

safe working procedure

Location	Warehouse, Outside, Loading Dock, Trailer Park	Revision	4
Process / Task	Lowering and Replacing Side Gates	Document no.	RA SWP TAT 006
Required Equipment & Materials		Last Review Date	26/05/2023
Persons involved	Drivers/ Shunter/Loader/Ground Staff/ Other Visitors (to trailer areas)	Expiry Date	25/05/2023
Mandatory Training		Reference Documents	RA SWP TAT 004, RA SWP TAT 007
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		
								✓	✓	✓	✓		

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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- TAT 006		Action
PPE / Equipment		<ul style="list-style-type: none"> • Always wear correctly
Trapping / Nipping		<ul style="list-style-type: none"> • Always keep fingers clear of the locking latch spring mechanism
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"> • Always maintain control of side gate • Check any trailer sideboards fitted are secure before starting

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	Lowering Side Gates Open curtain –		refer to TAT SWP 004 Opening and Closing a Side Curtain	
2	Check both latches are closed and visibly undamaged before starting the process. If trailer side boards are fitted check, they are secured before starting.	Risk of Objects falling from height	PPE - Wear Safety Helmet and Gloves	

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
3	Proceed to one of the latches and open, being careful not to trap fingers or catch knuckles on the spring mechanism.	Fig. 1 - Risk of Trapping/nipping in spring mechanism	PPE - Gloves	 Fig. 1
	Always keep control of the side gate	Fig. 2 – Risk of Splinters from the edges of the gate,	PPE – Gloves - do not 'slide' your hand along the top of the gate	 Fig. 2
4	Support the side gate with your arm as you move along towards the second latch.	Fig. 3 - Risk of Splinters from the edges of the gate,	PPE – Gloves – do keep your hand on the flat of the gate	 Fig. 3
5	Keep a firm hold and support on the side gate whilst opening the second latch. Being careful not to trap fingers or catch knuckles on the spring mechanism. - Ensure latch is in closed position before lowering side gate to avoid damage to trailer/tractor unit tyres	Fig. 4 - Risk of Trapping/nipping in spring mechanism	PPE – Gloves	 Fig. 4

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
6	Supporting the weight of the side gate, lower (do not drop) the side gate down to rest on the trailer –	Fig. 5 – Risk of spinal injuries from bending/ reaching.	PPE – Gloves, Safety boots. Use Manual Handling techniques.	 <p>Fig. 5</p>
7	To replace side gates, reverse the procedure, always supporting the side gate when one latch is released or about to be released.	Fig. 6 - Risk of damage to trailer/ tractor tyres if side gate is dropped	PPE – Gloves, Safety boots. Use Manual Handling techniques.	 <p>Fig. 6</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 locking latch. Potential for muscle strain. Potential for wrist and elbow joint strain. Potential for spinal injuries due to repetitive bending/ reaching when lowering/raising side gates.	Driver, Shunter, Ground Staff	2	2	4	PPE - gloves to be worn. Use manual handling techniques. Ensure good grip on locking latch, use controlled movements. Ensure fingers are clear of moving parts. If the handle or ratchet is too stiff to apply a small amount of lubricant and wear gloves (cover mouth and nose if aerosol type) Report as a defect immediately. Do not try to remove side gate. Request flatbed trailer or another trailer type.
Trapping - Risk of injury from trapped fingers/ impact injury from spring mechanism when releasing/ replacing side gate locking latch.	Driver, Shunter, Ground Staff	2	2	4	PPE - gloves to be worn. Always release/ replace side gate locking latch in a controlled manner.
Slips and trips -. Risk of injury from tripping over feet or objects underfoot. Risk of falling backwards.	Driver, Shunter, Ground Staff	2	3	6	PPE - gloves & safety boots to be worn. Walk forwards and observe ground conditions.
Stored Energy/ Sudden Release of Energy - Risk of injury from sudden release of stored energy from spring mechanism when releasing/ replacing side gate locking latch.	Driver, Shunter, Ground Staff, Other Visitors	2	2	4	PPE - gloves to be worn. Always release/ replace side gate locking latch in a controlled manner.
Objects Falling from Height – Injury to head or shoulder from gate falling	Driver, Shunter, Ground Staff, Other Visitors	2	3	6	PPE – gloves and safety helmet. Always keep one hand on the gate. Be aware of windy conditions. If trailer sideboards are fitted check all are secure before opening side gates.

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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
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	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.

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Competence Check						
#	Question	Answer		#	Question	Answer
1	What PPE is required to open the side gates?					
2	Why should you not drop the side gates?					

Sign off	Name	Signature	Date
Worker / Operative			
Trainer / Supervisor			