


























# safe working procedure




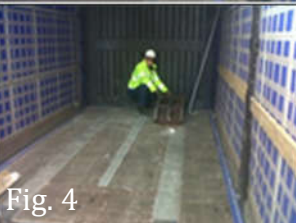
Location	WAREHOUSE, OUTSIDE TRAILER PARK, LOADING DOCK	Revision	3
Process / Task	Preparing a Coil Well	Document no.	RA SWP TAT 008
Required Equipment & Materials		Last Review Date	30/05/2023
Persons involved	Driver, Shunter	Expiry Date	29/05/2025
Mandatory Training		Reference Documents	RA SWP TAT 010, RA SWP TAT 010A
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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				
✓			✓	✓	✓	✓	✓	✓	✓				
<b>Take Time</b> 1) Think through the task 2) Spot the hazard 3) Assess the risk 4) Take appropriate action 5) Do the task safely		<b>Stop Work Authority:</b> 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 <b>You are empowered to exercise your Stop Work Authority</b>											
								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.													




Attention Points SWP- TAT 008	Action
PPE / Equipment	
Slips, trips and falls (from Height)	
Slips, trips and falls (from same level)	
Struck by Falling Objects	

- Wear PPE
- Stand clear of open coil well
- Keep Trailer Curtains Closed
- Ensure trailer bed is clear of loose equipment and protruding objects.
- Always Use both hands and keep firm grip on stanchion with hands spaced evenly across weight.
- Keep control of Well Boards.


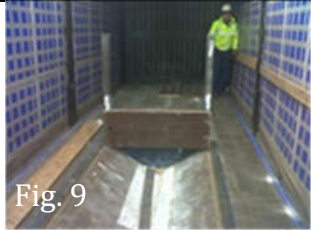

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	Check trailer bed is clear from loose equipment and trip hazards -	Fig. 1 – Risk of trips and falls from same level, protruding well boards.	PPE – Gloves, Safety Helmet and Chinstrap, Safety boots, arms and legs covered, Safety Glasses.	 Fig. 1
2	To lift the well boards - Place your fingers in the hole in the well board	Fig. 2 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards. Risk of trapping fingers between well boards and coil well.	PPE - Gloves, Safety Boots. Only lift well boards if physically able to. Keep your back straight and use your legs to then lift the well board upwards.	 Fig. 2
3	and use your legs to then lift the well board upwards	Fig. 3 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards. Risk of trapping fingers between well boards and coil well.	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lift the well board upwards.	 Fig. 3
4	Walk with the well board in hand to the opposite side of the trailer, so the well board is balanced on its edge. Lift or drag the well board to the front of the trailer. -	Fig. 4 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards. Risk of trapping fingers between well boards and coil well. Risk of dropping well board onto legs and feet.	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lift the well board upwards. Always keep a firm grip of the well board.	 Fig. 4

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
5	Stepping into the coil well, lift next well board onto its side and slide forward –	Fig. 5 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards. Risk of trapping fingers between well boards and coil well. Risk of dropping well board onto legs and feet.	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lift the well board upwards. Always keep a firm grip of the well board.	 Fig. 5
	repeat until there is enough room to be able to lift stanchion post out of the coil well (refer to SWP010 Lifting stanchions from a coil well). If stanchions are contained in the stanchion holder refer to SWP010A Lifting stanchions from stanchion holder.	Fig. 6 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering stanchions. Risk of trapping fingers between stanchions. Risk of cuts from sharp edges at stanchion ends. Risk of dropping stanchions onto legs and feet.	PPE - Gloves, Safety Boots. Check the stanchion for sharp edges before lifting up. Keep your back straight and use your legs to then lift the stanchion upwards. Always Use both hands and keep firm grip on stanchion with hands spaced evenly across weight.	 Fig. 6
6	Check the stanchion pockets for debris / dirt and remove as necessary.	Fig. 7 – Risk of cuts from sharp objects in stanchion pockets. Risk of airborne particle debris/ dirt being disturbed in stanchion pockets.	PPE – Gloves, Safety Glasses	 Fig. 7

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
7	Lift the stanchions into the pockets	Fig. 8 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering stanchions	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lift the stanchion upwards. Always Use both hands and keep firm grip on stanchion with hands spaced evenly across weight.	 Fig. 8
	Repeat for second stanchion post  Position one of the well boards against the stanchion posts  Repeat steps 1 to 9 for other well positions	Fig. 9 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards. Risk of trapping fingers between well boards and stanchions. Risk of dropping well board onto legs and feet	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lift the well board upwards. Always keep a firm grip of the well board.	 Fig. 9
9	Secure all loose well boards at the front of the trailer	Fig. 10 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards.	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lift the well board upwards. Always keep a firm grip of the well board.	 Fig. 10



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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
<b>Lone Working</b> - If working alone and injury occurs, potential for serious consequences	Driver/ Shunter	1	4	4	Always book in or sign in at place of work, ensure colleagues or site staff know where you are.
<b>Trapping</b> of fingers lifting/ replacing well boards. Impact injury from uncontrolled handling of stanchions.	Driver/ Shunter	2	2	4	PPE - Gloves, maintain control of well boards and Always use both hands and keep firm grip on stanchion with hands spaced evenly across weight
<b>Slips, trips and fall (from same level)</b> protruding well board covers, loose equipment other debris.	Driver/ Shunter	2	3	6	PPE - Safety boots, Helmet with Chin Strap, check trailer before for debris, loose equipment and protrusions before starting to remove well boards.
<b>Slips, trips and falls (height)</b> Falling into open coil well	Driver/ Shunter	2	4	8	PPE – Safety Helmet with Chin Strap Always maintain a good position on trailer bed.
<b>Manual handling</b> , potential for muscle and ligament strain, Lifting/ lowering well boards and stanchions.	Driver/ Shunter	3	4	12	PPE – Gloves, Safety boots, use manual handling techniques. Always Use both hands and keep firm grip on stanchion with hands spaced evenly across weight.
<b>Cuts and scratches</b> from sharp edges of stanchions. Cuts from debris in stanchion pockets. Airborne debris/ rust is stanchion pockets.	Driver/ Shunter	3	2	6	PPE – Gloves, Safety Glasses.

# safe working procedure

Competence Check						
#	Question	Answer		#	Question	Answer
1	What PPE is required to remove well boards?					
2	How do you secure well boards once removed?					

Sign off	Name	Signature	Date
Worker / Operative			
Trainer / Supervisor			