

safe working procedure

Location	Loading Docks, Warehouse, Trailer Parks	Revision	2
Process / Task	Reefers	Document no.	RA SWP TAT 017
Required Equipment & Materials		Valid From	30/06/2023
Persons involved	Driver	Valid Until	29/06/2025
Mandatory Training	Food BRC Awareness Certification	Reference Documents	Driver Handbook. Reefer manufacturer guidance
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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	
	✓	✓			✓	✓				✓	✓	✓	✓
					Personal Protection Equipment					Hazards			
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 017		Action
PPE / Equipment		<ul style="list-style-type: none"> • Wear PPE • Wear Thermal PPE including insulated Anti Slip Safety Footwear & Frost Bite Gloves inside Reefer
Fall from Height		<ul style="list-style-type: none"> • 3 points of contact • Keep away from rear edge
Cold temperatures	<p>The TKM is switched on / off with the I4 0-main switch (located on the switching cabinet door.)</p> <p>Important! For all works the main switch must be on position 0, for electrical preservation and maintenance works disconnect the power plug and the battery.</p> <p>Turn the main switch to position I to configure and run the machine using the display panel (the doors must be closed).</p> <p>Press the button:</p> <ul style="list-style-type: none"> to activate the panel, LED-green active The temperature setpoint can be changed after activation of the display panel using the ▲ ▼ arrow buttons to change and the OK button to confirm. to change the language in the display panel After pressing the flag button the language can be selected by pressing the ▲ ▼ arrow buttons and confirming with the OK button. to prevent diesel engine operation LED-green active (button lower right side), or standby electrical power operation LED-green active (button upper left side). (In case of missing standby electrical power supply the TKM can change to diesel engine operation automatically, if set in the configuration.) to activate cooling mode LED-blue active (button upper left side), or heating mode LED-orange active (button upper right side). (The operating mode cooling or heating is predefined by the temperature setpoint setting.) to start the manual defrost mode, active LED-orange <p>Basically the menu buttons ▲ ▼ OK are for configuration of the cooling machine in different menu levels, e.g. the operation mode (Normal/Eco, Start/Stop) or the automatic defrost mode.</p> <p>Use the buttons:</p> <ul style="list-style-type: none"> menu button to call the different menu levels arrow buttons to choose the programming parameters OK button to activate the setting value <p>The adjustment of the configuration is effected by using the ▲ ▼ arrow keys. The change of the configuration is confirmed by pressing the OK button. Only with this confirmation the settings are applied, otherwise refused.</p> <p>Active alarms are displayed by means of a red LED in the ▲ alarm signal (no button). The existing error code is output in the panel display.</p> <p>Security relevant errors prevent a restart of the TKM. A restart is only possible by switching the TKM off and on again using the OK main button.</p> <p>Please call our service immediately if</p> <ul style="list-style-type: none"> the operation of the TKM is still locked after 3 restarts for all preservation and maintenance works <p>Free call 00 800 24 CARGOBULL, (00 800 24 227 462 855)</p> <p style="text-align: right;">Instruction manual TKM / 1201 10</p>	<ul style="list-style-type: none"> • Thermal PPE must be worn including frost bite safety gloves, insulated boots. Temperature of cargo will be documented in delivery documents - ensure you are fully aware of the temperature inside the trailer.
Struck by Falling Objects		<ul style="list-style-type: none"> • Advice to drivers when securing is to cross strap product every 3rd row to stop product from falling as per Driver Handbook

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	Reefer ready for loading or unloading	Fig. 1 -	PPE – Full Thermal PPE including insulated Anti Slip footwear and frost bite gloves when inside reefer	 Fig. 1
2	Driver sets temperature before loading commences Setting temperature	Fig. 2 -	Follow Reefer Manufacturer or Customer Instructions on Temperature Control	 Fig. 2
3	Once off loaded, Driver adjusts temperature if applicable/needed.	Fig. 3 -	Follow Reefer Manufacturer or Customer Instructions on Temperature Control	 Fig. 3
4	Wearing full PPE, including hard hat, half open latch on right hand door first. - Fig. 4 and 5.	Fig. 4 – Risk of trapping fingers in door locking levers. Risk of sudden release of energy as locks release. Risk from falling objects/ cargo.	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.	 Fig. 4

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
5	<p>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.</p> <p>HIGH RISK OF PRODUCT FALLING OUT OF BACK DOORS</p>	<p>Fig. 5 – 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. 5</p>
6	<p>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. 6. AGAIN, STAY FULLY AWARE OF HIGH RISK OF PRODUCT FALLING OUT OF BACK DOORS</p>	<p>Fig. 6 – 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. 6</p>
7	<p>Once check has been done to ensure no potential for falling cargo, open and secure both doors with door retaining arms/ mechanism.</p>	<p>Fig.7 - Risk of door swinging in high winds. Risk of personal injury from impact with door. Risk from falling objects/ cargo. Risk of trapping fingers in retaining arms.</p>	<p>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. Ensure fingers are kept clear of trapping points.</p>	 <p>Fig. 7</p>
8	<p>Access rear of trailer using trailer steps.</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>

