

safe working procedure

Location	Loading Dock/ Container Terminal	Revision	2
Process / Task	Containers	Document no.	RA SWP TAT 015
Required Equipment & Materials		Last Review Date	08/06/2023
Persons involved	Driver	Expiry Date	07/06/2025
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
	✓	✓	✓		✓	✓			✓	✓	✓	✓
												
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.												

Attention Points SWP- TAT 015		Action
PPE / Equipment		<ul style="list-style-type: none"> • Wear PPE • Be aware when operating underneath container overhang, Risk of injury.
Fall from Height		<ul style="list-style-type: none"> • Use Mobile Steps • Keep clear of rear edge of container.
Unloading/ Loading container on to skeleton	<p>Uncontrolled vehicle movement. Risks to persons from runaway or moving vehicles during loading / unloading.</p> <p>Crush injury from falling container</p>	<ul style="list-style-type: none"> • Ensure vehicle is stationary and parked on a level surface. • Ensure vehicle park brake has been applied, the engine is switched off and the keys have been removed. • Use wheel chocks where provided. • When container is being lifted from trailer frame ensure you are stood in designated safe zone. • If no safe zone, ensure you are visible to the off-lifting driver away from the loading area.
Struck by Falling Objects		<ul style="list-style-type: none"> • Keep one hand on door and feel if there is any unusual heavy pressure resting on the door.

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	Container ready for loading or unloading	Fig. 1 – Risk container is not correctly positioned. Risk of damage/defects to container.	Remember! Ask operator to reposition the container when not correctly positioned and POFM must be notified of any defects to container.	 Fig. 1
2	half open the latches on right hand door first.	Fig. 2 – Risk of Manual handling injuries, muscle strains. Risk of trapping fingers in locking mechanism. Risk of falling cargo pushing the door open.	Wearing full PPE, including hard hat, Open right-hand door first, swivel both catches upwards Visually check door hinges to ensure they are intact and without damage Visually check lock rods, cams and keepers to ensure they are aligned and without damage	 Fig. 2
3	Keep one hand on door and feel if there is any unusual heavy pressure resting on the door. If unsure, then do not proceed, close the latches and seek assistance. STAY FULLY AWARE OF HIGH RISK OF PRODUCT FALLING OUT OF BACK DOORS	Fig. 3 – Risk of Manual handling injuries, muscle strains. Risk of trapping fingers in locking mechanism. Risk of falling cargo pushing the door open.	Grasping both handles, lift handles in tandem and twist them to the left to disengage the cams and keepers	 Fig. 3
4	If no unusual pressure is felt on the doors, proceed to open the latches. Standing to the side, slowly open the door slightly and do visual check to see if any product resting on the doors.	Fig. 4 – Risk of Manual handling injuries, muscle strains. Risk of trapping fingers in locking mechanism. Risk of falling cargo pushing the door open.	Keep one hand on the door and slowly open and do visual check prior to opening door fully. If all ok pull door open and secure door back with stop.	 Fig. 4

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
5	AGAIN, STAY FULLY AWARE OF HIGH RISK OF PRODUCT FALLING OUT OF BACK DOORS	Fig. 5 - Risk of falling cargo pushing the door open.	PPE - Keep one hand on the door and slowly open and do visual check prior to opening door fully. If all ok pull door open and secure door back with strop.	 Fig. 5
6	Once check has been done to ensure no potential for falling cargo, open and secure both doors.	Fig. 6 – Risk of Manual handling injuries, muscle strains. Risk of trapping fingers in locking mechanism.	Follow the same process for the left door. Close the left door first, lift and twist handles to engage cams and keepers, replace handles and swivel catches down. Repeat for the right door. NEVER use a hammer or tool to open a stiff door. Report containers with door defects to your Manager	 Fig. 6
7	Check for Any Defective retaining strops/chains MUST be reported and replaced immediately. After opening doors allow time for the container to vent any stale air or fumes.	Fig. 7 - Risk of trapping fingers in locking mechanism. Risk from dust/ fumes.	PPE – Gloves. Report containers with door defects to your Manager. PPE – Full – including Safety Glasses - allow air to circulate the container and assess the condition before entering	 Fig. 7

