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SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

TRAILER OPERATIONS SAFE WORKING PROCEDURES HANDBOOK

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Location	Trailer Parks/ Loading Dock	Revision	7
Process / Task	Coupling and Uncoupling	Document no.	RA SWP TAT 003
Required Equipment & Materials	Truck	Last Review Date	13.05.2026
Persons involved	Driver	Expiry Date	13.05.2028
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	
									✓	✓	✓	✓	



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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 003		Action
PPE / Equipment		Wear PPE
Slips trips and falls a from height/ same level - uneven ground, crushing by other vehicles in area		- Check Ground conditions
Struck by Mobile Equipment		- Stand clear - Remain visible - Be Aware of other Vehicles
Struck by Falling Objects – Ice, Water, Straps		- Be Aware of other visitors to the area - During adverse weather/ winter conditions Water or Ice may fall from trailer roof
Pulling away from or turning sharply into trailer parking area	Failure of Electric and Suzie connections - popping off couplings / lines breaking	Ensure electrics are correctly connected. Do not skew trailer into sharp jack-knife positions unnecessarily
Adverse Weather	<u>Windy / Blustery Conditions.</u>	Ensure the door is fastened back securely by the door retaining arm, check the doors regularly to ensure the arms have not slipped down. Take extra care when opening and closing trailer curtains.



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	<u>Cold Weather.</u>	Where possible carry out the operations indoors, undercover or in an area not affected by the weather. Ensure warm clothing is worn underneath issued High Viz Jackets, Take regular breaks from the cold Drink warm fluids. Be aware of slippery conditions under foot when ice/snow/freezing temperatures occur. Where possible carry out the operations indoors, undercover or in an area not affected by the weather. When opening Sliding Roofs, check for snow/ice on the roof prior to attempting to open the roof. Take trailer to safe area away from pedestrians and other vehicles. With curtains and roof closed, enter back of trailer and using roof pole, gently push upwards on roof to break up snow and ice and allow it to fall safely over the sides. Take regular breaks from the heat, Drink cold fluids Where possible remove items of PPE during rest breaks to encourage heat loss. Be aware of early symptoms of Heat stress such as: <i>Inability to concentrate, Muscle cramps, Feeling faint, Severe thirst, Heat exhaustion – fatigue, giddiness, nausea, headaches, moist skin.</i> <i>Seek medical assistance if any of the above symptoms are shown!</i>
	<u>Hot Weather.</u>	
	<u>Fog/Dim or dark conditions</u>	



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		Apply a high factor sun screen and wear sunglasses. Ensure High Viz jacket is worn, use head torches on helmets or Hand held torches, Be extra vigilant around vehicles – they may not be able to see you!! Where possible carry out the operations indoors, undercover or in an area not affected by the weather.
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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	Coupling			
1	Slowly reverse the tractor unit towards the trailer, stopping just before the 5th wheel ramp contacts the trailer rubbing plate.	Fig. 1 - Blind spots/ crushing from Other vehicles/ pedestrians in area. Truck rollaway/ ground gradient.	Reverse alarm fitted to cab, Driver to check area is clear of persons prior to reversing. Stop activity immediately if pedestrians and other workplace vehicles vicinity. Use of trained banks man (where available), area segregated from pedestrians (where possible). Controlled entry of persons and vehicles. Apply the handbrake,	



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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
2	Walk around the trailer and do a visual check for any damage to trailer	Fig. 2 - Slips trips and falls a from height/ same level - uneven ground, crushing by other vehicles in area	turn the engine off and remove the keys. Alight truck using truck steps and use 3 points of contact. Check for tripping hazards. PPE – gloves, safety boots, High Viz vest. Be aware of other vehicles in area at all times. Be aware of ground conditions and foot placement.	 Fig. 2
3	Before coupling up to a trailer, check to ensure the trailer park brake is on (pulled out)	Fig. 3 - Slips trips and falls a from height/ same level - uneven ground, crushing by other vehicles in area	If it has not been applied; <i>you must apply it before proceeding further!</i>	 Fig. 3
4	Get back into the tractor unit cab using 3 points of contact, insert key and turn engine on, release the hand brake	Fig. 4 - Trapping – in 5 th wheel pin mechanism. Manual handling – stiff 5 th wheel locking pin.	PPE – Gloves Ensure 5 th wheel locking pin is regularly serviced.	 Fig. 4



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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	Open the 5th wheel locking pin. Level air suspension to the level of the trailer pick up plate. - Fig. 4			
5	Slowly reverse the unit under the trailer until the 5th wheel jaws engage - Fig. 5 and 6.	Fig. 5 - Risk of trailer disconnection If jaws have not engaged, risk of moving forward unexpectedly, Potential risk of crushing if people in area. Risk of load shift.	Reverse alarm fitted to cab, Driver to check area is clear of persons prior to reversing. Stop activity immediately if pedestrians and other workplace vehicles vicinity. Use of trained banks man (where available), area segregated from pedestrians (where possible). Controlled entry of persons and vehicles. Keep control of vehicle. Perform snag test to ensure 5th wheel jaws have locked. Ensure load is correctly secured prior to coupling i.e. shunt straps applied to stand trailer loads. Ensure smooth manoeuvring and reversing underneath and from trailer to avoid sharp bangs. Make full use of air suspension to assist in raising	 Fig. 5



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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
			and lowering the unit. If a load shift is suspected DO NOT open the doors or curtains. Report concerns immediately	
6	Inflate air suspension to take the weight off the landing legs. – Fig. 6 Before leaving the cab, switch on side lights; hazard warning lights and rear fog lamps.	Fig. 6 - Engage a forward gear, release tractor unit park brake and give two good pulls forward to ensure the 5th wheel jaws have locked. Repeat the pull forward to ensure jaws have locked.	Apply the handbrake, turn the engine off and remove the keys –	 Fig. 6
7	Visually check the 5th wheel jaws have engaged, and the release handle is in the “locked” position. Fit the security clip (if fitted)	Fig. 7 - Trapping in the Release/ locking mechanism.	PPE – Gloves Driver needs to be aware that if safety clip does not fit correctly then trailer is not connected properly.	 Fig. 7



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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
8	Walk down each side of the trailer and check for movement	Fig. 8 - Slips, trips and falls - Slips trips and falls a from same level - uneven ground. Falls from height.	PPE – gloves, safety boots, High Viz vest. Be aware of other vehicles in area at all times. Be aware of ground conditions and foot placement. Using the 5 th wheel access steps, and 3 points of contact, climb up to the 5 th wheel area. Ensure the catwalk or 5th wheel area is clear of grease and clear of any obstructions / hazard.	 Fig. 8
9	Connect the red and yellow airlines and the electrical Suzie's	Fig. 9 – Falls from height - Slips trips and falls a from same level	PPE – Gloves, safety boots, Hi-Viz vest. Use steps and handrails where fitted. Ensure steps and boots are free from mud and oil. Ensure cat walk area is free from loose equipment and other trip hazards. Use 3 points of contact to access and exit catwalk areas. DO NOT JUMP DOWN from cat walk.	 Fig. 9



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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
10	Check for movement - Fig.10	Fig. 10 – sudden release of energy	If movement is felt when yellow airline connected, disconnect yellow line immediately.	
11	IF THE TRAILER MOVES	Fig. 11 - sudden release of energy	If movement is felt when yellow airline connected, disconnect yellow line immediately.	
12	Wind up the landing legs and stow the handle	Fig. 12 - Manual handling, repetitive movement, crushing by other vehicles in area	PPE – Gloves, safety boots, Hi-Viz vest. Connect winding handle correctly. Turn handle in controlled smooth movements, do not overstrain. Be aware of other vehicles in area always. If too much weight on legs, adjust air suspension to relieve weight, then re set when done.	



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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
13	Apply lights, lenses and the number plate as necessary	Fig.13 - Manual handling, repetitive movement, crushing by other vehicles in area	PPE – Gloves, safety boots, Hi-Viz vest, Be aware of other vehicles in area always.	 Fig. 13
14	Release trailer parking brake - Return to cab and slowly move the vehicle combination forward, checking brakes and ABS warning lights function correctly.	Fig. 14 - IF THE TRAILER MOVES THEN	PULL THE TRAILER PARK BRAKE ON - return to the cab and check the handbrake is applied.	 Fig. 14
Uncoupling				
15	Slowly reverse the tractor unit and trailer combination into the designated parking area and park in a straight line.	Fig. 1 – Blind spots/ crushing from Other vehicles/ pedestrians in area. Truck rollaway/ ground gradient.	Reverse alarm fitted to cab, Driver to check area is clear of persons prior to reversing. Stop activity immediately if pedestrians and other workplace vehicles vicinity. Use of trained banks man (where available), area segregated from pedestrians (where possible).	 Fig. 1



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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
			Controlled entry of persons and vehicles. Apply handbrake	
16	Turn the engine off and remove the keys - Dismount from the tractor unit cab	Fig. 2 – Falls from height, slips trips and falls.	using 3 points of contact. Check for hazards, chocks, potholes etc.	 Fig. 2
17	Walk along down the side of the trailer Apply the trailer park brake -	Fig. 3 - Falls from Height, slips trips and falls (same level)	PPE - Gloves, safety boots, High Viz vest. Be aware of other vehicles in area at all times. Be aware of ground conditions and foot placement.	 Fig. 3
18	Remove lights, lenses and number plate as necessary -	Fig. 4 - Manual handling, repetitive movement, crushing by other vehicles in area	PPE – Gloves, safety boots, Hi-Viz vest, Be aware of other vehicles in area always.	 Fig. 4



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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
19	Lower the front landing legs until they contact the ground	Fig. 5 - Manual handling, repetitive movement, crushing by other vehicles in area. Ground conditions under landing legs. Failure of landing legs - potential for legs to fail due to defect.	PPE – Gloves, safety boots, Hi-Viz vest. Connect winding handle correctly. Turn handle in controlled smooth movements, do not overstrain. Check for potholes. Be aware of other vehicles in area always. Ensure landing legs are defect free and appropriately wound down. Report defective trailer legs immediately	 Fig. 5
20	Ensure the catwalk or 5th wheel area is clear of grease and clear of any obstructions/ hazards.	Fig. 6 – Slips trips and falls, falls from height	Using the 5th wheel access steps, and 3 points of contact, climb up to the 5th wheel area	 Fig. 6
21	Disconnect the red and yellow airlines and the electrical Suzie's. Grip the red airline firmly as it may kick back when released due to pressure in the line.	Fig. 7 - Lack of space between tractor cab and trailer. Sudden release of energy - Risk of kick back from yellow airline due to release of pressure in line	PPE – Gloves, safety boots, Hi-Viz vest. Grip red airline tightly. Maintain control at all times. Ensure appropriate positioning of 5th wheel. Return to correct storage position.	 Fig. 7



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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
		Fig. 8 – Trapping/ Lack of space between tractor cab and trailer.	PPE – Gloves, safety boots, Hi-Viz vest. Ensure appropriate positioning of 5th wheel. Return airlines and Suzie's to correct storage position on completion.	 Fig. 8
22	Remove the security clip and pull the release handle to disengage the 5th wheel locking jaws - Fig. 10	Fig. 9 – Trapping in the release mechanism/ Manual handling – stiff mechanism/ jarring	PPE – Gloves, safety boots, Hi-Viz vest, Ensure regular servicing of 5 th wheel jaws and locking/ release arm.	 Fig. 9
23	Lower air suspension and slowly draw the tractor unit away from the trailer	Fig. 10 – excessive banging/ knocking trailer that may dislodge load.	Ensure smooth manoeuvring of the trailer to avoid sharp bangs. Make full use of air suspension to assist in raising and lowering the unit.	 Fig. 10



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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
24	stop when the vehicle is clear of the 5th Wheel	Fig. 11 - excessive banging/ knocking trailer that may dislodge load.	If a load shift is suspected DO NOT open the doors or curtains. Report concerns immediately	 Fig. 11
25	Check in your mirrors that the trailer has settled safely on the ground.	Fig. 12		 Fig. 12
26	Apply the handbrake	Fig. 13 – Truck rollaway/ ground gradient.	Apply the handbrake	 Fig. 13



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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
27	turn the engine off and remove the keys	Fig. 14		 Fig. 14
28	Before leaving the trailer, walk around and check that it has been left in a safe manner	Fig. 15	Check the trailer park brake has been applied.	 Fig. 15
29	Pulling away from or turning sharply into trailer parking area	Blind spots/ crushing/ collision	Observe exit for other vehicles and pedestrians	

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,



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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
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
Cuts and scratches from unobserved edges of trailer chassis	Driver/ Shunter	2	2	4	PPE – Gloves
Object falling from height (Ice and snow in Winter),	Driver/ Shunter	1	4	4	PPE – Safety Helmet



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Location	Warehouse, Loading Dock, Trailer Park, Meet and Greet	Revision	7
Process / Task	Opening and Closing trailer doors	Document no.	RA SWP TAT 013
Required Equipment & Materials		Last Review Date	13.05.2026
Persons involved	Driver/ Shunter/Loader/Checker	Expiry Date	13.05.2028
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 6) Think through the task 7) Spot the hazard 8) Assess the risk 9) Take appropriate action 10) 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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Attention Points SWP- TAT 013	Action
PPE / Equipment	 • Wear PPE
Types of Door Locking Levers	 • 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	• Stand clear • Remain visible
Struck by Falling Objects/ Moving Object	 • 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.



