

safe working procedure

Location	Warehouse, Outside, Loading Dock, Trailer Park	Revision	3
Process / Task	Lifting and Placing Stanchions and stanchion bases	Document no.	RA SWP TAT 014
Required Equipment & Materials	2 nd Person	Last Review Date	01/06/2023
Persons involved	Drivers	Expiry Date	31/05/2025
Mandatory Training		Reference Documents	RA SWP TAT 004, RA SWP TAT 009, RA SWP TAT 013.
Author	Bill McCormack	Approver	C 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		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												
		✓ ✓ ✓ ✓												

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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 014			Action
PPE / Equipment			<ul style="list-style-type: none"> • Wear PPE
Slips, trips and falls (from Height)	<p>*If placing stanchion bases on a flatbed trailer*</p>		<ul style="list-style-type: none"> • Always use 3 points of contact. • Keep Trailer Curtains Closed. • ensure this is done in a safe area with platforms to eliminate any risk of fall from height
Slips, trips and falls (from same level)			<ul style="list-style-type: none"> • Ensure trailer bed is clear of loose equipment and protruding objects. • Ensure first stanchion base is placed at front of trailer to avoid creating a trip hazard.
Struck by Falling Objects			<ul style="list-style-type: none"> • Always Use both hands and keep firm grip on stanchion bases and stanchions with hands spaced evenly across weight. • Do not try to lift base on your own – the stanchion base weighs around 80Kg, this must be a two-man lift.

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	Ensure trailer is positioned as close as possible to storage area to avoid excessive carrying distances.	Fig. 1 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering stanchions and bases. Risk of trapping fingers between stanchions and bases. Risk of slips, trips and falls if ground conditions are poor/ cluttered.	PPE – Gloves, Safety Helmet, Safety Boots. Check route is always clear of debris and loose equipment.	 Fig 1
2	Check trailer bed is clear from loose equipment and trip hazards -	Fig. 2 - 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 2
3	Open right-hand side rear door and secure with door retainer.	Fig. 3 - Ensure that fingers are clear of trapping points.	PPE - gloves to be worn. ensuring that fingers are clear of trapping in the door retaining arm/ bar. Impact injury - uncontrolled movement of door. (Refer to SWP-TAT 013 opening and closing trailer doors)	 Fig 3

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
4	Lower down, bending at the knees and keeping your back straight. With gloves on, together with a colleague, both lift the stanchion base together, one at either end to ensure even weight distribution.	Fig. 4 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering stanchion base. Risk of trapping fingers between stanchion bases. Risk of dropping bases onto legs/ feet.	PPE - Gloves, Safety Boots. Check the stanchion for sharp edges before lifting. Keep your back straight and use your legs to then lift the stanchion base together. Always Use both hands and keep firm grip on stanchion bases with hands spaced evenly across weight.	 Fig 4
	Walking slowly, carry stanchion base to back of trailer and place onto bed of trailer through rear door opening, both people pushing stanchion base into the trailer. Repeat with 2 nd stanchion base (or as many are needed)	Fig. 5 -. Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering stanchion base. Risk of trapping fingers between stanchion bases. . Risk of dropping bases onto legs/ feet.	PPE - Gloves, Safety Boots. Check the stanchion for sharp edges before lifting. Keep your back straight and use your legs to then lift the stanchion base together. Always Use both hands and keep firm grip on stanchion bases with hands spaced evenly across weight.	 Fig. 5
5	Lift stanchion by holding one end and lifting. Then with other hand, lift stanchion from another end.	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. 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

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
6	Carry stanchion to back of trailer and place into the back of the trailer through back door opening onto trailer bed. Repeat with further stanchions (as many as needed)	Fig. 7 - 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. 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 7
7	Ensuring helmet and chin strap are worn, access back of trailer	Fig. 8 – Risk of trapping fingers releasing trailer steps. Risk of falling from height.	PPE - Gloves, Safety Helmet and Chin strap ensure steps are fully extended/retracted, Always use 3 points of contact.	 Fig 8
8	With a colleague, both lift the stanchion base together, one at either end to ensure even weight distribution. Carry both stanchion bases and place into position on trailer bed.	Fig. 9 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering stanchions. Risk of trapping fingers between stanchions. Risk of dropping stanchions onto legs and feet. Risk of tripping over bases.	PPE - Gloves, Safety Boots. Check the stanchion for sharp edges before lifting. 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. Ensure first stanchion base is placed at the front of the trailer to avoid trip hazards	 Fig 9

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
9	Repeat with further stanchion bases (as many as are needed)	Fig. 10 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering stanchions. Risk of trapping fingers between stanchions. Risk of dropping stanchions onto legs and feet. Risk of tripping over bases.	PPE - Gloves, Safety Boots. Check the stanchion for sharp edges before lifting. 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. Ensure first stanchion base is placed at the front of the trailer to avoid trip hazards	
10	Using two hands, lift each stanchion and carry to stanchion bases and slot into stanchion base pocket.	Fig. 11 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering stanchions. Risk of trapping fingers between stanchions. Risk of dropping stanchions onto legs and feet. Risk of tripping over bases.	PPE - Gloves, Safety Boots. Check the stanchion for sharp edges before lifting. 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.	
11	Repeat with further stanchions (as many as are needed)	Fig. 12 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering stanchions. Risk of trapping fingers between stanchions. Risk of dropping stanchions onto legs and feet. Risk of tripping over bases.	PPE - Gloves, Safety Boots. Check the stanchion for sharp edges before lifting. 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.	