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
9	Operating Retaining bar: Holding bar centrally with two hands to maintain balance, place bar into desired slot on inside wall of trailer.	Fig. 9 – Risk from Falling objects, Slip and Trips, Falls from height. Risk of trapping of fingers, Working in cold temperatures	Full PPE must be worn for all tasks. To include: Hi-viz vest or jacket. Arms and legs covered. Gloves. Anti-slip safety footwear, frost bite gloves. Hard Hat with chin strap. Ensure fingers are clear of retaining bar locking clips.	 Fig. 9
10	Repeat for other side.	Fig. 10 – as above	As above	 Fig. 10
11	Continue	Fig. 11 – as above	As above	 Fig. 11
12	Placing and adjusting mobile adjuster: Place adjuster bar into desired position.	Fig. 12 – Risk of trapping fingers.	PPE – Gloves. Advice to drivers when securing is to cross strap product every 3rd row to stop product from falling as per Driver Handbook. Ensure fingers are kept clear of trapping points in mechanism.	 Fig. 12

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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
13	Continue - Using pawl and ratchet mechanism, tighten bar so it is firmly in place.	Fig. 13 - Risk of trapping fingers.	PPE – Gloves. Advice to drivers when securing is to cross strap product every 3rd row to stop product from falling as per Driver Handbook. Ensure fingers are kept clear of trapping points in mechanism	 Fig. 13
14	Continue until completed	Fig. 14 – Risk of trapping fingers. Risk of Freezing temperatures	PPE – Gloves. Advice to drivers when securing is to cross strap product every 3rd row to stop product from falling as per Driver Handbook. Ensure fingers are kept clear of trapping points in mechanism. Ensure full Thermal PPE is worn including Frost bite Safety gloves, Thermal jacket, insulated safety footwear.	 Fig. 14
15		Fig. 15 - Wet floor caused by condensation.	Ensure wearing minimum Thermal Personal Protection Equipment (Helmet and chin strap; Thermal jacket with high visibility vest; insulated anti-slip safety shoes; frost bite gloves and safety glasses where necessary	 Fig. 15

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.
Falls from height and at same level – working in rear of reefer, using reefer steps.	Driver	2	4	8	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. Full PPE must be worn including helmet and chin strap and non-slip safety boots. Ensure 3 points of contact are used when accessing and exiting trailer.
Slips, trips and falls – working in rear of reefer	Driver	3	4	12	Trailer floor can be quite slippery due to frost build up, ensure proper non-slip safety boots are worn, take care when walking around.
Trapping of fingers, extending/ retracting door retaining arm/ bar/ spring, Impact injury from uncontrolled movement of door. Using mobile adjuster lever.	Driver	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. Placing/ removing cargo retaining bars. Using mobile adjuster lever and bars.	Driver	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. When lifting mobile adjuster bar ensure you use both hands, equally spaced apart to maintain balance. Bend at knees. Only place bar as far as can reach safely
Struck by Falling Objects – unsecured cargo, in winter snow and ice.	Driver	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	3	3	9	PPE – Safety Helmet, gloves must be worn Ensure body and face is positioned away from direct contact with trailer parts. Be seen, be clear, stay clear. Ensure door is kept in place by using door retainer. Keep 2 hands on door and open in controlled manner. Check door retainers frequently to ensure they have not slipped down.

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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 of door or door levers, door retaining arm/ bar.	Driver	3	3	9	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.
Freezing temperatures – Risk of frostbite to extremities. Slippery surfaces.	Driver	2	3	6	Ensure wearing minimum Thermal Personal Protection Equipment (Helmet and chin strap; Thermal jacket with high visibility vest; insulated anti-slip safety shoes; frost bite gloves and safety glasses where necessary
Load Securing – using mobile adjuster lever. Risk of trapping fingers, risk of manual handling strains when lifting, stretching placing/ removing retaining bars.	Driver	2	3	6	When lifting mobile adjuster bar ensure you use both hands, equally spaced apart to maintain balance. Bend at knees. Only place bar as far as can reach safely. When adjusting bar using lever, take care not to place fingers between lever and bar. PPE gloves must be worn

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Competence Check						
#	Question	Answer		#	Question	Answer
1	What PPE is required to work inside reefers?			3		
2	What must be referred to when setting temperatures?			4		

Sign off	Name	Signature	Date
Worker / Operative			
Trainer / Supervisor			