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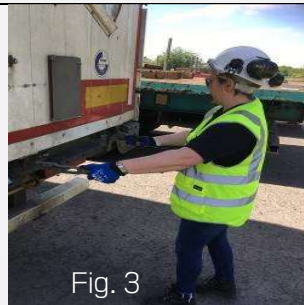
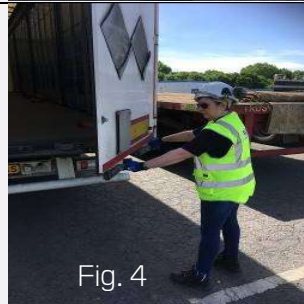
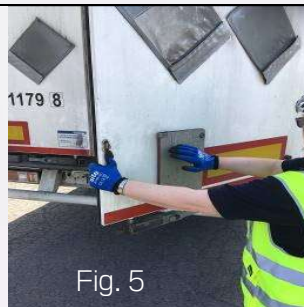
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	Opening a trailer door. Lift or push catch if fitted. Push lever with palm of the hand and use thumb on other hand to depress the button.	Fig. 1 – Risk of trapping fingers in door locking levers. Risk 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. 1
2	Repeat operation for second lever, then grasp both handles and pull out of the catches. For a loaded trailer, check between the gap in the doors to see that nothing has fallen against the doors. Only open one door at a time.	Fig. 2 - 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. Check between the gap in the doors to see that nothing has fallen against the doors. If any pressure is felt on the door then stop! Push door back and close levers.	 Fig. 2



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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



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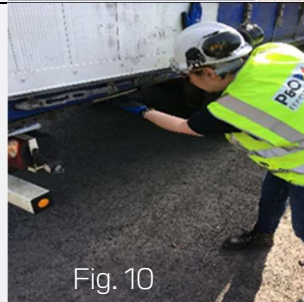
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
6	Move door fully round to the side of the trailer, being mindful of weather conditions, especially wind which could take hold of the door unexpectedly.	Fig.6 - Risk of door swinging in high winds. Risk 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



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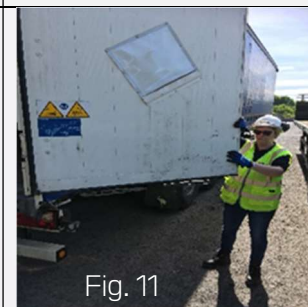
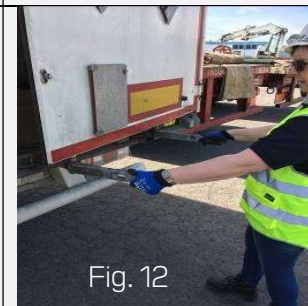
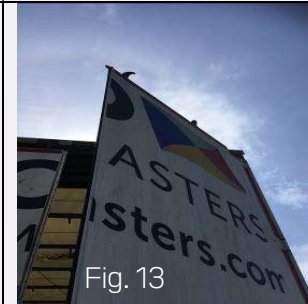
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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	Closing a trailer door			
9	Release door retaining arm/ bar and place under rave. being careful not to trap fingers.	Fig. 9 - Risk of trapping fingers in door retaining arm/ bar 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



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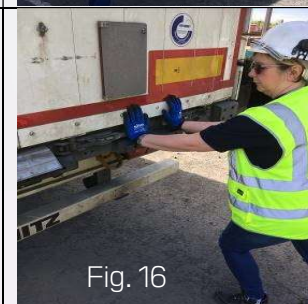
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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
11	Holding the door, carefully pull door back round to the back of the trailer. –	Fig.11 - Risk from door swinging due to wind. Risk of personal injury from impact with door.	PPE – Gloves, Safety Helmet, Safety Glasses. Keep firm control of door throughout.	 Fig. 11
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



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Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
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.
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.	 Fig. 15
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.	 Fig. 16



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SAFE WORKING PROCEDURE

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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/ 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	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



SAFE WORKING PROCEDURE

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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
stored energy of Spring out of door or door levers, door retaining arm/ bar. Potential for minor impact injuries from objects.					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.



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Location	Warehouse, Outside, Trailer Park, Loading dock	Revision	7
Process / Task	Opening and closing a sliding roof	Document no.	RA SWP TAT 002
Required Equipment & Materials	Roof Pole	Last Review Date	13.05.2026
Persons involved	Driver/ Ground Staff/ Visitors	Expiry Date	13.05.2028
Mandatory Training		Reference Documents	RA SWP LC 014, RA SWP TAT 013
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 11) Think through the task 12) Spot the hazard 13) Assess the risk 14) Take appropriate action 15) 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																		



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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 002		Action
PPE / Equipment		- Wear PPE - ONLY Use a Roof Pole
Fall from Height		3 points of contact accessing trailer beds using trailer steps/platforms. - Roof locking pins release cable – NEVER use to pull roof open/close.
Slips, Trips and Falls – same level		Use roof side tabs to open/close the roof where fitted and work from ground level where possible.
Struck by Falling Objects		Check for rain water, during winter periods check roof for ice, before opening roof



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Struck by Moving Objects		• Ensure trailer doors are tied back when open
Winter weather – Snow and Ice: -		• Take trailer to safe area away from pedestrians and moving vehicles. • Keep curtains and roof closed. • Ensure trailer bed is clear and free from tripping hazards. Trailer bed can also be slippery in cold weather, use grit if necessary • From inside the trailer walk slowly from front to back using the roof pole to push upwards on the roof to break up ice and snow, allowing it to slide off the side safely before opening the roof. Ref: RA SWP LC014.1



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Should the trailer roof not open freely then: -



site standard

Visual Fault Finding – Sliding Roof

Only for trailers with the roof cord intact and undamaged

1. The roof is difficult to push open or close?



Common causes

- The trailer may be sloping
- The trailer may be parked on uneven ground



Solution

- Pull on to level ground
- Inflate / deflate air suspension to level trailer



2. Unable to disengage the locking pins, or sliding roof jam's part way



Common causes

- The curtains are closed and under tension
- Trailer doors hanging open unsecured
- Roof jamming on partially open curtains



Solutions

- Release the tension in the curtains by loosening the buckles and slaken the tension bar*
- Secure the trailer doors back with retaining arms
- Close any partially open curtains

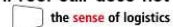
*(where possible – see local site rules)



3. If no movement after trying all the above try opening with a second person, using a roof pole on each side.

- Maximum 3 attempts. Do not use excessive force!

• **If roof still does not open reject the trailer and send off site for an authorized repair.**



- Check trailer is on level ground and is level (not parked on any obstruction)
- Try to level trailer using air suspension
- Ease the tension from the trailer side curtains
- Check doors are secured and not hanging / swinging
- Seek assistance from a second person with a roof pole on the other side to open in tandem.
- Never try and physically force a trailer roof open. Report all defective trailer roofs to your manager and follow the POFM Trailer Defect and VOR procedure



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- NEVER ATTEMPT TO REPAIR THE ROOF YOURSELF

If they don't work then defect the trailer



P&O
FERRYMASTERS

 the **sense** of logistics



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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
1	Opening a Sliding Roof from Inside trailer Park on even, level ground	Fig. 1 – roof may be difficult to open if on a slope or camber		 Fig. 1
	Apply handbrake,	Fig. 2 – Potential for vehicle rollaway.		 Fig. 2
	turn off engine, remove keys	Fig. 2a		 Fig. 2a



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
2	Use access platforms or gantries where available or deploy trailer steps completely.	Fig. 3 - Trapping points - 	PPE - Gloves, ensure steps are fully extended/retracted, always Keep control of the door.	 Fig. 3
3	Open and secure rear doors	Fig. 4 – Refer to SWP-TAT013 Opening and closing rear doors – Potential Blind Spot - check for other visitors and vehicles in the immediate area. Sudden release of energy.	PPE - Gloves, ensure steps are fully extended/retracted, always Keep control of the door.	 Fig. 4
	Secure doors	Fig. 5 – risk of being hit by objects in windy/ gusty conditions. Always use door retaining arms to secure door bar.	PPE - Gloves, ensure steps are fully extended/retracted, always Keep control of the door.	 Fig. 5



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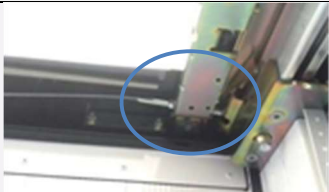
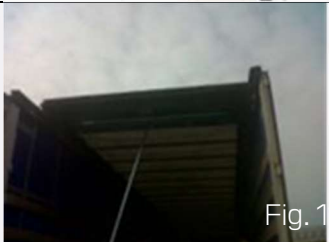
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
4	Position the roof pole hook securely into the eye on the rear flap of the trailer roof	Fig. 6 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	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 Gloves.	 Fig. 6
	Push upwards to release the rear flap	Fig. 7 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	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 Gloves.	 Fig. 7
5	Position roof pole on roof release cable/wire	Fig. 8	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 Gloves.	 Fig. 8
	With feet firmly placed, tug down sharply on the release wire	Fig. 9 - Use limited force to pull on the release wire with the roof pole to release locking pins	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 Gloves. Stand upright with back straight.	 Fig. 9



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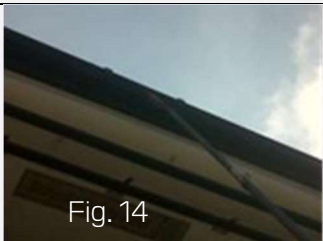
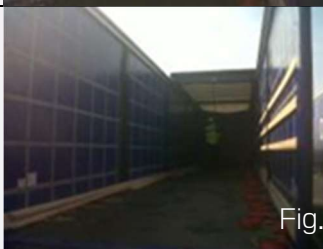
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
		Fig. 10	If locking pins DO NOT release, then report a Defect.	 Fig. 10
6	Position roof pole on to roof bar and push a short distance	Fig. 11 - Ensure roof pole is only positioned on the bar. The roof should not be pushed or pulled using the release cable.	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 Gloves.	 Fig. 11
8	Should the roof be difficult to open then?	Fig. 12 - Raise the trailer suspension	See section the ATTENTION Section on pages 3-5 .	 Fig. 12
		Fig. 13 - release some of the trailer curtain buckles ensure that fingers are kept clear of the buckle when unfastening, to avoid trapping	PPE - gloves to be worn. Unbuckle the curtain straps ensuring that fingers are clear of trapping in the ratchet.	 Fig. 13



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
9	Climb up the steps/ gantry platform onto the trailer bed,	Fig. 14 - Slips and trips Falling from height	PPE - Safety boots, Helmet with Chin Strap, always maintain 3 points of contact. Use rear platforms where possible. Ensure curtains are closed and buckled whilst on back of trailer	 Fig. 14
10	Turn around to face the trailer headboard – locate roof pole onto roof bar	Figs. 15	PPE - Safety boots, Helmet with Chin Strap. Ensure curtains are closed and buckled whilst on back of trailer.	 Fig. 15
11	Position the roof pole on the bar and walk forwards,	Fig. 16 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	Remove or avoid trip hazards. Controlled movement of roof do not jerk or push with excessive force. Push the roof evenly (not skewed) towards the headboard. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap.	 Fig. 16



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
	Continue	Fig. 17	Remove or avoid trip hazards. Controlled movement of roof do not jerk or push with excessive force. Push the roof evenly (not skewed) towards the headboard. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap.	 Fig. 17
12	Continue until the roof locking pins lock	Fig. 18	Remove or avoid trip hazards. Controlled movement of roof do not jerk or push with excessive force. Push the roof evenly (not skewed) towards the headboard. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap.	 Fig. 18
13	Exit the trailer via the rear steps / gantry platform ONLY (DO NOT JUMP)	Fig. 19 - Falls from height 	PPE - Safety boots, Helmet with Chin Strap, always maintain 3 points of contact. Use rear platforms where possible. Ensure curtains are closed and buckled whilst on back of trailer	 Fig. 19