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
12	Exit trailer via trailer steps,	Fig. 13 – Risk of falls from height. Risk of trapping fingers replacing trailer steps. Risk of trapping/ impact injury from closing door. Unexpected movement of door in high winds.	PPE - Gloves, Safety Helmet and Chin strap. Always use 3 points of contact. ensure steps are fully relocated in storage, keep firm control of door and retaining arm/ bar throughout. (Refer to SWP-TAT 013 opening and closing trailer doors, RA SWP 004 Opening/ closing trailer curtains)	 Fig. 13
13	Open curtains both sides	Fig. 14 – Ground conditions – slips, trips and fall hazards. Other vehicles – driving and reversing. Risk from trapping fingers in curtain buckles/ curtain tensioner/ curtain pole.	PPE – Gloves. Wear High visibility clothing. Be clear, stay clear, be seen. Unbuckle/ buckle the curtain straps ensuring that fingers are clear of trapping in the buckle/ratchet/ curtain tensioner and Curtain pole. (Refer to RA SWP TAT 004 Opening/ closing trailer curtains)	 Fig 14
14	Secure stanchion bases to trailer using securing strap attached to base.	Fig. 15 – Risk of trapping fingers.	PPE – Gloves. Attach strap and ratchet ensuring that fingers are clear of trapping in the ratchet/ pawl. (Refer to RA SWP TA 009 Load securing and Strap ratchet operation)	 Fig 15

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
15	Secure stanchion bases to trailer using securing strap attached to base.	Fig. 16 - Risk of trapping fingers.	PPE – Gloves. Attach strap and ratchet ensuring that fingers are clear of trapping in the ratchet/ pawl. (Refer to RA SWP TAT 009 Load securing and Strap ratchet operation)	

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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	Drivers	1	4	4	Always book in or sign in at place of work, ensure colleagues or site staff know where you are. Ensure a second person is available before commencing lifting stanchion bases.
Manual Handling - Risk of injury from pulling back clip and pushing forwards and upwards repetitive motion. Potential for muscle strain. Potential for wrist and elbow joint strain. Unwinding/winding the tension in the curtain using the winding handle or ratchet. Lift pole upwards and out of its slot and pull free from holding slot. Lifting/ lowering stanchion bases and stanchions.	Drivers	2	2	4	PPE - gloves to be worn. Ensure good grip on handle, use controlled movements, no jerky or awkward movements. Ensure fingers are clear of moving parts. If the handle or ratchet is too stiff to unwind do not attempt to open from the front. Report as a defect immediately. 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.
Trapping - Risk of injury from trapped fingers when unbuckling/buckling curtain straps, unwinding tension/ tensioning ratchet, releasing/ replacing curtain pole. Trapping fingers when extending/ retracting trailer steps. Trapping when strapping stanchion base.	Drivers	2	2	4	PPE - gloves to be worn. Unbuckle/ buckle the curtain straps ensuring that fingers are clear of trapping in the ratchet.
Slips and trips - Walking backwards opening/ closing a curtain. Risk of injury from tripping over feet or objects underfoot. Risk of falling backwards.	Drivers	2	3	6	PPE - Safety boots, Helmet with Chin Strap, check ground conditions before opening curtain. Move one third of the way up the trailer. Grasp two of the curtain straps by the buckle and keeping your back straight and with outstretched arms close together, pull the curtain towards you. Avoid jerking the curtain. Check trailer bed is tidy. Ensure first stanchion base is placed at the front of the trailer to avoid trip hazards

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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
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.	Drivers	2	2	4	PPE - gloves to be worn. Ensure good grip on handle, use controlled movements, no jerky or awkward movements. Ensure body and face is positioned away from direct contact with trailer parts. If the handle or ratchet is too stiff to unwind do not attempt to open from the front. Report as a defect immediately. Move curtain cautiously, walk with straight back and outstretched arms. Report curtain jams as defect.
Struck by Mobile Objects	Drivers	2	2	4	PPE – Wear Hi Viz, Be clear, stay clear, be seen.
Cuts and scratches from sharp edges of stanchions. Cuts from debris in stanchion pockets.	Drivers	3	2	6	PPE – Gloves, Safety Glasses. Use a hand tool to remove debris from stanchion pockets NOT your hand.
Weather (adverse) / Flying objects or particles (machine, operation, process or wind) - Risk of injury from sudden movement of curtains, buckles and straps.	Drivers	2	2	4	Ensure rear doors are fully closed and secured before opening curtains. 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	How many people are needed to complete the task?		3		
2	What extra equipment must be used if conducting task on a flatbed trailer?		4		

Sign off	Name	Signature	Date
Worker / Operative			
Trainer / Supervisor			