

safe working procedure

Location	Warehouse, Outside, Loading Dock, Trailer Park	Revision	5
Process / Task	Removing and Replacing Roof Supports Various Types	Document no.	RA SWP TAT 007
Required Equipment & Materials		Last Review Date	31/05/2023
Persons involved	Drivers/ Shunter/Loader/Ground Staff/ Other Visitors (to trailer areas)	Expiry Date	30/05/2025
Mandatory Training		Reference Documents	RA SWP TAT 004, TAT 005, TAT 005A, TAT 006, 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	
	✓	✓			✓	✓				✓	✓	✓	✓
													
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 007		Action
<p>IMPORTANT:</p> <p>NEVER remove all 3 roof supports from both sides of the trailer. This allows the trailer frame to sag down and bow. This can damage the roof and puts stress on the trailer frame. It can create a safety hazard for workers when attempting to replace the roof supports while under pressure from the weight of the roof.</p>		<ul style="list-style-type: none"> Trailers with 4 Roof Supports: Only 2 may be removed at any one time. Trailers with 2 Roof Supports: Only 1 may be removed at any one time. Trailers with 3 Roof Supports on each side: The roof is supported by all three roof supports; the middle roof support should be loosened first before loosening the other roof supports either side. Only the roof support that needs to be moved to facilitate loading should be moved and should be secured after loading and prior to next roof support being moved. The centre roof support should not be moved more than a third of the distance from the front or the rear. Where all the roof supports have been removed, request the assistance of another driver to help to work together and replace 2 roof supports, one on each side, in tandem
<p>PPE / Equipment</p>		<ul style="list-style-type: none"> Wear PPE
<p>Fall from Height</p>		<ul style="list-style-type: none"> Use 3 points of contact
<p>Struck by Mobile Equipment</p>		<ul style="list-style-type: none"> Stand clear Remain visible Cone off area

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<p>Struck by Falling Objects</p>		<ul style="list-style-type: none"> • Always keep control of Roof support • Always keep control of side gates
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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	<p>Remember! There are several different variants of Roof Supports dependant on trailer manufacturer.</p> <p>All of them operate slightly different but basics are the same.</p> <p>If you have any doubts over the functionality of the roof support, then do not release the post and seek assistance.</p> <p>Prior to moving any roof support, the following checks must be made:</p>		<p>Open curtain – refer to SWP TAT 004 Opening and Closing a Side Curtain. Remove sideboards – refer to RA SWP TAT 005 or RA SWP TAT 005A. Removing and replacing Sideboards from inside trailer or from Ground</p> <p>Open Side gates (where applicable) refer to RA SWP TAT 006 Opening & Replacing Side gates. Open trailer doors refer to RA SWP TAT 013. Opening and closing trailer doors.</p> <p>Ensure you are wearing the correct PPE! Protective gloves and a safety helmet are required to be worn for this operation</p>	

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
2	Visual check of bolts, rivets, fastenings from the inside	Fig. 1 – Risk of roof supports falling, bolts falling.	PPE – Safety Helmet and Gloves	 Fig. 1
	and the outside	Fig. 2– Risk of roof supports falling, bolts falling.	PPE – Safety Helmet and Gloves	 Fig. 2
3	Check to see if there is any visible damage which could affect the stability of the roof support (i.e. impact damage, dents etc.)	Fig. 3	PPE – Safety Helmet and Gloves	 Fig. 3
	Continue	Fig. 4	PPE – Safety Helmet and Gloves	 Fig. 4

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
4	Stand 1 step away with body slightly away and sideways on from the trailer, take hold of the roof support in both hands and gently 'shake' or 'twist' it to see if any of main body moves out of alignment.	Fig. 5 – Risk of roof support or objects falling from height. Risk of sudden release of energy. Risk of sprains and muscle strains from pushing/pulling/twisting action	PPE – Safety Helmet and Gloves. Keep control of roof support and employ manual handling techniques.	 Fig. 5
5	Ensure you are standing 1 step away and slightly to one side from the trailer in case the roof support falls suddenly.	Fig. 6 – Risk of roof support or objects falling from height. Risk of sudden release of energy	PPE – Safety Helmet and Gloves	 Fig. 6
6	Take hold of the roof support with one hand and with the other hand pull down the locking/ release handle.	Fig. 7 – Risk of trapping fingers in locking/ release mechanism. Risk of sudden release of energy	PPE – Gloves. Being careful to avoid spring back and catching or trapping fingers	 Fig. 7
7	Grasp the roof support firmly and pull out the roof support from the trailer bed.	Fig. 8 – Risk of trapping fingers in locking/ release mechanism. Risk of sudden release of energy	PPE – Gloves.	 Fig. 8

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8	Continue	Fig. 9 – Risk of trapping fingers in locking/ release mechanism. Risk of sudden release of energy	PPE – Gloves.	 Fig. 9
9	When the roof support is free, then firmly grip the base of the roof support with one hand and support the middle of the roof support with your other hand	Fig. 10 – Risk of trapping fingers in locking/ release mechanism. Risk of sudden release of energy	PPE – Gloves. Ensuring the roof support is firmly in its tracks. The roof support can be slid along the trailer.	 Fig. 10
10	Place one hand underneath the roof support and grip with the other hand, roof support should slide easily -	Fig. 11 – Risk of trapping fingers in locking/ release mechanism. Risk of sudden release of energy	PPE – Gloves.	 Fig. 11
11	Ensure the roof support is in a vertical position when moving, not pulled out at an angle as this puts strain on the bearings in the cant rail	Fig. 12 – Risk of trapping fingers in locking/ release mechanism. Risk of sudden release of energy	PPE – Gloves. Don't force, drag outwards, or twist the roof support!	 Fig. 12
	NEVER remove all 3 roof supports from both sides of the trailer.	Risk of allowing the trailer frame to sag down and	See Attention Points section above for further information.	