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
14	Return the trailer suspension to the correct level for driving	Fig. 20		 Fig. 20
	Opening a Sliding Roof from the Ground			
15	Park on even, level ground	Fig. 1 – roof may be difficult to open if on a slope or camber		 Fig. 1
16	Apply handbrake,	Fig. 2 – Potential for vehicle rollaway.		 Fig. 2



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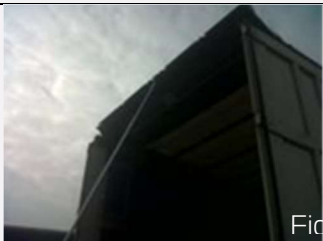
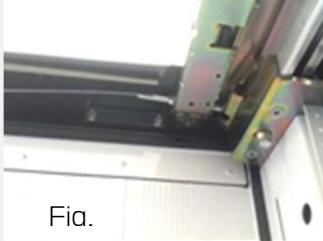
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
17	turn off engine, remove keys	Fig. 2a		 Fig. 2a
18	Open and secure rear doors	Fig. 3 - Refer to SWP-TAT013 Opening and closing rear doors – Potential Blind Spot - check for other visitors and vehicles in the immediate area.	PPE - Gloves, ensure steps are fully extended/retracted, always Keep control of the door.	 Fig. 3
19	Secure doors	Fig. 4 - Refer to SWP-TAT013 Opening and closing rear doors. Trapping in door release/locking mechanism,	PPE – Gloves, always Keep control of the door.	 Fig. 4
20	Opening the Header Bar - Position the roof pole hook securely into the eye on the rear flap of the trailer roof/ header bar -	Fig. 5 – Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	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 Gloves.	 Fig. 5



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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
21	Push upwards to release the rear flap/ header bar	Fig. 6 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	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 Gloves.	 Fig. 6
22	Position roof pole on release wire	Fig. 7	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 Gloves.	 Fig. 7
23	With the roof pole release the locking pins	Fig. 8 - With feet firmly placed, tug down sharply but not with excessive force on the release wire	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 Gloves.	 Fig. 8
24		Fig. 9	If locking pins DO NOT release, then report a Defect.	 Fig. 9



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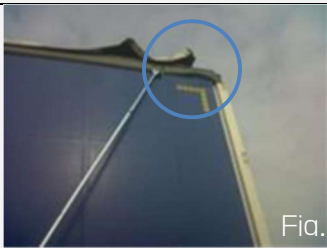
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
25	Hook roof pole on to bar and push a short distance	Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap Gloves. Fig. 10. If roof is difficult to open then try the following remedies	 Fig. 10
26	Raise the trailer suspension using the control lever on the side of the trailer (Fig. 11)			 Fig. 11
27	Release some of the curtain buckles or tension in the curtain buckle straps (Fig. 12)	Trapping points	PPE - gloves to be worn. Unbuckle the curtain straps ensuring that fingers are clear of trapping in the ratchet.	 Fig. 12



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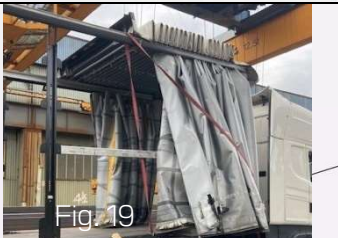
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
28	Identify tab on the side of the trailer	Fig. 13 –Integrity of roof tag and rivets (Damaged or defective)	Using the roof pole apply firm downward pressure on the tag, whilst maintaining a secure position, to check the integrity of the tag. If the tag breaks or comes away the trailer must be defected.	 Fig. 13
29	Position the roof pole on the tab and walk forwards,	Fig. 14 - Slips and trip hazards. Sudden release of energy or stop, due to jam in roof	Controlled movement of roof do not jerk or push with excessive force. Pulling the roof evenly (not skewed) towards the headboard Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap Gloves.	 Fig. 14
		Fig. 15	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 Gloves.	 Fig. 15



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
		Fig. 16	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 Gloves.	 Fig. 16
		Fig. 17	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 Gloves.	 Fig. 17
30	Continue until the roof locking pins lock	Fig. 18	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 Gloves.	 Fig. 18
		Fig. 19 - If Locking pins DO NOT engage then -	the roof maybe restrained by a strap or roof pole to the headboard or to a suitable and secure lashing point to prevent it rolling backwards.	 Fig. 19



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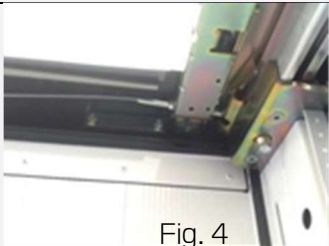
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
31	Return the trailer suspension to the correct level for driving.	Fig. 20		 Fig. 20
	Closing a Sliding Roof from the Ground			
32	Check there are no obstructions which can prevent the roof from closing	Fig. 1		 Fig. 1
33	Drop trailer air suspension to assist in the roof running freely backwards	Fig. 2		 Fig. 2



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
		Fig. 3		 Fig. 3
34	Release locking pins by gently pulling down on the release wire	Fig. 4. - This can be done from outside the trailer through an open curtain. With feet firmly placed, tug down sharply but not with excessive force on the release wire	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 Gloves. If locking pins DO NOT release, then report a Defect.	 Fig. 4
35	Identify tab on the side of the trailer	Fig. 5 - Using the roof pole apply firm downward pressure on the tag, whilst maintaining a secure position, to check the integrity of the tag.	If the tag breaks or comes away the trailer must be defect.	 Fig. 5



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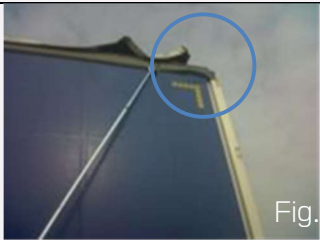
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
36	Position roof pole on to the tab	Fig. 6 - If no tab in place, use the crook end of the roof pole and attach to the roof bars.	Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap Gloves.	 Fig. 6
37	Walk forwards towards the rear of the trailer to close the trailer roof canopy -	Fig. 7 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	Remove or avoid trip hazards. Controlled movement of roof do not jerk or push with excessive force. Push the roof evenly (not skewed) towards the headboard. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap.	 Fig. 7
	Continue	Fig. 8	Remove or avoid trip hazards. Controlled movement of roof do not jerk or push with excessive force. Push the roof evenly (not skewed) towards the headboard. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap.	 Fig. 8



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
	Continue	Fig. 9	Remove or avoid trip hazards. Controlled movement of roof do not jerk or push with excessive force. Push the roof evenly (not skewed) towards the headboard. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap.	 Fig. 9
38	Once the roof canopy has closed to the end, remove the roof pole from the tab. Walk round to the back and face the rear of the trailer. Locking pins should click into place	Fig. 10 – Potential Blind Spot	Maintain a good lookout for other visitors and vehicles to the area	 Fig. 10
39	Position the roof pole hook securely into the eye on the rear flap of the trailer roof	Fig. 11 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	Remove or avoid trip hazards. Controlled movement of roof do not jerk or push with excessive force. Push the roof evenly (not skewed) towards the headboard. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap.	 Fig. 11



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
40	Pull down firmly with both hands on the roof pole to secure the rear flap of the trailer into place	Fig. 12 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	Remove or avoid trip hazards. Controlled movement of roof do not jerk or push with excessive force. Push the roof evenly (not skewed) towards the headboard. Ensure good grip on roof pole. Roof serviced regularly. PPE-Safety boots, Helmet & Chin Strap.	 Fig. 12
41	Close trailer doors	Fig. 14 – Refer to SWP-TAT013 Opening and closing rear doors – risk of being hit by objects in windy/ gusty conditions. Always use door retaining arms to secure door bar.	PPE - Gloves, ensure steps are fully extended/retracted, always Keep control of the door.	 Fig. 13
42		Fig. 15 – Potential Blind Spot -check for other visitors and vehicles in the immediate area. Trapping in door release/ locking mechanism,	PPE - Gloves, ensure steps are fully extended/retracted, always Keep control of the door.	 Fig. 14



SAFE WORKING PROCEDURE

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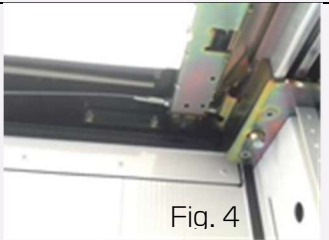
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
43	Return the trailer suspension to the correct level for driving	Fig. 16		 Fig. 16
	Closing a Sliding Roof from Inside the Trailer			
44	Check there are no obstructions which can prevent the roof from closing	Fig. 1		 Fig. 1
45	Drop trailer air suspension to assist in the roof running freely backwards	Fig. 2		 Fig. 2



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
	Continue	Fig. 3		 Fig. 3
46	Using 3 points of contact climb up the steps on to the trailer bed. Release locking pins by gently pulling down on the release wire	Fig. 4	PPE - Safety boots, Helmet with Chin Strap, always maintain 3 points of contact. Use rear platforms where possible. Ensure curtains are closed and buckled whilst on back of trailer.	 Fig. 4
47	Hook roof pole on to bar and walk forwards towards the rear of the trailer, until the roof locking pins lock and	Fig. 5 - pushing the roof evenly (not skewed), Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	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.	 Fig. 5



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
	Continue and vehicles in the immediate area.	Fig. 6 - Ensure the pole is not facing inwards towards your body – risk of pole pushing into chest or stomach if roof suddenly jams. Keep the roof pole downwards and to the side.	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.	 Fig. 6
48	Using 3 points of contact exit the trailer via the rear steps / gantry	Fig. 7 = 	PPE - Safety boots, Helmet with Chin Strap, always maintain 3 points of contact. Use rear platforms where possible. Ensure curtains are closed and buckled whilst on back of trailer.	 Fig. 7
49	Face the rear of the trailer, Position the roof pole hook securely into the eye on the rear flap of the trailer roof	Fig. 8 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	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.	 Fig. 8



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment actions	Pictures
50	Ensure your feet are squarely on the ground and hold the roof pole firmly with both hands. Pull down firmly with both hands on the roof pole to secure the rear flap of the trailer into place	Fig. 9 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	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.	 Fig. 9
51	Close trailer doors.	Fig. 10 – Refer to SWP-TAT013 Opening and closing rear doors – risk of being hit by objects in windy/ gusty conditions. Trapping in door release/locking mechanism, Potential Blind Spots	PPE - Gloves, ensure steps are fully extended/retracted, always Keep control of the door. Check for other visitors and vehicles in the immediate area.	 Fig. 10
52	Return the trailer suspension to the correct level for driving.	Fig. 11		 Fig. 11



SAFE WORKING PROCEDURE

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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, 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 steps, impact injury from uncontrolled movement of door. Fastening/ unfastening curtain buckles.	Driver/ Loader/ Shunter	2	2	4	PPE - Gloves, ensure steps are fully extended/retracted, always Keep control of the door. (RA SWP TAT- 013.2)
Slips, trips and fall (from height) height of trailer steps/ gantry platform, icy conditions	Driver/ Loader/ Shunter	2	3	6	PPE - Safety boots, Helmet with Chin Strap, always maintain 3 points of contact. Use rear platforms where possible. . Ensure curtains are closed and buckled whilst on back of trailer.
Slips, trips and falls (same level) Defective roof operation tag. Defective roof release cable. Defective roof operation (Jamming/ Stiff/ Header Bar issues). Ground conditions.	Driver/ Loader/ Shunter	2	4	8	• Using the roof pole apply firm downward pressure on the tag, whilst maintaining a secure position, to check the integrity of the tag. • If the tag breaks or comes away the trailer must be defected. • Using the roof pole apply firm downward pressure on the roof release cable, whilst maintaining a secure position, to check the integrity of the cable. • If the cable breaks or comes away the trailer must be defected.



