
Weather (adverse) / Flying objects or particles (machine, operation, process or wind) - Risk of injury from sudden movement of curtains, buckles and straps.	Driver, Shunter, Ground Staff, Other Visitors	2	2	4	Ensure rear doors are fully closed and secured before opening curtains. In high winds trailer is to be moved undercover/ inside warehouse before opening curtains, where possible or position trailer to reduce the influence of the prevailing conditions.

Competence Check					
#	Question	Answer	#	Question	Answer
1	What PPE is required to open the trailer?		3		
2	What process should be followed for a roof that wont operate correctly?		4		

Sign off	Name	Signature	Date
Worker / Operative			
Trainer / Supervisor			