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
		bow. This can damage the roof and puts stress on the trailer frame. Risk of MSD injuries from over exertion in lift roof support into position under excessive weight from the roof.	Ask for assistance if all roof supports have been removed.	
	Replacing the roof support.			
12	Standing to one side take hold of the roof support firmly and align the top of the roof support into its correct position in the top rail With one hand at the base and one hand part way up the support, lift the roof support upwards until the foot of the roof support is level with the fixing slot –	Fig. 13 - Risk of trapping fingers in locking/ release mechanism. Risk of sudden release of energy	PPE – Gloves.	 Fig. 13
13	Position the foot of the roof support into the designated slot, ensuring it is in a straight line, not angled or twisted –	Fig. 14 - Risk of trapping fingers in locking/ release mechanism. Risk of sudden release of energy	PPE – Gloves.	 Fig. 14
14	Standing to one side use the palm of your hand to push the roof support back into place.	Fig. 15 - Risk of trapping fingers in locking/ release mechanism. Risk of sudden release of energy	PPE – Gloves.	 Fig. 15

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
15	Standing slightly to one side, close the lever and engage the safety catch	Fig. 16	<p>PPE – Gloves. Ensure that the mechanism has locked the roof support firmly in place before moving away from the trailer. If the safety catch fails, or there is a defect with any part of the roof support, mark the trailer as VOR – Safety Defect and remove it from service immediately.</p> <p>Report the trailer to the P&O Team Leader or Manager in line with the P&O Ferrymasters VOR trailer procedure.</p>	 <p>Fig. 16</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, other Visitors to site.	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/ pushing roof support. Potential for muscle strain when lifting roof support back into place/ heavy roof. Unwinding/winding the tension in the curtain using the winding handle or ratchet, moving curtains. Lift pole upwards and out of its slot and pull free from holding slot. Bending lowering/lifting side gates.	Driver, Shunter, Ground Staff, other Visitors to site.	2	2	4	PPE - gloves to be worn. Ensure good grip on roof support, use controlled movements, do not pull roof support out too far. Ensure fingers are clear of moving parts. If the handle or locking/ release lever is too stiff or will not release, then report as a defect immediately. Open curtain – refer to SWP TAT 004 Opening and Closing a Side Curtain. Remove sideboards – refer to RA SWP TAT 005 or RA SWP TAT 005A. Removing and replacing Sideboards from inside trailer or from Ground. Open Side gates (where applicable) refer to RA SWP TAT 006 Opening & Replacing Side gates. Open trailer doors refer to RA SWP TAT 013. Opening and closing trailer doors.
Trapping - Risk of injury from trapped fingers when unbuckling/buckling curtain straps, unwinding tension/ tensioning ratchet, releasing/ replacing curtain pole releasing roof support locking lever.	Driver, Shunter, Ground Staff, other Visitors to site.	2	2	4	PPE - gloves to be worn. Stand to one side and open roof support locking/ release lever with caution. Unbuckle/ buckle the curtain straps ensuring that fingers are clear of trapping in the ratchet. Open curtain – refer to SWP TAT 004 Opening and Closing a Side Curtain. Remove sideboards – refer to RA SWP TAT 005 or RA SWP TAT 005A. Removing and replacing Sideboards from inside trailer or from Ground. Open Side gates (where applicable) refer to RA SWP TAT 006 Opening & Replacing Side gates. Open trailer doors refer to RA SWP TAT 013. Opening and closing trailer doors.
Slips and trips - Walking backwards opening/ closing a curtain. Risk of injury from tripping over feet or objects	Driver, Shunter, Ground Staff, other Visitors to site.	2	3	6	PPE - gloves & safety boots to be worn. Walk forwards when moving roof supports, observe the ground conditions before starting.

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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
underfoot. Risk of falling backwards.					
Stored Energy/ Sudden Release of Energy- Risk of injury from sudden release of stored energy of Spring out or sudden jam and stop. Potential for minor impact injuries from objects.	Driver, Shunter, Ground Staff, other Visitors to site.	2	2	4	PPE - gloves to be worn. Ensure good grip on roof support, use controlled movements. Ensure body and face is positioned away from direct contact with trailer parts. If the handle or locking/release lever is too stiff to operate do not attempt to open. Report as a defect immediately. Open curtain – refer to SWP TAT 004 Opening and Closing a Side Curtain. Remove sideboards – refer to RA SWP TAT 005 or RA SWP TAT 005A. Removing and replacing Sideboards from inside trailer or from Ground Open Side gates (where applicable) refer to RA SWP TAT 006 Opening & Replacing Side gates. Open trailer doors refer to RA SWP TAT 013. Opening and closing trailer doors.
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 to site.	2	2	4	Ensure only one roof support is removed at a time. In high winds trailer is to be moved undercover/ inside warehouse before opening, 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 when removing roof supports?					
2	If all roof supports have been removed what procedure must be followed?					

Sign off	Name	Signature	Date
Worker / Operative			
Trainer / Supervisor			