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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
					- Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. - Roof serviced regularly, including roof release cord. - PPE - Safety boots, Helmet & Chin Strap. Refer to Visual Fault-Finding Procedure. Trailer must be defected if still cannot be opened / closed safely
Manual handling , potential for muscle and ligament strain, opening the header bar, pushing the roof when opening/closing	Driver/ Loader/ Shunter	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.
Fall from height – closing roof	Driver/ Loader/ Shunter	3	4	12	Ensure trailer bed is free from debris. Controlled movement of roof. Ensure curtains are closed and buckled whilst on back of trailer. Be aware of back edge of trailer. PPE - Safety boots, Helmet & Chin Strap.
Cuts and scratches from damaged TIR lace	Driver/ Loader/ Shunter	3	2	6	PPE – Gloves
Object falling from height (Ice and snow in Winter) , risk of injury to passers-by or other vehicles	Driver/ Loader/ Shunter	1	4	4	Take trailer to safe area away from pedestrians and other vehicles. With curtains and roof closed, enter back of trailer and using roof pole, gently push upwards on roof to break up snow and ice or object and allow it to fall safely over sides



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SAFE WORKING PROCEDURE

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Location	Warehouse, Outside, Loading Dock, Trailer Park	Revision	7
Process / Task	Opening and Closing the Side Curtain	Document no.	RA SWP TAT 004
Required Equipment & Materials		Last Review Date	13.05.2026
Persons involved	Drivers/ Shunter/Loader/Ground Staff/ Visitors	Expiry Date	13.05.2028
Mandatory Training		Reference Documents	
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		
	✓	✓			✓	✓				✓	✓	✓		
	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 16) Think through the task 17) Spot the hazard 18) Assess the risk 19) Take appropriate action 20) 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

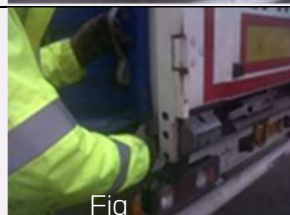


SAFE WORKING PROCEDURE

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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.						

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	To Open the Curtain - Unbuckle the curtain straps (work from front to rear)	Fig. 1 and 2 - Ensure that fingers are clear of trapping points (buckle / fastening / ratchet) -	PPE - gloves to be worn. Unbuckle the curtain straps ensuring that fingers are clear of trapping points.	 Fig 1
2	Go to the back of the trailer	Ground conditions – slips, trips and fall hazards Other vehicle traffic – driving and reversing	Wear High visibility clothing Be clear Stay clear Be seen	 Fig 2
3	Unwind the tension in the curtain using the winding handle (lever / ratchet)	Fig. 3 - Ensure that fingers are clear of trapping points	PPE - gloves to be worn. Unbuckle the curtain straps ensuring that fingers are clear of trapping in the winding handle (lever / ratchet)	 Fig
4	Take care to unwind slowly and control the handle.	Fig. 4 - Ensure the sudden release of the curtain tension does not allow the curtain pole to spring out.	PPE - gloves to be worn. Ensure good grip on handle, use controlled movements, no jerky or awkward movements. Ensure body and face is positioned	 Fig



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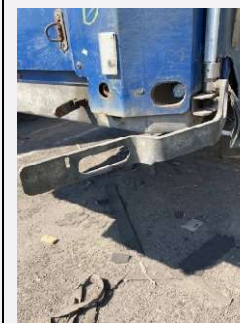
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
			away from direct contact with trailer parts.	
		If the handle or ratchet is too stiff to unwind do not attempt to open from the front.	Report as a defect immediately	
5	Grasp the rear corner of the curtain using the material tag or fixed handle and lift the pole upwards and out of holding slot	Fig. 4 and 5 - Ensure that fingers are clear of trapping points -	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.	 Fig 5
6	Using the handle pull the pole free from the trailer	Fig. 6 - Ensure that fingers are clear of trapping points -	PPE - gloves to be worn. Ensure good grip on pole & handle, use controlled movements, no jerky or awkward movements. Ensure fingers are clear of moving parts	 Fig



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MULTIMODAL SOLUTIONS

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
7	Move to the front of the trailer and remove the front curtain pole retaining arm and front curtain pole.	Fig. 7 & 8 – Risk of sudden release of tension in retaining arm. Risk of sudden release of tension in front curtain pole. Risk of trapping fingers in retaining arm mechanism. Risk of manual handling strains from pushing/ pulling the curtain pole.	PPE - gloves to be worn. Stand to one side and ensure good grip on retaining arm, with other hand remove arm locking pin, use controlled movements, no jerky or awkward movements. Ensure fingers are clear of moving parts. Never remove the front curtain pole first. Always release the curtain tension and remove the rear curtain pole first.	 Fig. 7  Fig. 8



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
8	Move one third of the way up the trailer. Grasp two of the curtain straps by the buckle and both strap tails and, pull the curtain towards you.	Fig. 9 - Manual handling (strains) Slips and trips Falling over Weather (wind) Curtain jams	PPE - gloves to be worn. Ensure good grip on curtain buckles and strap tails. Keeping your back straight and with outstretched arms close together Walk carefully checking ground conditions for trip hazards Maintain tight grip on curtain buckles and straps. If curtain jams, report as defect	 Fig 9
9	Move two thirds of the way up the trailer. Grasp two of the curtain straps by the buckle and pull the curtain towards you.	Fig. 10 - Manual handling (strains) Slips and trips Falling over Weather (wind) Curtain jams	PPE - gloves to be worn. Ensure good grip on curtain buckles and strap tails. Keeping your back straight and with outstretched arms close together Walk carefully checking ground conditions for trip hazards Maintain tight grip on curtain buckles and straps. If curtain jams, report as defect	 Fig 10
10	Repeat until the curtain is clear for loading / offloading			



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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
11	<i>Bad weather / windy conditions:</i> 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.	Weather (wind / gusts)	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.	
12	To Close the Curtain - Move to the bunched-up curtain. Grasp two of the curtain straps by the buckle and both strap tails and pull the curtain towards you.	Fig. 11 - Manual handling (strains) Slips and trips Falling over Weather (wind) Curtain jams	PPE - gloves to be worn. Ensure good grip on curtain buckles and strap tails. Keeping your back straight and with outstretched arms close together Walk carefully checking ground conditions for trip hazards Maintain tight grip on curtain buckles and straps. If curtain jams, report as defect.	 Fig. 11
13	Repeat this process in stages moving no more than one third of the curtain at a time.	Manual handling (strains) Slips and trips Falling over Weather (wind) Curtain jams	PPE - gloves to be worn. Ensure good grip on curtain buckles and strap tails. Keeping your back straight and with outstretched arms close together	



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
			Walk carefully checking ground conditions for trip hazards Maintain tight grip on curtain buckles and straps. If curtain jams, report as defect.	
14	Position the curtain pole firmly into the slot, making sure it fits flush with the trailer body. Position the front tensioner so the lever is parallel with the side rave, fit the front & rear poles, lock the front tensioner into the closed position & then tension the curtain using the rear tensioner. This avoids the excess of curtain jamming up the curtain in the rear post pole recess.	Fig. 12 - If the pole cannot locate stowage position or is bent Report as a defect immediately. Make sure fingers are not in any trapping points	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.	 Fig 12
15	Wind the tension into the curtain.	Fig. 13 - If the handle or ratchet is too stiff to wind DO NOT force - Report as a defect immediately Make sure fingers are not in any trapping points	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.	 Fig 13



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
16	Replace the buckle straps along the curtain edge. Report any damaged buckle or buckle straps.	Fig. 14 - Ensure that fingers are kept clear of the buckle when fastening, to avoid trapping	PPE - gloves to be worn. Unbuckle/ buckle the curtain straps ensuring that fingers are clear of trapping in the ratchet.	 Fig 14

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.
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. Un-winding/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	Driver, Shunter, Ground Staff	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.



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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
Trapping - Risk of injury from trapped fingers when unbuckling/buckling curtain straps, unwinding tension/ tensioning ratchet, opening/ closing front retaining arm, releasing/ replacing curtain pole.	Driver, Shunter, Ground Staff	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.	Driver, Shunter, Ground Staff	2	3	6	PPE - gloves & safety boots to be worn. 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.
Stored Energy/ Sudden Release of Energy - Risk of injury from sudden release of stored energy or Spring out of front curtain pole retaining arm, curtain pole or sudden jam and stop. Potential for minor impact injuries from objects.	Driver, Shunter, Ground Staff, Other Visitors	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.
Weather (adverse) / Flying objects or particles (machine, operation, process)	Driver, Shunter, Ground Staff, Other Visitors	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,



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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
or wind) - Risk of injury from sudden movement of curtain retaining arm, curtains, buckles and straps.					where possible or position trailer to reduce the influence of the prevailing conditions.



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SAFE WORKING PROCEDURE

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Location	Loading Warehouse, Loading Dock, Trailer Park	Revision	7
Process / Task	Removing and Refitting Sideboards – Empty Trailer	Document no.	RA SWP TAT 005
Required Equipment & Materials		Last Review Date	13.05.2026
Persons involved	Drivers/ Shunter/Loader/Ground Staff/ Other Visitors (to trailer areas)	Expiry Date	13.05.2028
Mandatory Training		Reference Documents	RA SWP TAT 013, RA SWP TAT 004
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 Think through the task Spot the hazard Assess the risk		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.										



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Take appropriate action Do the task safely	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 005		Action
PPE / Equipment		Wear PPE
Fall from Height		3 points of contact accessing trailer beds using trailer steps/platforms.
Struck by Mobile Equipment		Ensure trailer doors are tied back when open
Puncture Injuries		Observe boards carefully before lifting for protrusions/ splinters etc



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	Removal of Boards – Empty Trailer Slacken slightly the tension of the curtains (to allow for removal of boards from slats). With the trailer sides closed, open the rear door, pull out the steps.	Fig. 1 – Risk of being struck by object – trailer door swinging, risk of trapping pulling trailer steps out, risk of fall from height. Risk of protrusions/splinters in boards	Ensure trailer doors secured back with restraining arms (RA SWP TAT 013), access the trailer using 3 points of contact. Visually check all boards, ensuring no damage/ protruding splinters. PPE – Gloves, Safety Boots, Arms and legs covered.	 Fig. 1
2	Place one hand under the sideboard and lift out of its slot. Push the sideboard into the side curtain. Lift above the slot and then supporting the weight of the board with your other hand, lift the sideboard clear	Fig. 2 – Risk of manual handling injuries/ strained muscles/ repetitive injuries from bending, lifting and reaching.	Manual handling training. PPE – Gloves.	 Fig. 2
	Continue until all boards are removed	Fig. 3 - Risk of dropping boards onto lower limbs and feet	PPE – Safety Boots, Arms and legs covered.	 Fig. 3



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
3	Stow boards in a safe position away from loading operations, so as not to present a trip hazard. On completion, exit through the rear of the trailer, using the access steps	Fig. 4 - Risk from bending to place boards, risk of trapping between boards, risk from splinters and protrusions. Risk of fall from height	PPE – Gloves, Safety Boots Use 3 points of contact.	 Fig. 4
4	Replacing of Boards – Empty Trailer With the trailer closed, sides closed, open the rear door, pull out the steps and access the trailer. Place one hand under the sideboard and lift it. Push the sideboard into the side curtain. Lift above the slot and then supporting the weight of the board with your other hand, lift the sideboard into its slot.	Fig. 5 - Risk of being struck by object, risk of trapping pulling trailer steps out, risk of fall from height. Risk of protrusions/splinters in boards. Risk of dropping boards onto lower limbs and feet	Ensure trailer doors secured back with restraining arms (RA SWP TAT 013), access the trailer using 3 points of contact. Visually check all boards, ensuring no damage/ protruding splinters PPE – Gloves, Safety Boots, Arms and legs covered.	 Fig. 5
5	Continue until all boards are replaced On completion, exit through the rear of the trailer, using the access steps	Fig. 6 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from bending, lifting and reaching.	Manual handling training. PPE – Gloves. Use 3 points of contact.	 Fig. 6



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
6	Fully tension the curtains.	Risk of trapping in curtain tensioner/ buckles.	Follow RA SWP TAT 004	

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.
Slips, trips or fall at same level: Floor not clean: Protruding parts (nails in trailer bed); spilled product (pellets/ granules); water from truck entering during rain, icy conditions	Driver, Shunter, Ground Staff	2	1	2	Housekeeping Check trailer floor for protrusions. Clear working areas with space Clean up of spilled product or broken pallets Clean up any rain water/ ice PPE – Safety Boots
Manual handling, potential for muscle and ligament strain, lifting or reaching tilt/ sideboards. Reaching upwards. Potential back / arm / shoulder muscle strain. Repetitive movement injury	Driver/ Loader/ Shunter	3	4	12	PPE – Hard hat with chin strap, gloves & safety boots to be worn. Visually check boards, be aware of damage and protruding splinters. Take care when lifting. Use controlled movements, no sudden jerking or twisting. Lower boards to the floor by bending from the knees, keep back straight and head above shoulders.



