

safe working procedure

| | | | |
|--------------------------------|---|---------------------|-----------------|
| Location | Warehouse, Loading Dock, Trailer Park, Meet and Greet | Revision | 3 |
| Process / Task | Opening and Closing trailer doors | Document no. | RA SWP TAT 013 |
| Required Equipment & Materials | | Last Review Date | 03/06/2023 |
| Persons involved | Driver/ Shunter/Loader/Checker | Expiry Date | 02/06/2025 |
| Mandatory Training | | Reference Documents | |
| 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 | |
| | ✓ | ✓ | | | ✓ | ✓ | | | | ✓ | ✓ | ✓ | ✓ |
| |  |  |  | | Helmet | Safety Footwear | Eye Protection | |  |  |  |  | |
| 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 | | |
| | | | | | | | | ✓ | ✓ | ✓ | ✓ | | |
| 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. | | | | | | | | | | | | | |

safe working procedure

| Attention Points SWP- TAT 013 | | | Action |
|--|--|--|---|
| PPE / Equipment |  | | <ul style="list-style-type: none"> • Wear PPE |
| Types of Door Locking Levers |  | | <ul style="list-style-type: none"> • All trailer doors operate in a similar way with two levers operating door rods which catch at the top of the trailer, different trailer makes have slightly different lever types. • Observe doors hinges for defects before opening – if hinge pins are missing doors may drop on opening. • If defect observed report immediately |
| Struck by Mobile Equipment | | | <ul style="list-style-type: none"> • Stand clear • Remain visible |
| Struck by Falling Objects/ Moving Object |  | | <ul style="list-style-type: none"> • Be aware of any pressure on the doors before opening! • If at any point pressure is felt, then do not proceed. • Push levers back in and seek assistance. • Rain water or Snow & Ice (in winter) may fall as locks are released and roof drops. • Door may swing violently in high winds. |

safe working procedure

| SAFE WORKING PROCEDURE | | | | |
|------------------------|--|---|--|--|
| Step No. | Process | Attention / Risk Points | Containment action(s) | Pictures |
| 1 | <p>Opening a trailer door.</p> <p>Lift or push catch if fitted. Push lever with palm of the hand and use thumb on other hand to depress the button.</p> | <p>Fig. 1 – Risk of trapping fingers in door locking levers. Risk of sudden release of energy as locks release. Risk from falling objects/ cargo.</p> | <p>PPE – Gloves, Safety Helmet, Safety Glasses. Keep firm control of the locking levers and place hands in the correct position. if any pressure is felt on the door then stop! Push door back and close levers.</p> |  <p>Fig. 1</p> |
| 2 | <p>Repeat operation for second lever, then grasp both handles and pull out of the catches.</p> | <p>Fig. 2 - Risk of trapping fingers in door locking levers. Risk of sudden release of energy as locks release. Risk from falling objects/ cargo.</p> | <p>PPE – Gloves, Safety Helmet, Safety Glasses. Keep firm control of the locking levers and place hands in the correct position. if any pressure is felt on the door then stop! Push door back and close levers.</p> |  <p>Fig. 2</p> |

| SAFE WORKING PROCEDURE | | | | |
|------------------------|---|---|---|--|
| Step No. | Process | Attention / Risk Points | Containment action(s) | Pictures |
| 3 | Once both levers are released, straighten levers out and pull door out of the top keepers in a controlled manner. | Fig. 3 - Risk of trapping fingers in door locking levers. Risk of sudden release of energy as locks release. Risk from falling objects/ cargo. Risk of door swinging in high winds. | PPE – Gloves, Safety Helmet, Safety Glasses. Keep firm control of the locking levers and place hands in the correct position. if any pressure is felt on the door then stop! Push door back and close levers. Keep firm control of door throughout. |  Fig. 3 |
| 4 | Push levers in so parallel with door. | Fig. 4 – Risk from door swinging due to wind. Risk from falling objects/ cargo. Risk of personal injury from impact with door. | PPE – Gloves, Safety Helmet, Safety Glasses. Keep firm control of door throughout. Keep firm control of the locking levers and place hands in the correct position. if any pressure is felt on the door then stop! Push door back and close levers. Keep firm control of door throughout. |  Fig. 4 |
| 5 | Grasp door with hands and in a controlled manner, open door fully. | Fig. 5 - Risk from door swinging due to wind. Risk from falling objects/ cargo. Risk of personal injury from impact with door. | PPE – Gloves, Safety Helmet, Safety Glasses. Keep firm control of door throughout. if any pressure is felt on the door then stop! Push door back and close levers. |  Fig. 5 |

