


























safe working procedure


Location	Loading Warehouse, Loading Dock, Trailer Park	Revision	3
Process / Task	Removing and Replacing Sideboards – Loaded Trailer	Document no.	RA SWP TAT 005A
Required Equipment & Materials		Last Review Date	24/05/2023
Persons involved	Drivers/ Shunter/Loader/Ground Staff/ Other Visitors (to trailer areas)	Expiry Date	23/05/2025
Mandatory Training		Reference Documents	RA SWP TAT 004
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					
✓			✓	✓		✓	✓	✓	✓					
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			
								✓	✓	✓	✓			




safe working procedure

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- TAT 005A		Action
PPE / Equipment		Wear PPE
Slips, Trips and falls		Always place removed boards away from operational areas.
Struck by Objects falling from Height		Always ensure good control of boards
Puncture Injuries		Observe boards carefully before lifting for protrusions/ splinters etc

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	<p>Removal of Boards – Loaded Trailer Fully open the curtains. (refer to RA SWP TAT 004) Visually check all boards, ensuring no damage/ protruding splinters. Lower boards to be removed from ground level without the aid of a ladder.</p>	<p>Fig. 1 – Risk from Trapping Curtain tensioners, buckles. Risk of sudden energy release from curtain tensioners. Risk of being struck by object falling from height. Risk of protrusions/splinters in boards</p>	<p>Ensure good grip on board, controlled movement, PPE - gloves, Helmet & Chin Strap. Hold board as centrally as possible. Use manual handling techniques. Visually check all boards, ensuring no damage/ protruding splinters. PPE – Gloves, Safety Boots, Arms and legs covered.</p>	 <p>Fig 1</p>

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
2	Upper boards to be removed with the aid of ladders/mobile steps placed at ground level in the step position.	Fig. 2 – Risk of manual handling injuries/ strained muscles/ repetitive injuries from bending, lifting and reaching.	Ensure good grip on boards, controlled movement, PPE - gloves, Helmet & Chin Strap, safety boots, arms and legs covered. Hold board as centrally as possible. Use manual handling techniques	 Fig. 2
3	Upper boards to be removed with the aid of ladders/mobile steps placed at ground level in the step position.	Fig. 3 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from bending, lifting and reaching. Risk of tripping on removed boards.	Ensure good grip on boards, controlled movement, PPE - gloves, Helmet & Chin Strap, safety boots, arms and legs covered. Hold board as centrally as possible. Use manual handling techniques. Stow boards in a safe position away from loading operations.	 Fig. 3
4	Replacing of Boards – Loaded Trailer With the trailer side boards placed ready for replacing back into trailer, carefully lift using both hands and bending knees ready to put into place	Fig. 1 - Risk from bending to place boards, risk of trapping between boards, risk from splinters and protrusions. Risk of objects falling from height	Ensure good grip on boards, controlled movement, PPE - gloves, Helmet & Chin Strap, safety boots, arms and legs covered. Hold board as centrally as possible. Use manual handling techniques	 Fig.1

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
5	<p>Holding sideboard with both hands, place one side into slot. Lift opposite side above its slot, support weight of board with other hand, place other side into opposite slot and repeat.</p> <p>Only replace boards to as far as can reach. Do not overstretch or climb on trailer wheels to put higher boards back -</p>	<p>Fig. 2 - Risk of being struck by object, Risk of protrusions/splinters in boards. Risk of manual handling injuries/ strained muscles/ repetitive injuries from bending, lifting and reaching.</p> <p>Risk of dropping boards onto lower limbs and feet</p>	<p>Ensure good grip on boards, controlled movement, PPE - gloves, Helmet & Chin Strap, safety boots, arms and legs covered. Hold board as centrally as possible. Use manual handling techniques</p>	 <p>Fig. 2</p>
6	<p>Holding sideboard with both hands, place one side into slot. Lift opposite side above its slot, support weight of board with other hand, place other side into opposite slot and repeat.</p>	<p>Fig. 3 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from bending, lifting and reaching.</p>	<p>Ensure good grip on boards, controlled movement, PPE - gloves, Helmet & Chin Strap, safety boots, arms and legs covered. Hold board as centrally as possible. Use manual handling techniques</p>	 <p>Fig. 3</p>
6	<p>Any spare boards which are left over, place on side of trailer behind restraints.</p> <p>If Upper boards are to be replaced.</p> <p>However, only replace if necessary. If no mobile steps are available, then only replace boards as far as can be reached safely.</p>	<p>Fig. 4 – Risk of being struck by object, Risk of protrusions/splinters in boards. Risk of manual handling injuries/ strained muscles/ repetitive injuries from bending, lifting and reaching.</p> <p>Risk of dropping boards onto lower limbs and feet</p>	<p>Use mobile steps provided on site, taking extra care whilst climbing steps, use 3 points of contact if possible. Hard hat with chin strap must be worn as well as Safety footwear and gloves.</p>	 <p>Fig. 4</p>