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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
Fall from height – accessing/ exiting trailer bed	Driver/ Loader/ Shunter	3	4	12	Ensure trailer bed is free from debris. Ensure curtains are closed and buckled whilst on back of trailer. Be aware of back edge of trailer. Ensure 3 points of contact are used. PPE - Safety boots, Helmet & Chin Strap.
Trapping of fingers, extending/ retracting steps, impact injury from uncontrolled movement of door. Fastening/ unfastening curtain buckles. Curtain tensioners.	Driver/ Loader/ Shunter	2	2	4	PPE - Gloves, ensure steps are fully extended/retracted, always Keep control of the door. (RA SWP TAT- 013)
Slips, trips and fall (from height) height of trailer steps/ gantry platform, icy conditions	Driver/ Loader/ Shunter	2	3	6	PPE - Safety boots, Helmet with Chin Strap, always maintain 3 points of contact. Use rear platforms where possible. Ensure curtains are closed and buckled whilst on back of trailer.
Object falling from height – side boards	Driver, Shunter, Ground Staff, (Visitors to trailer park areas)	2	3	6	PPE – Gloves Always ensure control of boards.
Object falling from height (Ice and snow in Winter), risk of injury to passers-by or other vehicles	Driver/ Loader/ Shunter	1	4	4	Take trailer to safe area away from pedestrians and other vehicles. With curtains and roof closed, enter back of trailer and using roof pole, gently push upwards on roof to break up snow and ice or object and allow it to fall safely over sides



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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
Cuts and scratches from damaged TIR lace	Driver/ Loader/ Shunter	3	2	6	PPE – Gloves
Flying objects or particles Risk of injury from flying objects (curtains, buckles, dust and particles in the air).	Driver/ Loader/ Shunter	2	5	10	PPE – Safety Glasses, Safety Helmet
Protruding objects - Risk of puncture wounds from splinters.	Driver/ Loader/ Shunter	2	2	4	PPE – Hard hat with chin strap, gloves & safety boots to be worn. Visually check boards, be aware of damage and protruding splinters. Take care when lifting.
Adverse Weather - Risk of slips trips & falls on ice in extreme cold. Risk of injury from sudden movement of objects in high winds (unsecured rear doors, drivers' doors, curtains, gantries) Risk of objects falling from height - snow / ice on trailer roofs. Risk of overheating in extreme summer temperatures	Driver/ Loader/ Shunter	2	3	6	Full PPE equipment to be worn comprising of hi-viz jacket or vest, arms and legs covered, safety boots with ankle support, gloves, hard hat with chin strap, safety glasses. Complete task inside warehouse / undercover during extreme weather conditions where available.



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SAFE WORKING PROCEDURE

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Location	Loading Warehouse, Loading Dock, Trailer Park	Revision	7
Process / Task	Removing and Replacing Sideboards – Loaded Trailer	Document no.	RA SWP TAT 005A
Required Equipment & Materials		Last Review Date	13.05.2026
Persons involved	Drivers/ Shunter/Loader/Ground Staff/ Other Visitors (to trailer areas)	Expiry Date	13.05.2028
Mandatory Training		Reference Documents	RA SWP TAT 004
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			Stop Work Authority:										
21) Think through the task 22) Spot the hazard 23) Assess the risk			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.										



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24) Take appropriate action 25) Do the task safely	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 005A		Action
PPE / Equipment		Wear PPE
Slips, Trips and falls		Always place removed boards away from operational areas.
Struck by Objects falling from Height		Always ensure good control of boards
Puncture Injuries		Observe boards carefully before lifting for protrusions/ splinters etc

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	Removal of Boards – Loaded Trailer Fully open the curtains. (refer to RA SWP TAT 004) Visually check all boards, ensuring no damage/ protruding splinters. Lower boards to be removed from ground level without the aid of a ladder.	Fig. 1 – Risk from Trapping Curtain tensioners, buckles. Risk of sudden energy release from curtain tensioners. Risk of being struck by object falling from height. Risk of	Ensure good grip on board, controlled movement, PPE - gloves, Helmet & Chin Strap. Hold board as centrally as possible. Use manual handling techniques. Visually check all boards, ensuring no damage/ protruding splinters.	 Fig. 1



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
		protrusions/splinters in boards	PPE – Gloves, Safety Boots, Arms and legs covered.	
2	Upper boards to be removed with the aid of ladders/mobile steps placed at ground level in the step position.	Fig. 2 – Risk of manual handling injuries/ strained muscles/ repetitive injuries from bending, lifting and reaching.	Ensure good grip on boards, controlled movement, PPE - gloves, Helmet & Chin Strap, safety boots, arms and legs covered. Hold board as centrally as possible. Use manual handling techniques	 Fig. 2
3	Upper boards to be removed with the aid of ladders/mobile steps placed at ground level in the step position.	Fig. 3 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from bending, lifting and reaching. Risk of tripping on removed boards.	Ensure good grip on boards, controlled movement, PPE - gloves, Helmet & Chin Strap, safety boots, arms and legs covered. Hold board as centrally as possible. Use manual handling techniques. Stow boards in a safe position away from loading operations.	 Fig. 3



SAFE WORKING PROCEDURE

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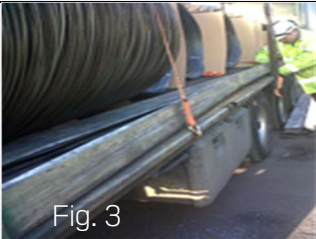
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
4	Replacing of Boards – Loaded Trailer With the trailer side boards placed ready for replacing back into trailer, carefully lift using both hands and bending knees ready to put into place	Fig. 1 - Risk from bending to place boards, risk of trapping between boards, risk from splinters and protrusions. Risk of objects falling from height	Ensure good grip on boards, controlled movement, PPE - gloves, Helmet & Chin Strap, safety boots, arms and legs covered. Hold board as centrally as possible. Use manual handling techniques	 Fig. 1
5	Holding sideboard with both hands, place one side into slot. Lift opposite side above its slot, support weight of board with other hand, place other side into opposite slot and repeat. Only replace boards to as far as can reach. Do not overstretch or climb on trailer wheels to put higher boards back -	Fig. 2 - Risk of being struck by object, Risk of protrusions/splinters in boards. Risk of manual handling injuries/ strained muscles/ repetitive injuries from bending, lifting and reaching. Risk of dropping boards onto lower limbs and feet	Ensure good grip on boards, controlled movement, PPE - gloves, Helmet & Chin Strap, safety boots, arms and legs covered. Hold board as centrally as possible. Use manual handling techniques .	 Fig. 2



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
6	Holding sideboard with both hands, place one side into slot. Lift opposite side above its slot, support weight of board with other hand, place other side into opposite slot and repeat.	Fig. 3 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from bending, lifting and reaching.	Ensure good grip on boards, controlled movement, PPE - gloves, Helmet & Chin Strap, safety boots, arms and legs covered. Hold board as centrally as possible. Use manual handling techniques	 Fig. 3
6	Any spare boards which are left over, place on side of trailer behind restraints. If Upper boards are to be replaced. However, only replace if necessary. If no mobile steps are available, then only replace boards as far as can be reached safely.	Fig. 4 – Risk of being struck by object, Risk of protrusions/splinters in boards. Risk of manual handling injuries/ strained muscles/ repetitive injuries from bending, lifting and reaching. Risk of dropping boards onto lower limbs and feet	Use mobile steps provided on site, taking extra care whilst climbing steps, use 3 points of contact if possible. Hard hat with chin strap must be worn as well as Safety footwear and gloves.	 Fig. 4



SAFE WORKING PROCEDURE

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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, 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.
Slips, trips or fall at same level: Floor not clean: spilled product (pellets/ granules); water from truck entering during rain, icy conditions. Ground conditions, potholes, chocks	Driver, Shunter, Ground Staff, (Visitors to trailer park areas)	2	1	2	Housekeeping Check ground protrusions/ obstructions. Clear working areas with space Clean up of spilled product or broken pallets Clean up any rain water/ ice PPE – Safety Boots
Manual handling , potential for muscle and ligament strain, lifting or reaching tilt/ sideboards. Reaching upwards. Potential back / arm / shoulder muscle strain. Repetitive movement injury	Driver, Shunter, Ground Staff	3	4	12	PPE – Hard hat with chin strap, gloves & safety boots to be worn. Visually check boards, be aware of damage and protruding splinters. Take care when lifting. Use controlled movements, no sudden jerking or twisting. Lower boards to the floor by bending from the knees, keep back straight and head above shoulders.
Fall from height – accessing/ exiting trailer bed	Driver, Shunter, Ground Staff	3	4	12	Ensure trailer bed is free from debris. Ensure curtains are closed and buckled whilst on back of trailer. Be aware of back edge of trailer. Ensure 3 points of contact are used. PPE - Safety boots, Helmet & Chin Strap.
Trapping of fingers, extending/ retracting steps, impact injury from	Driver, Shunter, Ground Staff	2	2	4	PPE - Gloves, ensure steps are fully extended/retracted, always Keep control of the door. (RA SWP TAT- 013). Closing trailer curtains (RA SWP TAT 004)



SAFE WORKING PROCEDURE

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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
uncontrolled movement of door. Fastening/ unfastening curtain buckles. Curtain tensioners.					
Slips, trips and fall (from height) height of trailer steps/ gantry platform, icy conditions	Driver, Shunter, Ground Staff	2	3	6	PPE - Safety boots, Helmet with Chin Strap, always maintain 3 points of contact. Use rear platforms where possible. Ensure curtains are closed and buckled whilst on back of trailer.
Object falling from height – side boards	Driver, Shunter, Ground Staff, (Visitors to trailer park areas)	2	3	6	PPE – Gloves Always ensure control of boards.
Object falling from height (Ice and snow in Winter) , risk of injury to passers-by or other vehicles	Driver, Shunter, Ground Staff, (Visitors to trailer park areas)	1	4	4	Take trailer to safe area away from pedestrians and other vehicles. With curtains and roof closed, enter back of trailer and using roof pole, gently push upwards on roof to break up snow and ice or object and allow it to fall safely over sides
Cuts and scratches from damaged TIR lace	Driver, Shunter, Ground Staff	3	2	6	PPE – Gloves
Flying objects or particles Risk of injury from flying objects (curtains, buckles, dust and particles in the air).	Driver, Shunter, Ground Staff, (Visitors to	2	5	10	PPE – Safety Glasses, Safety Helmet



SAFE WORKING PROCEDURE

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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
	trailer park areas)				
Protruding objects - Risk of puncture wounds from splinters.	Driver, Shunter, Ground Staff	2	2	4	PPE – Hard hat with chin strap, gloves & safety boots to be worn. Visually check boards, be aware of damage and protruding splinters. Take care when lifting.
Adverse Weather - Risk of slips trips & falls on ice in extreme cold. Risk of injury from sudden movement of objects in high winds (unsecured rear doors, drivers' doors, curtains, gantries) Risk of objects falling from height - snow / ice on trailer roofs. Risk of overheating in extreme summer temperatures	Driver, Shunter, Ground Staff, (Visitors to trailer park areas)	2	3	6	Full PPE equipment to be worn comprising of hi-viz jacket or vest, arms and legs covered, safety boots with ankle support, gloves, hard hat with chin strap, safety glasses. Complete task inside warehouse / undercover during extreme weather conditions where available.



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SAFE WORKING PROCEDURE

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Location	Loading Warehouse, Loading Dock, Trailer Park	Revision	7
Process / Task	Replacing Sideboards from a Gantry or Platform	Document no.	RA SWP TAT 005B
Required Equipment & Materials		Last Review Date	13.05.2026
Persons involved	Drivers/ Shunter/Loader/Ground Staff/ Other Visitors (to trailer areas)	Expiry Date	13.05.2028
Mandatory Training		Reference Documents	RA SWP TAT 004
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			Stop Work Authority:										
26) Think through the task 27) Spot the hazard 28) Assess the risk			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.										



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29) Take appropriate action 30) Do the task safely	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.					

