

safe working procedure

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|--------------------------------|-------------------------------------|---------------------|-----------------|
| Location | External Loading Dock/ Trailer Park | Revision | 2 |
| Process / Task | Extender Trailers | Document no. | RA SWP TAT 023 |
| Required Equipment & Materials | | Last Review Date | 12/06/2023 |
| Persons involved | Driver/ Shunter | Expiry Date | 11/06/2025 |
| Mandatory Training | | Reference Documents | RA SWP TAT 003 |
| Author | Bill McCormack | Approver | Claire Reynolds |

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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 | | |
| ✓ | | | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | | | | | |
| 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. | | | | | | | | | | | | | | |

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| Attention Points SWP- TAT 023 | | Action |
|----------------------------------|--|--|
| PPE / Equipment |  | <ul style="list-style-type: none"> • Wear PPE |
| Fall from Height | | <ul style="list-style-type: none"> • 3 points of contact |
| Struck by Mobile Equipment | | <ul style="list-style-type: none"> • Stand clear • Remain visible • Cone off area |
| Struck by Falling Objects | | <ul style="list-style-type: none"> • Stay clear of loose equipment |

| SAFE WORKING PROCEDURE | | | | |
|------------------------|--|---|---|----------|
| Step No. | Process | Attention / Risk Points | Containment action(s) | Pictures |
| 1 | <p>There are several different manufacturers of extender trailers with different mechanisms.</p> <p>P&O Ferrymasters do not own extender trailers, however, P&O Ferrymasters staff may be required to operate these trailers for certain hauliers on customer sites. This SWP aims to provide guidance on the basics of opening up an extender trailer but everyone must refer to the hauliers own guidance which accompanies this document.</p> | <p>The Hauliers trailers that we can operate are:</p> <ul style="list-style-type: none"> ○ Prestons ○ BMT Transport ○ Clugstons ○ Gordons Transport | <p>Any other trailers must not be operated by our staff.</p> | |

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| 2 | <p>There are two main types of opening up the trailer. One uses the red airline to connect to the trailer to disconnect the locking pins and one has a button release:-</p> <ul style="list-style-type: none"> Couple up to the trailer as normal, and wind legs up etc Make sure there is enough room free at the front of the vehicle and trailer to move forward the desired length, in a straight line. Ensure there are no people in the vicinity. Then do one of the two below options in terms of releasing the locking pins: <p>Remove the red airline and connect to the connection point immediately to the left of the original coupling, this disconnects the locking pins</p> | <p>Fig. 1 – Risk of collision with other users in the area. Risk of trailer decoupling. Risk of muscle strains winding landing legs up.</p> <p>Risk of trapping between trailers when accessing the park brake. Risk of slips, trips and falls due to ground conditions.</p> <p>Risk of falling from height off the catwalk. Risk of sudden release of air.</p> | <p>Keep regular observation of the working area. Make others aware of intentions where possible. If possible, cone off the area. Ensure the 5th wheel locking arm has engaged correctly and apply the locking pin/ dog clip. Controlled movement of locking arm not pull or push with excessive force. Ensure locking arm is serviced regularly</p> <p>Apply the trailer brake (ensure you are familiar with the different types of park brake controls). Check for potholes, spillages.</p> <p>PPE – Safety Helmet and chinstrap, gloves, safety boots. Always use 3 points of contact. Ensure airlines are correctly aligned and in a controlled manner uncouple from normal road coupling.</p> |  |
| 3 | <p>OR</p> <p>Locate the locking pin control (Yellow button usually or lever or Black button as per Figs 2 and 3) and pull it out / turn it to release the locking pin.</p> | <p>Fig. 2 – Risk of slips and trips and falls due to ground conditions.</p> | <p>PPE – Safety boots and gloves. Check for potholes, spillages.</p> |  |