| SAFE WORKING PROCEDURE | | | | |
|------------------------|---|--|---|--|
| Step No. | Process | Attention / Risk Points | Containment action(s) | Pictures |
| 6 | Move door fully round to the side of the trailer, being mindful of weather conditions, especially wind which could take hold of the door unexpectedly. | Fig.6 - Risk of door swinging in high winds. Risk of personal injury from impact with door. | PPE – Gloves, Safety Helmet, Safety Glasses. Keep firm control of door throughout. |  Fig. 6 |
| 7 | Door retaining arm/ bar is placed just under rave of trailer. Carefully pull out the bar, grasping the bar in the middle. This is so you do not trap your fingers when placing the bar onto the door. | Fig.7 - Risk of trapping fingers in door retaining arm/ bar mechanism. Risk of sudden release of energy from retaining arm/ bar spring. Risk of door swinging in high winds. | PPE – Gloves, Safety Helmet, Safety Glasses. Keep firm control of door and retaining arm/ bar throughout. |  Fig. 7 |
| 8 | Place door retaining arm/ bar onto door, again being careful not to trap fingers. Keep one hand on door to prevent movement. | Fig.8 - Risk of trapping fingers in door retaining arm/ bar mechanism. Risk of sudden release of energy from retaining arm/ bar spring. Risk of door swinging in high winds. | PPE – Gloves, Safety Helmet, Safety Glasses. Keep firm control of door and retaining arm/ bar throughout. |  Fig. 8 |

| SAFE WORKING PROCEDURE | | | | |
|------------------------|--|--|---|--|
| Step No. | Process | Attention / Risk Points | Containment action(s) | Pictures |
| | Closing a trailer door | | | |
| 9 | Release door retaining arm/ bar and place under rave. being careful not to trap fingers. | Fig. 9 - Risk of trapping fingers in door retaining arm/ bar mechanism. Risk of sudden release of energy from retaining arm/ bar spring. Risk of door swinging in high winds. | PPE – Gloves, Safety Helmet, Safety Glasses. Keep firm control of door and retaining arm/ bar throughout. |  Fig. 9 |
| 10 | Keep one hand on door to prevent movement. | Fig. 10 - Risk of trapping fingers in door retaining arm/ bar mechanism. Risk of sudden release of energy from retaining arm/ bar spring. Risk of door swinging in high winds. | PPE – Gloves, Safety Helmet, Safety Glasses. Keep firm control of door and retaining arm/ bar throughout. |  Fig. 10 |
| 11 | Holding the door, carefully pull door back round to the back of the trailer. – | Fig.11 - Risk from door swinging due to wind. Risk of personal injury from impact with door. | PPE – Gloves, Safety Helmet, Safety Glasses. Keep firm control of door throughout. |  Fig. 11 |