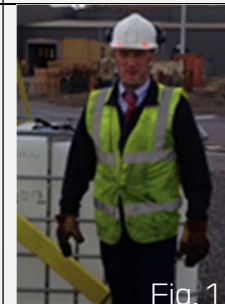
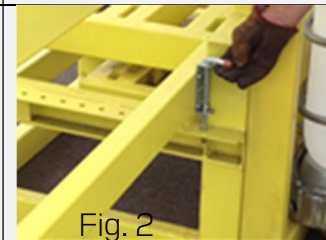
Attention Points SWP- TAT 005B		Action
PPE / Equipment		Wear PPE
Slips, Trips and falls		Always place removed boards away from operational areas. Remove loose items from platforms.
Struck by Objects falling from Height		Always ensure good control of boards. Snow/ Ice during winter
Puncture Injuries		Observe boards carefully before lifting for protrusions/ splinters etc. Platform Locking Pins protruding.



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	ALWAYS wear the appropriate PPE (Personal Protective Equipment) as required by the site.	Fig. 1 – Risk from Trapping platform locking/ release mechanisms. Risk of sudden energy release from platform locking/ release mechanisms Risk of being struck by object falling from height. Risk of protrusions/splinters in boards	PPE – Gloves, Safety Helmet and Chinstrap, Safety boots, arms and legs covered.	 Fig. 1
2	Before use of small platform, a safety check must be completed, check for signs of damage, wheel brakes are in working order, wheels move freely.	Fig. 2 – Risk of manual handling injuries/ strained muscles/ repetitive injuries from pushing/pulling platform. Risk of trapping fingers in brakes.	PPE - Gloves If any damage or wheel brakes not working, the platform MUST NOT be used. Report defects immediately.	 Fig. 2
3	Positioning the platform against the trailer, the open side of the platform MUST be against the trailer at all times, once the platform is in the position you require, all wheel brakes must be applied, this can be done by pushing down on the lever above the wheel with your foot.	Fig. 3 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from pushing/pulling platform. Risk of trapping fingers in brakes. Or between	PPE - gloves, safety boots. only push platform if physically able to. Ask for help if platform stiff or difficult to move. Keep back straight and check ground conditions prior to moving to ensure no slip or trip hazards in	 Fig. 3



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
		platform and trailer. Risk of falls from height.	the way. Remove any debris from trackways before moving platform.	
4	Accessing the platform, you MUST wear your helmet chin strap before you access the platform. 3 points of contact must be used to access the platform via the steps, Once access has been gained, you must be aware of your position on the platform and work in the centre of the platform avoiding the 2 sets of access steps either side of the platform.	Fig. 4 - Risk from bending to place boards, risk of trapping between boards, risk from splinters and protrusions. Risk of objects falling from height	PPE - gloves, Helmet & Chin Strap, Safety footwear. 3 points of contact to access the platform, stay alert to where you are on the platform and work in the centre and not near edges where possible.	 Fig..4
5	Holding sideboard with both hands, place one side into slot. Lift opposite side above its slot, support weight of board with other hand, place other side into opposite slot and repeat. Never Overreach	Fig. 5 - Risk of being struck by object, Risk of protrusions/splinters in boards. Risk of manual handling injuries/ strained muscles/ repetitive injuries from bending, lifting and reaching.	Ensure good grip on boards, controlled movement. PPE - gloves, Helmet & Chin Strap, safety boots, arms and legs covered. Hold board as centrally as possible. Use manual handling techniques. Do Not Overreach	 Fig 5



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
		Risk of dropping boards onto lower limbs and feet		

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.
Slips, trips or fall at same level: Floor not clean: spilled product (pellets/ granules); water from truck entering during rain, icy conditions. Ground conditions, potholes, trackways.	Driver, Shunter, Ground Staff	2	1	2	Housekeeping Check ground protrusions/ obstructions. Clear working areas with space Clean up of spilled product or broken pallets Clean up any rain water/ ice PPE – Safety Boots
Manual handling , potential for muscle and ligament strain, lifting or reaching tilt/ sideboards. Reaching upwards. Potential back / arm / shoulder muscle strain. Repetitive movement injury. Pushing/ pulling platforms.	Driver, Shunter, Ground Staff	3	4	12	PPE – Hard hat with chin strap, gloves & safety boots to be worn. Visually check boards, be aware of damage and protruding splinters. Take care when lifting. Use controlled movements, no sudden jerking or twisting. Lower boards to the floor by bending from the knees, keep back straight and head above shoulders.



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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
Fall from height – accessing/ exiting platform/ gantry	Driver, Shunter, Ground Staff	3	4	12	Ensure platform walkway is free from debris. Be aware of open edge of platform, stay alert to where you are on the platform and work in the centre and not near edges where possible. Ensure 3 points of contact are used. PPE - Safety boots, Helmet & Chin Strap.
Trapping of fingers in platform brakes, impact injury from uncontrolled movement of platform.	Driver, Shunter, Ground Staff	2	2	4	PPE - Gloves, ensure platform operating instructions are followed at all times. Ensure Platform is regularly serviced.
Slips, trips and fall (from height) height of gantry/ platform, icy conditions	Driver, Shunter, Ground Staff	2	3	6	PPE - Safety boots, Helmet with Chin Strap, always maintain 3 points of contact. Clear Ice and Snow before use.
Object falling from height – side boards	Driver, Shunter, Ground Staff, (Visitors to trailer park areas)	2	3	6	PPE – Gloves Always ensure control of boards.
Object falling from height (Ice and snow in Winter) , risk of injury to passers-by or other vehicles	Driver, Shunter, Ground Staff, (Visitors to trailer park areas)	1	4	4	Take trailer to safe area away from pedestrians and other vehicles. With curtains and roof closed, enter back of trailer and using roof pole, gently push upwards on roof to break up snow and ice or object and allow it to fall safely over sides



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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
Protruding objects - Risk of puncture wounds from splinters, platform locking pins.	Driver, Shunter, Ground Staff	2	2	4	PPE – Hard hat with chin strap, gloves & safety boots to be worn. Visually check boards, be aware of damage and protruding splinters. Take care when lifting.
Adverse Weather - Risk of slips trips & falls on ice in extreme cold. Risk of injury from sudden movement of objects in high winds (unsecured rear doors, drivers' doors, curtains, platforms/gantries) Risk of objects falling from height - snow / ice on trailer roofs. Risk of overheating in extreme summer temperatures	Driver, Shunter, Ground Staff	2	3	6	Full PPE equipment to be worn comprising of hi-viz jacket or vest, arms and legs covered, safety boots with ankle support, gloves, hard hat with chin strap, safety glasses. Complete task inside warehouse / undercover during extreme weather conditions where available.



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SAFE WORKING PROCEDURE

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Location	Warehouse, Outside, Loading Dock, Trailer Park	Revision	7
Process / Task	Lowering and Replacing Side Gates	Document no.	RA SWP TAT 006
Required Equipment & Materials		Last Review Date	13.05.2026
Persons involved	Drivers/ Shunter/Loader/Ground Staff/ Other Visitors (to trailer areas)	Expiry Date	13.05.2028
Mandatory Training		Reference Documents	RA SWP TAT 004, RA SWP TAT 007
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			Stop Work Authority:									
31) Think through the task 32) Spot the hazard 33) Assess the risk			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.							✓	✓	✓



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34) Take appropriate action 35) Do the task safely	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 006		Action
PPE / Equipment		Always wear correctly
Trapping / Nipping		Always keep fingers clear of the locking latch spring mechanism
Struck by Mobile Equipment		- Stand clear - Remain visible - Cone off area
Struck by Falling Objects		- Always maintain control of side gate - Check any trailer sideboards fitted are secure before starting

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	Lowering Side Gates Open curtain –		refer to TAT SWP 004 Opening and Closing a Side Curtain	
2	Check both latches are closed and visibly undamaged before starting the process.	Risk of Objects falling from height	PPE - Wear Safety Helmet and Gloves	



SAFE WORKING PROCEDURE

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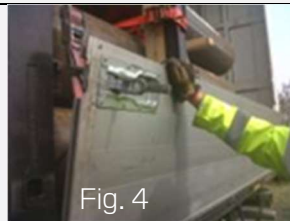
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	If trailer side boards are fitted check, they are secured before starting.			
3	Proceed to one of the latches and open, being careful not to trap fingers or catch knuckles on the spring mechanism.	Fig. 1 - Risk of Trapping/ nipping in spring mechanism	PPE - Gloves	 Fig. 1
	Always keep control of the side gate	Fig. 2 – Risk of Splinters from the edges of the gate,	PPE – Gloves - do not 'slide' your hand along the top of the gate	 Fig. 2
4	Support the side gate with your arm as you move along towards the second latch.	Fig. 3 - Risk of Splinters from the edges of the gate,	PPE – Gloves – do keep your hand on the flat of the gate	 Fig. 3



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
5	Keep a firm hold and support on the side gate whilst opening the second latch. Being careful not to trap fingers or catch knuckles on the spring mechanism. - Ensure latch is in closed position before lowering side gate to avoid damage to trailer/tractor unit tyres	Fig. 4 - Risk of Trapping/ nipping in spring mechanism	PPE – Gloves	 Fig. 4
6	Supporting the weight of the side gate, lower (do not drop) the side gate down to rest on the trailer –	Fig. 5 – Risk of spinal injuries from bending/ reaching.	PPE – Gloves, Safety boots. Use Manual Handling techniques.	 Fig. 5
7	To replace side gates, reverse the procedure, always supporting the side gate when one latch is released or about to be released.	Fig. 6 - Risk of damage to trailer/ tractor tyres if side gate is dropped	PPE – Gloves, Safety boots. Use Manual Handling techniques.	 Fig. 6



SAFE WORKING PROCEDURE

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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, 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.
Manual Handling - Risk of injury from pulling back locking latch. Potential for muscle strain. Potential for wrist and elbow joint strain. Potential for spinal injuries due to repetitive bending/ reaching when lowering/raising side gates.	Driver, Shunter, Ground Staff	2	2	4	PPE - gloves to be worn. Use manual handling techniques. Ensure good grip on locking latch, use controlled movements. Ensure fingers are clear of moving parts. If the handle or ratchet is too stiff to apply a small amount of lubricant and wear gloves (cover mouth and nose if aerosol type) Report as a defect immediately. Do not try to remove side gate. Request flatbed trailer or another trailer type.
Trapping - Risk of injury from trapped fingers/ impact injury from spring mechanism when releasing/ replacing side gate locking latch.	Driver, Shunter, Ground Staff	2	2	4	PPE - gloves to be worn. Always release/ replace side gate locking latch in a controlled manner.
Slips and trips -. Risk of injury from tripping over feet or objects underfoot. Risk of falling backwards.	Driver, Shunter, Ground Staff	2	3	6	PPE - gloves & safety boots to be worn. Walk forwards and observe ground conditions.
Stored Energy/ Sudden Release of Energy - Risk of injury from sudden release of stored energy from spring	Driver, Shunter, Ground Staff, Other Visitors	2	2	4	PPE - gloves to be worn. Always release/ replace side gate locking latch in a controlled manner.



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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
mechanism when releasing/ replacing side gate locking latch.					
Objects Falling from Height – Injury to head or shoulder from gate falling	Driver, Shunter, Ground Staff, Other Visitors	2	3	6	PPE – gloves and safety helmet. Always keep one hand on the gate. Be aware of windy conditions. If trailer sideboards are fitted check all are secure before opening side gates.
Weather (adverse) / Flying objects or particles (machine, operation, process or wind) - Risk of injury from sudden movement of curtains, buckles and straps.	Driver, Shunter, Ground Staff, Other Visitors	2	2	4	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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SAFE WORKING PROCEDURE

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Location	Warehouse, Outside, Loading Dock, Trailer Park	Revision	7
Process / Task	Removing and Replacing Roof Supports Various Types	Document no.	RA SWP TAT 007
Required Equipment & Materials		Last Review Date	13.05.2026
Persons involved	Drivers/ Shunter/Loader/Ground Staff/ Other Visitors (to trailer areas)	Expiry Date	13.05.2028
Mandatory Training		Reference Documents	RA SWP TAT 004, TAT 005, TAT 005A, TAT 006, TAT 013
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 36) Think through the task 37) Spot the hazard 38) Assess the risk			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.									