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.
Slips, trips or fall at same level: Floor not clean: spilled product (pellets/ granules); water from truck entering during rain, icy conditions. Ground conditions, potholes, chocks	Driver, Shunter, Ground Staff, (Visitors to trailer park areas)	2	1	2	Housekeeping Check ground protrusions/ obstructions. Clear working areas with space Clean up of spilled product or broken pallets Clean up any rain water/ ice PPE – Safety Boots
Manual handling , potential for muscle and ligament strain, lifting or reaching tilt/ sideboards. Reaching upwards. Potential back / arm / shoulder muscle strain. Repetitive movement injury	Driver, Shunter, Ground Staff	3	4	12	PPE – Hard hat with chin strap, gloves & safety boots to be worn. Visually check boards, be aware of damage and protruding splinters. Take care when lifting. Use controlled movements, no sudden jerking or twisting. Lower boards to the floor by bending from the knees, keep back straight and head above shoulders.
Fall from height – accessing/ exiting trailer bed	Driver, Shunter, Ground Staff	3	4	12	Ensure trailer bed is free from debris. Ensure curtains are closed and buckled whilst on back of trailer. Be aware of back edge of trailer. Ensure 3 points of contact are used. PPE - Safety boots, Helmet & Chin Strap.
Trapping of fingers, extending/ retracting steps, impact injury from uncontrolled movement of door. Fastening/ unfastening curtain buckles. Curtain tensioners.	Driver, Shunter, Ground Staff	2	2	4	PPE - Gloves, ensure steps are fully extended/retracted, always Keep control of the door. (RA SWP TAT- 013). Closing trailer curtains (RA SWP TAT 004)
Slips, trips and fall (from height) height of trailer steps/ gantry platform, Icy conditions	Driver, Shunter, Ground Staff	2	3	6	PPE - Safety boots, Helmet with Chin Strap, always maintain 3 points of contact. Use rear platforms where possible. Ensure curtains are closed and buckled whilst on back of trailer.

RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
Object falling from height – side boards	Driver, Shunter, Ground Staff, (Visitors to trailer park areas)	2	3	6	PPE – Gloves Always ensure control of boards.
Object falling from height (Ice and snow in Winter), risk of injury to passers-by or other vehicles	Driver, Shunter, Ground Staff, (Visitors to trailer park areas)	1	4	4	Take trailer to safe area away from pedestrians and other vehicles. With curtains and roof closed, enter back of trailer and using roof pole, gently push upwards on roof to break up snow and ice or object and allow it to fall safely over sides
Cuts and scratches from damaged TIR lace	Driver, Shunter, Ground Staff	3	2	6	PPE – Gloves
Flying objects or particles Risk of injury from flying objects (curtains, buckles, dust and particles in the air).	Driver, Shunter, Ground Staff, (Visitors to trailer park areas)	2	5	10	PPE – Safety Glasses, Safety Helmet
Protruding objects - Risk of puncture wounds from splinters.	Driver, Shunter, Ground Staff	2	2	4	PPE – Hard hat with chin strap, gloves & safety boots to be worn. Visually check boards, be aware of damage and protruding splinters. Take care when lifting.
Adverse Weather - Risk of slips trips & falls on ice in extreme cold. Risk of injury from sudden movement of objects in high winds (unsecured rear doors, drivers' doors, curtains, gantries) Risk of objects falling from height - snow / ice on trailer roofs. Risk	Driver, Shunter, Ground Staff, (Visitors to trailer park areas)	2	3	6	Full PPE equipment to be worn comprising of hi-viz jacket or vest, arms and legs covered, safety boots with ankle support, gloves, hard hat with chin strap, safety glasses. Complete task inside warehouse / undercover during extreme weather conditions where available.

safe working procedure

RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
of overheating in extreme summer temperatures					

safe working procedure

Competence Check						
#	Question	Answer		#	Question	Answer
1	What PPE is required to remove/ replace side boards?					
2	How should removed boards be left on the trailer?					

Sign off	Name	Signature	Date
Worker / Operative			
Trainer / Supervisor			