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
8	<p>Containers are very high and do not have steps attached so therefore do not attempt to climb into the back of a container.</p> <p>Use mobile steps provided by site to access container if not loading from a loading dock.</p>	<p>Fig. 8 – Risk of falls from height</p> 	<p>Full PPE must be worn including Safety helmet and chin strap and safety boots. Use 3 points of contact.</p> <p>If using pump trucks to unload pallets, do not pull backwards. Stay fully aware of where you are on the container and do not work close to the edge</p>	 <p>Fig. 8</p>
9	<p>Anchor points in containers are fixed into the container. Take care when reaching to use upper anchor points, ask site to provide mobile steps if unable to reach safely.</p>	<p>Fig. 9 – Risk of falls from height. Risk of slips and trips from same level. Risk of Manual handling injuries, muscle strains from overreaching.</p>	<p>Full PPE must be worn including Safety helmet and chin strap and safety boots.</p> <p>Ask for mobile steps to be available. Use 3 points of contact.</p>	 <p>Fig. 9</p>
10	<p>Ask site to provide mobile steps if unable to reach safely</p> <p>Remember! Ask operator to reposition the container when not correctly positioned and POFM must be notified of any defects to container.</p>	<p>Fig. 10 - Risk of falls from height. Risk of slips and trips from same level. Risk of Manual handling injuries, muscle strains from overreaching.</p>	<p>Full PPE must be worn including Safety helmet and chin strap and safety boots.</p> <p>Ask for mobile steps to be available. Use 3 points of contact.</p>	 <p>Fig. 10</p>

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
11	Twist lock operation – ensure Safety gloves are worn. Twist handle to right to lock.	Fig. 11 - Handle in locked position. Risk of trapping fingers operating twist locks. Falling container during road or sea travel	PPE gloves must be worn. Keep fingers away from moving parts. Ensure Locks have fully engaged on all 4 corners before moving vehicle. DO NOT use webbing straps or chains to secure containers to flatbed trailers.	 Fig. 11
12	Twist lock operation – ensure Safety gloves are worn. Twist handle to left to unlock.	Fig. 12 - Handle in unlocked position. Risk of trapping fingers operating twist locks.	PPE gloves must be worn. Keep fingers away from moving parts. Ensure Locks have fully disengaged on all 4 corners. Stand clear of off-lifting equipment.	 Fig. 12
13	Example of Lock in place.	Fig. 13		 Fig. 13
14	Example of Lock released.	Fig. 14		 Fig. 14

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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	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 muscle strains, pulls or sprains from trying to open stiff handles and doors. Risk of muscle strains for overreaching for door handles.	Driver	2	3	6	Ensure full PPE is worn, including protective gloves and hard hat.
Sudden release of energy – Risk of impact injuries from doors swing due to the wind or cargo falling from inside the container on opening.	Driver	3	4	12	PPE – Gloves, Safety Helmet, Safety Boots Keep one hand on door and slowly open and do visual check prior to opening door fully. Keep 2 hands on door and open in controlled manner' Ensure door is kept in place by using door retainer.
Falls from Height – Risk of falling from climbing into back of container. Risk of falling out of container when working inside container.	Driver	2	3	6	Full PPE must be worn including Safety helmet and chin strap and safety boots. If using pump trucks to unload pallets, do not pull backwards. Stay fully aware of where you are on the container and do not work close to the edge
Slips, trips, falls. Risk of injuries from slipping on dusty or greasy floor surface, tripping on loose equipment or poor floor conditions	Driver	2	1	2	PPE – Full – including Safety footwear. After opening and securing doors back, assess the container floor condition before entering.
Trapping of fingers, unlocking/locking container doors. Operating twist locks. Impact injury from uncontrolled movement of doors.	Driver	2	2	4	PPE gloves must be worn. Keep fingers away from moving parts. Ensure Locks have fully engaged on all 4 corners before moving vehicle. DO NOT use webbing straps or chains to secure containers to flatbed trailers.

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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
Dusts, fumes, vapours. Risk from airborne particles and vapours	Driver	1	3	3	PPE – Full – including Safety Glasses. After opening and securing doors back, allow air to circulate the container and assess the condition before entering
Struck by Moving Objects – Unsecured Cargo falling from container	Driver	2	3	6	PPE – Full - including Safety Helmet. Keep one hand on door and slowly open and do visual check prior to opening door fully.
Unloading/ Loading container on to skeleton	Driver	2	3	6	Ensure vehicle is stationary and parked on a level surface. Ensure vehicle park brake has been applied, the engine is switched off and the keys have been removed. Use wheel chocks where provided. When container is being lifted from trailer frame ensure you are stood in designated safe zone. If no safe zone, ensure you are visible to the off-lifting driver away from the loading area.

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Competence Check						
#	Question	Answer		#	Question	Answer
1	What PPE is required opening container doors?			3		
2	What Must you do if container securing points are out of reach?			4		

Sign off	Name	Signature	Date
Worker / Operative			
Trainer / Supervisor			