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| 4 | Check the area is clear, then drive forward in a straight line until the trailer is open to the approximate length desired. (Do not wait until it hits the end stops). | Fig. 3 - Risk of collision with other users in the area. Risk of trailer decoupling. Risk of sudden release of energy/ tension in locking pin. | Keep regular observation of the working area. Make others aware of intentions where possible. If possible, cone off the area. If there is no movement, try reversing, as the locking pin maybe under tension and unable to move freely. |  Fig. 3 |
| 5 | Apply the tractor parking brake, RED Button, switch off the engine and remove the keys, before accessing the catwalk, using three points of contact and all steps and handrails. Then either remove the red airline and replace it back in its original position or press in the release button. The pins now try to connect but cannot do so. | Fig. 4 – Risk of falling from height off the catwalk. Risk of sudden release of air from airline. Risk of being struck by objects stored on catwalk or rear of truck cab. | PPE – Safety Helmet and chinstrap, gloves, safety boots. Always use 3 points of contact. Securely store loose equipment at rear of cab. Ensure airlines are correctly aligned and in a controlled manner uncouple from normal road coupling. Drive slowly backwards or forwards until you hear the pins engage. Carry out a tug test, moving backwards and forwards slowly to confirm the pins are engaged. |  Fig. 4 |
| 6 | There are some very old mechanical versions still in circulation Position trailer on even ground and align the 5th wheel so truck and trailer are level | Fig. 5 – Risk of slips, trips and falls from same level due to ground conditions. | PPE – Safety Boots. Ensure area is clear of any obstacles/ hazards before starting. |  Fig. 5 |

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| Step No. | Process | Attention / Risk Points | Containment action(s) | Pictures |
| 7 | Apply park brake | Fig. 6 - Risk of trapping fingers in mechanism. | PPE – Gloves. Ensure fingers are kept clear of trapping points. |  <p>Fig. 6</p> |
| 8 | Release safety clip and locking arm | Fig. 7 & 8 – Risk of trapping fingers in mechanism. | PPE – Gloves. Ensure fingers are kept clear of trapping points. |  <p>Fig. 7</p>  <p>Fig. 8</p> |

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| Step No. | Process | Attention / Risk Points | Containment action(s) | Pictures |
| 9 | Pull the handle and twist to lock it into position. | Fig. 9 – Risk of trapping fingers in mechanism. | PPE – Gloves Ensure fingers are kept clear of trapping points. |  <p>Fig. 9</p> |
| 10 | Check the area is clear, then drive forward in a straight line until the trailer is open to just past the approximate length desired. Apply handbrake and exit the cab to check the length is correct and gauge which hole is needed on the extended neck of the trailer Release locking pin by pulling handle so it is sitting on the extended neck. | Fig. 10 – Risk of decoupling if extender neck travels too far. Risk of trapping fingers in mechanism. | PPE – Gloves Ensure fingers are kept clear of trapping points |  <p>Fig. 10</p> |

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| Step No. | Process | Attention / Risk Points | Containment action(s) | Pictures |
| 11 | <p>Enter cab and reverse back slowly and wait for the locking pin to connect into the hole. Do visual check by looking at the nut protruding through the pin.</p> <p>Once happy the pin is located, re-apply the locking arm and safety clip.</p> | <p>Fig. 11 - Risk of trapping fingers in mechanism.</p> | <p>PPE – Gloves Ensure fingers are kept clear of trapping points</p> |  <p>Fig. 11</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 | 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, operating locking arm, dog clip | Driver/ Shunter | 2 | 2 | 4 | PPE - Gloves, |
| Slips, trips and fall (from height) height of tractor catwalk, icy conditions | Driver/ Shunter | 2 | 3 | 6 | PPE - Safety boots, Helmet with Chin Strap, always maintain 3 points of contact. Clear catwalk of ice and snow in winter |
| Slips, trips and falls (same level) Ground conditions. | Driver/ Shunter | 2 | 4 | 8 | PPE - Safety boots, Helmet & Chin Strap. |
| Manual handling , potential for muscle and ligament strain, operating the locking arm, trailer leg winding handle | Driver/ Shunter | 3 | 4 | 12 | Controlled movement of locking arm not pull or push with excessive force. Ensure locking arm is serviced regularly. PPE - Safety boots, Helmet & Chin Strap. |
| Fall from height – exiting/ accessing cab, dismounting the catwalk | Driver/ Shunter | 3 | 4 | 12 | PPE - Safety boots, Helmet & Chin Strap. , always maintain 3 points of contact. Ensure catwalk is free from debris and loose equipment. Be aware of back edge of trailer. |
| Struck by Objects – loose equipment stored at rear of cab (straps/ ratchets/ roof pole) | Driver/ Shunter | 2 | 2 | 4 | PPE – Safety Helmet Securely store loose equipment at rear of cab |
| Struck by mobile equipment | Driver/ Shunter/ Other visitors to area | 2 | 3 | 6 | PPE – Hi-viz. Be Seen, Be clear, Stay Clear |

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| Competence Check | | | | | | |
|------------------|--|--------|--|---|----------|--------|
| # | Question | Answer | | # | Question | Answer |
| 1 | What PPE is required to work on the Catwalk? | | | 3 | | |
| 2 | Explain the two main types of extending trailers | | | 4 | | |
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| | | | | | | |

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