




















SAFE WORKING PROCEDURES

Location	Meet & Greet/ Trailer Park/ Warehouse	Revision	2
Process / Task	Roof Support Checks Inside the Trailer	Document no.	RA SWP TAT 024
Required Equipment & Materials		Last Review Date	13/06/2023
Persons involved	Driver/ Ground Staff	Expiry Date	12/06/2025
Mandatory Training		Reference Documents	RA SWP TAT 007, RA SWP TAT 013
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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		
	✓	✓	✓		✓	✓					✓	✓	✓	✓
					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	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
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.														

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Attention Points SWP- TAT 024		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 trailer curtain remains closed.
Struck by Mobile Equipment		<ul style="list-style-type: none"> • Stand clear • Remain visible
Struck by Falling Objects		<ul style="list-style-type: none"> • Stay clear of roof supports

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	<p>Before commencing any checks, ensure trailer is parked in designated bay ONLY.</p> <p>Accessing trailer bed</p>	Fig. 1 – Risk of being struck by mobile equipment/ other road users. Risk of trapping fingers in trailer steps.	PPE – Gloves, Hi-Viz Vest. Be aware of other vehicles in the area. Ensure fingers are clear of trapping points, where possible ask driver to pull out the steps. (Refer to RA SWP TAT 013)	 Fig. 1





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2	<p>Access trailer bed, using 3 points of contact (Fig. 2) Use grab handle as shown if one available. Driver must also enter the back of trailer</p>  <p>DO NOT ENTER BACK OF TRAILER WITHOUT THE DRIVER. RISK OF DRIVE AWAY IF DRIVER DOES NOT KNOW YOU ARE IN THE BACK OF THE TRAILER.</p>	<p>Fig. 2 – Risk of falling from height. Risk of driver, driving off before check is complete.</p>	<p>PPE – Safety Helmet and Chinstrap. Always use 3 points of contact. Ensure the driver enters the back of the trailer with you.</p>	 <p>Fig. 2</p>
3	<p>Visual check of the Roof supports Before carrying out visual inspections</p> <p>Visually check all roof supports. In doing this you are checking that all bolts or pins are in place, looking for any obvious defects, and ensuring roof supports are in line, not skewed, or showing signs of previous loading damage</p> 	<p>Fig. 3 – Risk of slips, trips and falls from same level due to trailer bed conditions.</p>	<p>PPE – Safety Helmet and Chinstrap. Ensure trailer bed is clean and free from debris and trip hazards when walking about the trailer</p>	 <p>Fig. 3</p>

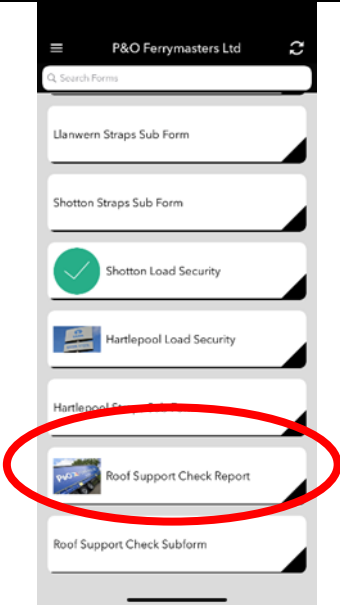
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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
4	Continue checks	Fig. 4 - Risk of slips, trips and falls from same level due to trailer bed conditions.	PPE – Safety Helmet and Chinstrap. Ensure trailer bed is clean and free from debris and trip hazards when walking about the trailer	 <p>Fig. 4</p>
5	Note any missing pins, bolts or signs of damage	Fig. 5 – Risk of being struck by falling objects.	PPE – Safety Helmet and Chinstrap, gloves. Be aware of surroundings and braced for roof supports falling if bolts are missing.	 <p>Fig. 5</p>
6	Note any missing pins, bolts or signs of damage	Fig. 6 - Risk of being struck by falling objects.	PPE – Safety Helmet and Chinstrap. Be aware of surroundings and braced for roof supports falling if bolts are missing.	 <p>Fig. 6</p>

