

safe working procedure

Location	Warehouse/ Loading Dock/ Trailer Parks	Revision	5
Process / Task	Load Securing and Ratchet Strap Operation	Document no.	RA SWP TAT 009
Required Equipment & Materials		Last Review Date	02/06/2023
Persons involved	Driver/ Shunter/ Ground Staff	Expiry Date	01/06/2025
Mandatory Training		Reference Documents	PB 003 2023
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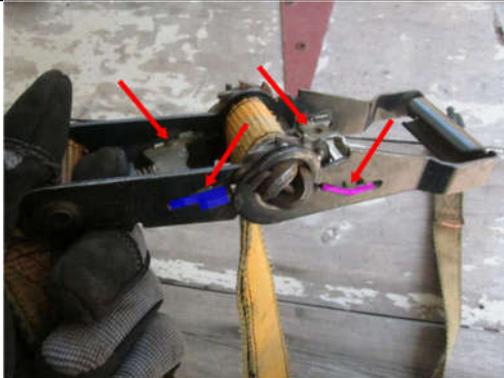
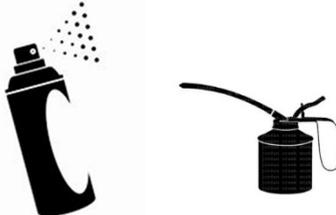
Commitments we live by				Personal Protection Equipment				Hazards				
	Fundamentals	Pedestrian Protection	Working at height		High Visibility	Gloves	Hearing Protection		Asphyxiation	Collision – mobile equipment	Crushed between objects	Entanglement
	✓	✓			✓	✓			✓	✓	✓	✓
					Helmet	Safety Footwear	Eye 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	
								✓	✓	✓	✓	
<p>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.</p>												

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Attention Points SWP- TAT 009		Action
PPE / Equipment		<ul style="list-style-type: none"> • Wear PPE
Slips, trips and falls (same level)		<ul style="list-style-type: none"> • Check ground conditions • Ensure loose equipment and debris is removed • Check for spillages
Struck by mobile equipment		<ul style="list-style-type: none"> • Stand clear • Remain visible • Cone off area
Struck by flying objects – straps/ debris		<ul style="list-style-type: none"> • Be aware of other trailer park users • PPE Safety Glasses
Struck by Falling Objects		<ul style="list-style-type: none"> • Check load build/ load list before starting for smaller items that may be obscured from view
Stored Energy		<ul style="list-style-type: none"> • Before commencing operations - Observe Product for damage or missing banding report any deficiencies

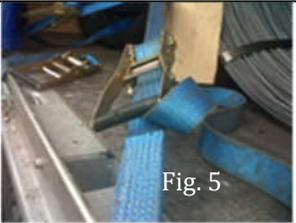
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	<p>Restraining equipment inspections</p> <p>Inform the driver that you are going to inspect their restraining equipment.</p> <p>Inspect the equipment checking for the following:</p> <p>Show the driver any defects, instruct him that those with defects must not be used and ask for replacements.</p> <p>P&O Live loads only - Issue new straps to drivers who do not have the required number of straps required for the load restraint guidelines for the type of product and load configuration. Advise the driver that the inspection process is complete</p> <p>Return to a safe location</p> <p>*During adverse weather conditions operations and checks must be carried out undercover or inside the mill.</p>	<p>1.The strap has a label on</p> <p>2.The strap is to LC2000 standard</p> <p>That there are no cuts, wears, abrasions, holes, knots, or frayed edges</p>	<p>If no label, then strap must be rejected</p> <p>If not, then strap must be rejected</p> <p>if any of these are demonstrated then strap must be rejected</p> <p>Log the details of any straps issued.</p>	

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	Ratchet Care			
	Ratchet mechanism may appear defective for several reasons - Ratchets Main Issues/ Remedies	<p>Sticking/ Jammed Pawls –</p> <p>Overloading Ratchets –</p> <p>Stressing Ratchets –</p> <p>Impact Damage – Metal components are bent or broken.</p>	<p>Apply a non-corrosive lubricant oil/spray.</p> <p>NEVER attempt to tighten straps until all the strap has been pulled through the mandrel cylinder part.</p> <p>Never use excessive force to tension the ratchet – only tension by Hand to the level stated on the label.</p> <p>Do NOT use!</p>	
	Ratchet Storage			
	<p>On completion of use return Ratchets to a closed position for storage.</p> <p>Store Ratchets in a Clean and dry environment – such as a locker.</p> <p>Any Ratchet that doesn't operate correctly after above checks or has Impact Damage MUST be removed from service and be disposed of correctly.</p>		<p>Check ratchet operation regularly and lubricate as required.</p> <p>Any Lubricant used must only be used as per manufacturer's instructions and ensuring good ventilation and must</p>	

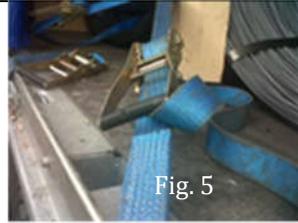
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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
			not be inhaled directly.	
	Load Securing and Loose Strap and Ratchet operation			
2	<p>Always try to work from the ground. Never go on the back of a load</p> <p>Hook a strap into the trailer lashing ring or anchor point. Throw strap to next securing point. Attach the ratchet to the desired lashing ring or anchor point.</p>	Risk of slips trips and falls. Risk of trapping fingers in ratchet/ ratchet pawls. Risk of being struck by flying objects. Risk of being struck by falling objects.	PPE – Gloves, Safety Helmet, Safety Glasses, Safety Boots. Be careful not to trap fingers. Check no one is present on the other side.	 
3	Open ratchet and feed the strap into the ratchet.	Fig. 1 - Risk of trapping fingers in ratchet/ ratchet pawls	PPE – Gloves, be careful not to trap fingers.	 <p>Fig. 1</p>
	Continue	Fig. 2 - Risk of trapping fingers in ratchet/ ratchet pawls	PPE – Gloves, be careful not to trap fingers.	 <p>Fig. 2</p>