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39) Take appropriate action 40) Do the task safely	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 007		Action
IMPORTANT: NEVER remove all 3 roof supports from both sides of the trailer. This allows the trailer frame to sag down and bow. This can damage the roof and puts stress on the trailer frame. It can create a safety hazard for workers when attempting to replace the roof supports while under pressure from the weight of the roof.		- Trailers with 4 Roof Supports: Only 2 may be removed at any one time. - Trailers with 2 Roof Supports: Only 1 may be removed at any one time. - Trailers with 3 Roof Supports on each side: The roof is supported by all three roof supports; the middle roof support should be loosened first before loosening the other roof supports either side. - Only the roof support that needs to be moved to facilitate loading should be moved and should be secured after loading and prior to next roof support being moved. - The centre roof support should not be moved more than a third of the distance from the front or the rear. - Where all the roof supports have been removed, request the assistance of another driver to help to work together and replace 2 roof supports, one on each side, in tandem



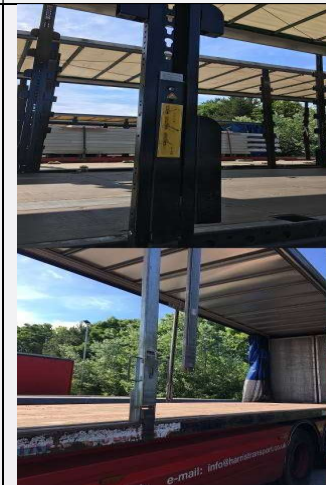


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PPE / Equipment		Wear PPE
Fall from Height		Use 3 points of contact
Struck by Mobile Equipment		- Stand clear - Remain visible - Cone off area
Struck by Falling Objects		- Always keep control of Roof support - Always keep control of side gates

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	Remember! There are several different variants of Roof Supports dependant on trailer manufacturer. All of them operate slightly different but basics are the same. If you have any doubts over the functionality of the roof support, then do not release the post and seek assistance.		Open curtain – refer to SWP TAT 004 Opening and Closing a Side Curtain. Remove sideboards – refer to RA SWP TAT 005 or RA SWP TAT 005A. Removing and replacing Sideboards from inside trailer or from Ground Open Side gates (where applicable) refer to RA SWP TAT 006 Opening & Replacing Side gates. Open trailer doors refer to RA SWP TAT 013. Opening and closing trailer doors.	



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	Prior to moving any roof support, the following checks must be made:		Ensure you are wearing the correct PPE! Protective gloves and a safety helmet are required to be worn for this operation	
2	Visual check of bolts, rivets, fastenings from the inside	Fig. 1 – Risk of roof supports falling, bolts falling.	PPE – Safety Helmet and Gloves	
	and the outside	Fig. 2– Risk of roof supports falling, bolts falling.	PPE – Safety Helmet and Gloves	
3	Check to see if there is any visible damage which could affect the stability of the roof support (i.e. impact damage, dents etc.)	Fig. 3	PPE – Safety Helmet and Gloves	



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

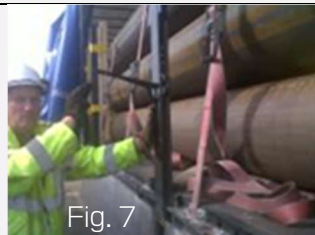
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	Continue	Fig. 4	PPE – Safety Helmet and Gloves	 Fig. 4
4	Stand 1 step away with body slightly away and sideways on from the trailer, take hold of the roof support in both hands and gently 'shake' or 'twist' it to see if any of main body moves out of alignment.	Fig. 5 – Risk of roof support or objects falling from height. Risk of sudden release of energy. Risk of sprains and muscle strains from pushing/pulling/twisting action	PPE – Safety Helmet and Gloves. Keep control of roof support and employ manual handling techniques.	 Fig. 5
5	Ensure you are standing 1 step away and slightly to one side from the trailer in case the roof support falls suddenly.	Fig. 6 – Risk of roof support or objects falling from height. Risk of sudden release of energy	PPE – Safety Helmet and Gloves	 Fig. 6



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
6	Take hold of the roof support with one hand and with the other hand pull down the locking/ release handle.	Fig. 7 – Risk of trapping fingers in locking/ release mechanism. Risk of sudden release of energy	PPE – Gloves. Being careful to avoid spring back and catching or trapping fingers	 Fig. 7
7	Grasp the roof support firmly and pull out the roof support from the trailer bed.	Fig. 8 – Risk of trapping fingers in locking/ release mechanism. Risk of sudden release of energy	PPE – Gloves.	 Fig. 8
8	Continue	Fig. 9 – Risk of trapping fingers in locking/ release mechanism. Risk of sudden release of energy	PPE – Gloves.	 Fig. 9
9	When the roof support is free, then firmly grip the base of the roof support with one hand and support the middle of the roof support with your other hand	Fig. 10 – Risk of trapping fingers in locking/ release mechanism. Risk of sudden release of energy	PPE – Gloves. Ensuring the roof support is firmly in its tracks. The roof support can be slid along the trailer.	 Fig. 10



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

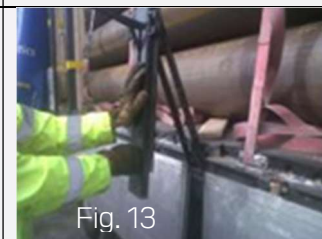
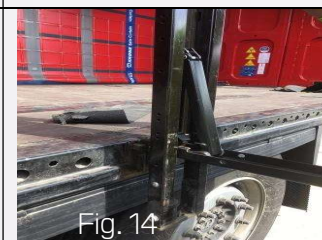
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
10	Place one hand underneath the roof support and grip with the other hand, roof support should slide easily -	Fig. 11 – Risk of trapping fingers in locking/ release mechanism. Risk of sudden release of energy	PPE – Gloves.	 Fig. 11
11	Ensure the roof support is in a vertical position when moving, not pulled out at an angle as this puts strain on the bearings in the cant rail	Fig. 12 – Risk of trapping fingers in locking/ release mechanism. Risk of sudden release of energy	PPE – Gloves. Don't force, drag outwards, or twist the roof support !	 Fig. 12
	NEVER remove all 3 roof supports from both sides of the trailer .	Risk of allowing the trailer frame to sag down and bow. This can damage the roof and puts stress on the trailer frame. Risk of MSD injuries from over exertion in lift roof support into position under excessive weight from the roof.	See Attention Points section above for further information. Ask for assistance if all roof supports have been removed.	
	Replacing the roof support.			



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

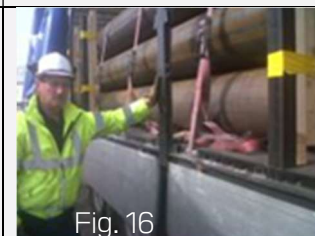
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
12	Standing to one side take hold of the roof support firmly and align the top of the roof support into its correct position in the top rail With one hand at the base and one hand part way up the support, lift the roof support upwards until the foot of the roof support is level with the fixing slot –	Fig. 13 - Risk of trapping fingers in locking/ release mechanism. Risk of sudden release of energy	PPE – Gloves.	 Fig. 13
13	Position the foot of the roof support into the designated slot, ensuring it is in a straight line, not angled or twisted –	Fig. 14 - Risk of trapping fingers in locking/ release mechanism. Risk of sudden release of energy	PPE – Gloves.	 Fig. 14
14	Standing to one side use the palm of your hand to push the roof support back into place.	Fig. 15 - Risk of trapping fingers in locking/ release mechanism. Risk of sudden release of energy	PPE – Gloves.	 Fig. 15



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
15	Standing slightly to one side, close the lever and engage the safety catch	Fig. 16	PPE – Gloves. Ensure that the mechanism has locked the roof support firmly in place before moving away from the trailer. If the safety catch fails, or there is a defect with any part of the roof support, mark the trailer as VOR – Safety Defect and remove it from service immediately. Report the trailer to the P&O Team Leader or Manager in line with the P&O Ferrymasters VOR trailer procedure.	 Fig. 16



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

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, other Visitors to site.	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 injury from pulling/ pushing roof support. Potential for muscle strain when lifting roof support back into place/ heavy roof. Unwinding/winding the tension in the curtain using the winding handle or ratchet, moving curtains. Lift pole upwards and out of its slot and pull free from holding slot. Bending lowering/lifting side gates.	Driver, Shunter, Ground Staff, other Visitors to site.	2	2	4	PPE - gloves to be worn. Ensure good grip on roof support, use controlled movements, do not pull roof support out too far. Ensure fingers are clear of moving parts. If the handle or locking/ release lever is too stiff or will not release, then report as a defect immediately. Open curtain – refer to SWP TAT 004 Opening and Closing a Side Curtain. Remove sideboards – refer to RA SWP TAT 005 or RA SWP TAT 005A. Removing and replacing Sideboards from inside trailer or from Ground. Open Side gates (where applicable) refer to RA SWP TAT 006 Opening & Replacing Side gates. Open trailer doors refer to RA SWP TAT 013. Opening and closing trailer doors.
Trapping - Risk of injury from trapped fingers when unbuckling/buckling curtain straps, unwinding tension/ tensioning ratchet, releasing/ replacing curtain pole releasing roof support locking lever.	Driver, Shunter, Ground Staff, other Visitors to site.	2	2	4	PPE - gloves to be worn. Stand to one side and open roof support locking/ release lever with caution. Unbuckle/ buckle the curtain straps ensuring that fingers are clear of trapping in the ratchet. Open curtain – refer to SWP TAT 004 Opening and Closing a Side Curtain. Remove sideboards – refer to RA SWP TAT 005 or RA SWP TAT 005A. Removing and replacing Sideboards from inside trailer or from Ground



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
					Open Side gates (where applicable) refer to RA SWP TAT 006 Opening & Replacing Side gates. Open trailer doors refer to RA SWP TAT 013. Opening and closing trailer doors.
Slips and trips - Walking backwards opening/ closing a curtain. Risk of injury from tripping over feet or objects underfoot. Risk of falling backwards.	Driver, Shunter, Ground Staff, other Visitors to site.	2	3	6	PPE - gloves & safety boots to be worn. Walk forwards when moving roof supports, observe the ground conditions before starting.
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.	Driver, Shunter, Ground Staff, other Visitors to site.	2	2	4	PPE - gloves to be worn. Ensure good grip on roof support, use controlled movements. Ensure body and face is positioned away from direct contact with trailer parts. If the handle or locking/release lever is too stiff to operate do not attempt to open. Report as a defect immediately. Open curtain – refer to SWP TAT 004 Opening and Closing a Side Curtain. Remove sideboards – refer to RA SWP TAT 005 or RA SWP TAT 005A. Removing and replacing Sideboards from inside trailer or from Ground Open Side gates (where applicable) refer to RA SWP TAT 006 Opening & Replacing Side gates. Open trailer doors refer to RA SWP TAT 013. Opening and closing trailer doors.



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
Weather (adverse) / Flying objects or particles (machine, operation, process or wind) - Risk of injury from sudden movement of curtains, buckles and straps.	Driver, Shunter, Ground Staff, other Visitors to site.	2	2	4	Ensure only one roof support is removed at a time. In high winds trailer is to be moved undercover/ inside warehouse before opening, where possible, or position trailer to reduce the influence of the prevailing conditions.



DP WORLD

SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

Location	WAREHOUSE, OUTSIDE TRAILER PARK, LOADING DOCK	Revision	7
Process / Task	Preparing a Coil Well	Document no.	RA SWP TAT 008
Required Equipment & Materials		Last Review Date	13.05.2026
Persons involved	Driver, Shunter	Expiry Date	13.05.2028
Mandatory Training		Reference Documents	RA SWP TAT 010, RA SWP TAT 010A
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 41) Think through the task 42) Spot the hazard 43) Assess the risk 44) Take appropriate action 45) 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										



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

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 008		Action
PPE / Equipment		Wear PPE
Slips, trips and falls (from Height)		- Stand clear of open coil well - Keep Trailer Curtains Closed
Slips, trips and falls (from same level)		Ensure trailer bed is clear of loose equipment and protruding objects.
Struck by Falling Objects		- Always Use both hands and keep firm grip on stanchion with hands spaced evenly across weight. - Keep control of Well Boards.