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
7	<p>Twist test of the Roof supports</p> <p>Wearing gloves, grasp the roof support firmly with both hands, and twist the support forwards and backwards. By doing this you are checking for excessive movement of the support or evidence of the main part of the support coming away from the sheath which is attached to the cant rail.</p>	<p>Fig. 7 – Risk of being struck by falling objects. Risk of sudden release of energy from broken bolts. Risk of trapping fingers in any moving parts. Risk of manual handling injuries if roof support falls unexpectedly.</p>	<p>PPE – Safety Helmet and chinstrap, gloves, safety boots. Always keep a firm control of roof support whilst twist check is being carried out. Ensure fingers are not placed in any moving parts/ locking/ release mechanisms. Be aware of surroundings and braced for roof supports falling if bolts are missing.</p>	 <p>Fig. 7</p>
8	<p>Note any excessive movement</p>  <p>Be careful not to put fingers in any gaps between moving parts or mechanisms, which could potentially cause trapping injuries!</p> <p>On completion, exit through the rear of the trailer.</p>	<p>Fig. 8 - Risk of being struck by falling objects. Risk of sudden release of energy from broken bolts. Risk of trapping fingers in any moving parts. Risk of manual handling injuries if roof support falls unexpectedly.</p>	<p>PPE – Safety Helmet and chinstrap, gloves, safety boots. Always keep a firm control of roof support whilst twist check is being carried out. Ensure fingers are not placed in any moving parts/ locking/ release mechanisms. Be aware of surroundings and braced for roof supports falling if bolts are missing.</p>	 <p>Fig. 8</p>
9	 <p>Before exiting trailer, look around and check for other vehicles in the area before dismounting!</p> <p>Ask the Driver to close- up the trailer</p>	<p>Risk of falling from height. Risk of trapping feet in trailer steps. Risk of being struck by mobile objects/ vehicles. Risk of falls from steps during hours of darkness.</p>	<p>PPE – Safety Helmet and chinstrap, gloves, safety boots. Hi-Viz Vest. Check for other vehicles in area. Exit trailer backwards using the steps, grab handles and minimum of 3 points of contact Be aware of foot placement when stepping down from steps Use handheld or head torches to light up the steps and dark spots when conducting checks in the dark.</p>	

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
10	Report findings or defects (If FormBuilder Roof Support Check, Email etc.)		Use Iform App or send email to crash@pofm.com	

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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 truck entering during rain.	Driver/ Ground Staff	2	1	2	Housekeeping Clear working areas with space Clean-up of spilled product or broken pallets Check trailer well boards are not protruding.
Manual Handling - Risk of injury from pulling/ pushing roof support.	Driver/ Ground Staff	2	2	4	PPE - gloves to be worn. Ensure good grip on roof support, use controlled movements.
Trapping - Risk of injury from trapped fingers when conducting twist check, pushing/ pulling trailer steps.	Driver/ Ground Staff	2	2	4	PPE - gloves to be worn. Stand to one side and twist roof support with caution. Ensuring that fingers are clear of trapping in any moving parts. Ensure fingers are clear of trapping points when removing/ replacing trailer steps. Ask driver to complete this task.
Struck by falling objects – Risk of injury from roof support falling during twist check	Driver/ Ground Staff	2	3	6	PPE -Safety Helmet and chinstrap, boots, gloves. Stand to one side and twist roof support with caution.
Struck by mobile equipment – from other road users/ vehicles in the area	Driver/ Ground Staff	2	3	6	PPE – Hi-Viz vest. Ensure a check is carried out before exiting the trailer. Be Seen, Be Clear, Stay Clear.
Falls from Height – when using trailer steps	Driver/ Ground Staff	2	3	6	PPE – Safety helmet and chinstrap, gloves, safety boots. Ensure feet are placed carefully onto steps, always use 3 points of contact and use correct trailer hand holds.

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Competence Check						
#	Question	Answer		#	Question	Answer
1	What PPE is required to carry out the roof support check?					
2	What Must be done if a roof support fails the check?					

Sign off	Name	Signature	Date
Worker / Operative			
Trainer / Supervisor			