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
4	Operate the ratchet to tension the strap,	Fig. 3 – Risk of potential back/arm/shoulder muscle strain. Repeat operation Throwing straps	PPE – Gloves, do not over exert when operating the ratchets to avoid muscle strain. Try to keep straps and ratchet at chest height, not above or below you.	 Fig. 3
	Continue	Fig. 4 - Risk of potential back/arm/shoulder muscle strain. Repeat operation Throwing straps	PPE – Gloves, do not over exert when operating the ratchets to avoid muscle strain. Try to keep straps and ratchet at chest height, not above or below you.	 Fig. 4
	Do not double loop excess strap back into ratchet. Leave remainder of strap neat and tidy rolled up next to ratchet.	Fig. 5 - Risk of potential back/arm/shoulder muscle strain. Repeat operation Throwing straps	PPE – Gloves, do not over exert when operating the ratchets to avoid muscle strain. Try to keep straps and ratchet at chest height, not above or below you.	 Fig. 5

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
9	Fixed Strap and Ratchet operation			
10	<p>Always try to work from the ground. Never go on the back of a load</p> <p>Check condition of fixed strap prior to use to make sure there is no damage or tears.</p> <p>If strap is found to be unusable, ensure this is reported via the Defect reporting procedure. Refer to procedure for using loose straps.</p> <p>Throw strap to next securing point.</p>	Risk of slips trips and falls. Risk of trapping fingers in ratchet/ ratchet pawls. Risk of being struck by flying objects. Risk of being struck by falling objects.	PPE – Gloves, Safety Helmet, Safety Glasses, Safety Boots. Be careful not to trap fingers. Check no one is present on the other side.	
11	Open ratchet and feed the strap into the ratchet.	Fig. 1 - Risk of trapping fingers in ratchet/ ratchet pawls	PPE – Gloves, be careful not to trap fingers.	 Fig. 1
12	Continue	Fig. 2 - Risk of trapping fingers in ratchet/ ratchet pawls	PPE – Gloves, be careful not to trap fingers.	 Fig. 2
13	Operate the ratchet to tension the strap,	Fig. 3 – Risk of potential back/arm/shoulder muscle strain. Repeat operation Throwing straps	PPE – Gloves, do not over exert when operating the ratchets to avoid muscle strain. Try to keep straps and ratchet at chest height, not above or below you.	 Fig. 3

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
14	Continue	Fig. 4 - Risk of potential back/arm/shoulder muscle strain. Repeat operation Throwing straps	PPE – Gloves, do not over exert when operating the ratchets to avoid muscle strain. Try to keep straps and ratchet at chest height, not above or below you.	 Fig. 4
15	Do not double loop excess strap back into ratchet. Leave remainder of strap neat and tidy rolled up next to ratchet. Video to watch https://youtu.be/RZGU5Wo2bQw Source: www.nationwide-trailer-parts.co.uk/blogs/news/how-to-use-ratchet-straps	Fig. 5 - Risk of potential back/arm/shoulder muscle strain. Repeat operation Throwing straps	PPE – Gloves, do not over exert when operating the ratchets to avoid muscle strain. Try to keep straps and ratchet at chest height, not above or below you.	 Fig. 5

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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.
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/ Shunter/ Ground Staff	2	3	6	Housekeeping Clear working areas with space Clean up of spilled product or broken pallets Clean up any rain water
Trapping – fingers in ratchet/pawls.	Driver/ Shunter/ Ground Staff	2	3	6	PPE – gloves be careful not to trap fingers.
Manual handling - potential back/arm/shoulder muscle strain. Repeat operation Throwing straps.	Driver/ Shunter/ Ground Staff/ Other Visitors to Loading/ Trailer Parks	3	3	9	PPE - gloves. Ensure no one is present on opposite side of trailer before throwing. Do not over exert when operating the ratchets to avoid muscle strain. Try to keep straps and ratchet at chest height, not above or below you.
Sudden Release of Stored Energy – banding issues	Driver/ Shunter/ Ground Staff	2	3	6	Before commencing operations - Observe Product for damage or missing banding report any deficiencies
Object Falling from height – unseen smaller items within the load build	Driver/ Shunter/ Ground Staff/ Other Visitors to Loading/ Trailer Parks	2	3	6	Check paperwork before starting to identify location of smaller items on the load
Struck by Flying Objects – straps from other trailer park users.	Driver/ Shunter/ Ground Staff/ Other Visitors to Loading/ Trailer Parks	3	3	9	Throwing action, hit other people in area. Before commencing operations check for other trailer park users. Ensure no one is present on opposite side of trailer before throwing
Asphyxiation – lubricating with aerosols	Driver/ Shunter/ Ground Staff	2	2	4	Any Lubricant used must only be used as per manufacturer's instructions and ensuring good ventilation and must not be inhaled directly.

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Competence Check						
#	Question	Answer		#	Question	Answer
1	What should be checked before starting to strap the load?			3	How should lubricants be used?	
2	What should be checked when throwing straps over a load?			4		

Sign off	Name	Signature	Date
Worker / Operative			
Trainer / Supervisor			