| SAFE WORKING PROCEDURE | | | | |
|------------------------|--|---|--|--|
| Step No. | Process | Attention / Risk Points | Containment action(s) | Pictures |
| 12 | Taking hold of the levers, pull the levers fully out | Fig.12 - Risk from door swinging due to wind. Risk of personal injury from impact with door. | PPE – Gloves, Safety Helmet, Safety Glasses. Keep firm control of door throughout. |  Fig. 12 |
| 13 | Then push the door so the door rods fit into the keepers. | Fig. 13 - Risk of trapping fingers in door locking levers. Risk of personal injury from impact with door. | PPE – Gloves, Safety Helmet, Safety Glasses. Keep firm control of door throughout. |  Fig. 13 |
| 14 | Once these are aligned and in place, line up the lever next to the hinges first, make sure the lever is placed behind their catch. | Fig. 14 - Risk of trapping fingers in door locking levers. Risk of personal injury from impact with door. | PPE – Gloves, Safety Helmet, Safety Glasses. Keep firm control of door throughout. |  Fig. 14 |

| SAFE WORKING PROCEDURE | | | | |
|------------------------|--|--|--|--|
| Step No. | Process | Attention / Risk Points | Containment action(s) | Pictures |
| 15 | Then again checking the door keepers, place the other lever behind its catch. | Fig. 15 - Risk of trapping fingers in door locking levers. | PPE – Gloves, Safety Helmet, Safety Glasses. Keep firm control of door throughout. |  <p>Fig. 15</p> |
| 16 | Then using the palm of your hand, push the levers back into place until they click shut. The door should now be fully closed | Fig. 16 - Risk of trapping fingers in door locking levers. | PPE – Gloves, Safety Helmet, Safety Glasses. Keep firm control of door throughout. |  <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 | 1 | 4 | 4 | Always book in or sign in at place of work, ensure colleagues or site staff know where you are. |
| Trapping of fingers, extending/ retracting door retaining arm/ bar/ spring, Impact injury from uncontrolled movement of door. | Driver/ Shunter/ Ground Staff | 2 | 2 | 4 | PPE - Gloves, keep firm control of the door, door levers and door retaining arm throughout. Ensure body and face is positioned away from direct contact with trailer parts. |
| Manual handling , potential for muscle and ligament strain, opening the door levers and door retaining arm/ bar. | Driver/ Shunter/ Ground Staff | 3 | 4 | 12 | Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap. |
| Struck by Falling Objects – unsecured cargo, in winter snow and ice. | Driver/ Shunter/ Ground Staff | 2 | 3 | 6 | PPE – Safety Helmet, Gloves. Ensure body and face is positioned away from direct contact with trailer parts. |
| Struck by moving objects – other vehicles/ visitors to the area, doors swinging in high winds. | Driver/ Shunter/ Ground Staff | 2 | 3 | 6 | PPE – Safety Helmet. Ensure body and face is positioned away from direct contact with trailer parts. |
| Stored Energy/ Sudden Release of Energy - Risk of injury from sudden release of stored energy of Spring out of door or door levers, door retaining arm/ bar. Potential for minor impact injuries from objects. | Driver, Shunter, Ground Staff, | 2 | 2 | 4 | PPE - gloves to be worn. Ensure good grip on levers, door retaining arm/ bar, use controlled movements. Ensure body and face is positioned away from direct contact with trailer parts. |
| Weather (adverse) / Flying objects or particles (machine, operation, process or wind) - Risk of injury from sudden movement of door. | Driver, Shunter, Ground Staff, | 2 | 3 | 6 | Ensure firm control of door in high winds. trailer is to be moved undercover/ inside warehouse before opening doors, where possible, or position trailer to reduce the influence of the prevailing conditions. |

safe working procedure

| Competence Check | | | | | | |
|------------------|---|--------|--|---|----------|--------|
| # | Question | Answer | | # | Question | Answer |
| 1 | What PPE is required to open/ close the trailer doors? | | | | | |
| 2 | What action must be taken if pressure is felt on the trailer door/ doors? | | | | | |
| | | | | | | |
| | | | | | | |

| Sign off | Name | Signature | Date |
|----------------------|------|-----------|------|
| Worker / Operative | | | |
| Trainer / Supervisor | | | |