DP WORLD

SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

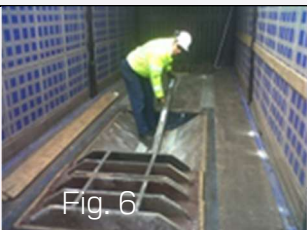
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	Check trailer bed is clear from loose equipment and trip hazards -	Fig. 1 – Risk of trips and falls from same level, protruding well boards.	PPE – Gloves, Safety Helmet and Chinstrap, Safety boots, arms and legs covered, Safety Glasses.	 Fig. 1
2	To lift the well boards - Place your fingers in the hole in the well board	Fig. 2 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards. Risk of trapping fingers between well boards and coil well.	PPE - Gloves, Safety Boots. Only lift well boards if physically able to. Keep your back straight and use your legs to then lift the well board upwards.	 Fig. 2
3	and use your legs to then lift the well board upwards	Fig. 3 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards. Risk of trapping fingers between well boards and coil well.	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lift the well board upwards.	 Fig. 3



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
4	Walk with the well board in hand to the opposite side of the trailer, so the well board is balanced on its edge. Lift or drag the well board to the front of the trailer. -	Fig. 4 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards. Risk of trapping fingers between well boards and coil well. Risk of dropping well board onto legs and feet.	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lift the well board upwards. Always keep a firm grip of the well board.	 Fig. 4
5	Stepping into the coil well, lift next well board onto its side and slide forward –	Fig. 5 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards. Risk of trapping fingers between well boards and coil well. Risk of dropping well board onto legs and feet.	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lift the well board upwards. Always keep a firm grip of the well board.	 Fig. 5
	repeat until there is enough room to be able to lift stanchion post out of the coil well (refer to SWPO10 Lifting stanchions from a coil well).	Fig. 6 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering stanchions. Risk of	PPE - Gloves, Safety Boots. Check the stanchion for sharp edges before lifting up. Keep your back straight and use your legs to then lift the stanchion upwards. Always Use	 Fig. 6



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	If stanchions are contained in the stanchion holder refer to SWP010A Lifting stanchions from stanchion holder.	trapping fingers between stanchions. Risk of cuts from sharp edges at stanchion ends. Risk of dropping stanchions onto legs and feet.	both hands and keep firm grip on stanchion with hands spaced evenly across weight.	
6	Check the stanchion pockets for debris / dirt and remove as necessary.	Fig. 7 – Risk of cuts from sharp objects in stanchion pockets. Risk of airborne particle debris/ dirt being disturbed in stanchion pockets.	PPE – Gloves, Safety Glasses	 Fig. 7
7	Lift the stanchions into the pockets	Fig. 8 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering stanchions	PPE - Gloves, Safety Boots. 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. 8



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	Repeat for second stanchion post Position one of the well boards against the stanchion posts Repeat steps 1 to 9 for other well positions	Fig. 9 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards. Risk of trapping fingers between well boards and stanchions. Risk of dropping well board onto legs and feet	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lift the well board upwards. Always keep a firm grip of the well board.	 Fig. 9
9	Secure all loose well boards at the front of the trailer	Fig. 10 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards.	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lift the well board upwards. Always keep a firm grip of the well board.	 Fig. 10



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

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 lifting/ replacing well boards. Impact injury from uncontrolled handling of stanchions.	Driver/ Shunter	2	2	4	PPE - Gloves, maintain control of well boards and Always use both hands and keep firm grip on stanchion with hands spaced evenly across weight
Slips, trips and fall (from same level) protruding well board covers, loose equipment other debris.	Driver/ Shunter	2	3	6	PPE - Safety boots, Helmet with Chin Strap, check trailer before for debris, loose equipment and protrusions before starting to remove well boards.
Slips, trips and falls (height) Falling into open coil well	Driver/ Shunter	2	4	8	PPE – Safety Helmet with Chin Strap Always maintain a good position on trailer bed.
Manual handling , potential for muscle and ligament strain, Lifting/ lowering well boards and stanchions.	Driver/ Shunter	3	4	12	PPE – Gloves, Safety boots, use manual handling techniques. Always Use both hands and keep firm grip on stanchion with hands spaced evenly across weight.
Cuts and scratches from sharp edges of stanchions. Cuts from debris in stanchion pockets. Airborne debris/ rust is stanchion pockets.	Driver/ Shunter	3	2	6	PPE – Gloves, Safety Glasses.



DP WORLD

SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

Location	Warehouse/ Loading Dock/ Trailer Parks	Revision	7
Process / Task	Load Securing and Ratchet Strap Operation	Document no.	RA SWP TAT 009
Required Equipment & Materials		Last Review Date	13.05.2026
Persons involved	Driver/ Shunter/ Ground Staff	Expiry Date	13.05.2028
Mandatory Training		Reference Documents	PB 003 2023
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 46) Think through the task 47) Spot the hazard 48) Assess the risk 49) Take appropriate action 50) 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 ✓



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

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 009		Action
PPE / Equipment	    	• Wear PPE
Slips, trips and falls (same level)		• Check ground conditions • Ensure loose equipment and debris is removed • Check for spillages
Struck by mobile equipment		• Stand clear • Remain visible • Cone off area
Struck by flying objects – straps/debris		• Be aware of other trailer park users • PPE Safety Glasses
Struck by Falling Objects		• Check load build/ load list before starting for smaller items that may be obscured from view
Stored Energy		• Before commencing operations - Observe Product for damage or missing banding report any deficiencies



DP WORLD

SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

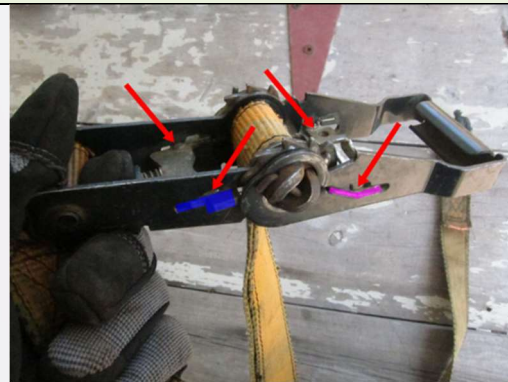
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	Restraining equipment inspections Inform the driver that you are going to inspect their restraining equipment. Inspect the equipment checking for the following: Show the driver any defects, instruct him that those with defects must not be used and ask for replacements. P&O Live loads only - Issue new straps to drivers who do not have the required number of straps required for the load restraint guidelines for the type of product and load configuration. Advise the driver that the inspection process is complete Return to a safe location	1.The strap has a label on 2.The strap is to LC2000 standard 3. That there are no cuts, wears, abrasions, holes, knots, or frayed edges	1. If no label, then strap must be rejected 2. If not to LC2000 standard, then strap must be rejected 3. If any of these are demonstrated then strap must be rejected	 The webbing has been cut through and pulled by a sharp edge - resulting in loss of strength  ACTION: REMOVE FROM SERVICE Knotted webbing should not be used. A cut lashing should not be joined by knotting.  ACTION: REMOVE FROM SERVICE



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	*During adverse weather conditions operations and checks must be carried out undercover or inside the mill.		Log the details of any straps issued.	
	Ratchet Care			
	Ratchet mechanism may appear defective for several reasons - Ratchets Main Issues/ Remedies	Sticking/ Jammed Pawls – Overloading Ratchets – Stressing Ratchets –.	Apply a non-corrosive lubricant oil/spray. NEVER attempt to tighten straps until all the strap has been pulled through the mandrel cylinder part. Never use excessive force to tension the ratchet – only tension by Hand to the level stated on the label. Do NOT use!	



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
		Impact Damage – Metal components are bent or broken.		
	Ratchet Storage			
	On completion of use return Ratchets to a closed position for storage. Store Ratchets in a Clean and dry environment – such as a locker. Any Ratchet that doesn't operate correctly after above checks or has Impact Damage MUST be removed from service and be disposed of correctly.		Check ratchet operation regularly and lubricate as required. Any Lubricant used must only be used as per manufacturer's instructions and ensuring good ventilation and must not be inhaled directly.	 
	Load Securing and Loose Strap and Ratchet operation			
2	Always try to work from the ground. Never go on the back of a load Hook a strap into the trailer lashing ring or anchor point. Throw strap to next securing point. Attach the ratchet to the desired lashing ring or anchor point.	Risk of slips trips and falls. Risk of trapping fingers in ratchet/ ratchet pawls. Risk of being struck by flying objects. Risk of	PPE – Gloves, Safety Helmet, Safety Glasses, Safety Boots. Be careful not to trap fingers.	 



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
		being struck by falling objects.	Check no one is present on the other side.	
3	Open ratchet and feed the strap into the ratchet.	Fig. 1 - Risk of trapping fingers in ratchet/ ratchet pawls	PPE – Gloves, be careful not to trap fingers.	 Fig. 1
	Continue	Fig. 2 - Risk of trapping fingers in ratchet/ ratchet pawls	PPE – Gloves, be careful not to trap fingers.	 Fig. 2
4	Operate the ratchet to tension the strap,	Fig. 3 – Risk of potential back/arm/shoulder muscle strain. Repeat operation Throwing straps	PPE – Gloves, do not over exert when operating the ratchets to avoid muscle strain. Try to keep straps and ratchet at chest height, not above or below you.	 Fig. 3



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

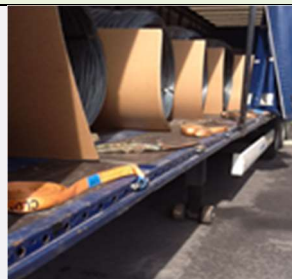
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	Continue	Fig. 4 - Risk of potential back/arm/shoulder muscle strain. Repeat operation Throwing straps	PPE – Gloves, do not over exert when operating the ratchets to avoid muscle strain. Try to keep straps and ratchet at chest height, not above or below you.	 Fig. 4
	Do not double loop excess strap back into ratchet. Leave remainder of strap neat and tidy rolled up next to ratchet.	Fig. 5 - Risk of potential back/arm/shoulder muscle strain. Repeat operation Throwing straps	PPE – Gloves, do not over exert when operating the ratchets to avoid muscle strain. Try to keep straps and ratchet at chest height, not above or below you.	 Fig. 5



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
9	Fixed Strap and Ratchet operation			
10	Always try to work from the ground. Never go on the back of a load Check condition of fixed strap prior to use to make sure there is no damage or tears. If strap is found to be unusable, ensure this is reported via the Defect reporting procedure. Refer to procedure for using loose straps. Throw strap to next securing point.	Risk of slips trips and falls. Risk of trapping fingers in ratchet/ ratchet pawls. Risk of being struck by flying objects. Risk of being struck by falling objects.	PPE – Gloves, Safety Helmet, Safety Glasses, Safety Boots. Be careful not to trap fingers. Check no one is present on the other side.	
11	Open ratchet and feed the strap into the ratchet.	Fig. 1 - Risk of trapping fingers in ratchet/ ratchet pawls	PPE – Gloves, be careful not to trap fingers.	 Fig. 1
12	Continue	Fig. 2 - Risk of trapping fingers in ratchet/ ratchet pawls	PPE – Gloves, be careful not to trap fingers.	 Fig. 2



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
13	Operate the ratchet to tension the strap,	Fig. 3 – Risk of potential back/arm/shoulder muscle strain. Repeat operation Throwing straps	PPE – Gloves, do not over exert when operating the ratchets to avoid muscle strain. Try to keep straps and ratchet at chest height, not above or below you.	 Fig. 3
14	Continue	Fig. 4 - Risk of potential back/arm/shoulder muscle strain. Repeat operation Throwing straps	PPE – Gloves, do not over exert when operating the ratchets to avoid muscle strain. Try to keep straps and ratchet at chest height, not above or below you.	 Fig. 4
15	Do not double loop excess strap back into ratchet. Leave remainder of strap neat and tidy rolled up next to ratchet. Video to watch https://youtu.be/RZGU5Wo2bQw Source: www.nationwide-trailer-parts.co.uk/blogs/news/how-to-use-ratchet-straps	Fig. 5 - Risk of potential back/arm/shoulder muscle strain. Repeat operation Throwing straps	PPE – Gloves, do not over exert when operating the ratchets to avoid muscle strain. Try to keep straps and ratchet at chest	 Fig. 5



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
			height, not above or below you.	

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.
Slips, trips or fall at same level - Floor not clean: Protruding parts (broken pallets); spilled product (pellets/ granules); water from truck entering during rain.	Driver/ Shunter/ Ground Staff	2	3	6	Housekeeping Clear working areas with space Clean up of spilled product or broken pallets Clean up any rain water
Trapping – fingers in ratchet/pawls.	Driver/ Shunter/ Ground Staff	2	3	6	PPE – gloves be careful not to trap fingers.
Manual handling - potential back/arm/shoulder muscle strain. Repeat operation Throwing straps.	Driver/ Shunter/ Ground Staff/ Other Visitors to Loading/ Trailer Parks	3	3	9	PPE - gloves. Ensure no one is present on opposite side of trailer before throwing. Do not over exert when operating the ratchets to avoid muscle strain. Try to keep straps and ratchet at chest height, not above or below you.



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
Sudden Release of Stored Energy – banding issues	Driver/ Shunter/ Ground Staff	2	3	6	Before commencing operations - Observe Product for damage or missing banding report any deficiencies
Object Falling from height – unseen smaller items within the load build	Driver/ Shunter/ Ground Staff/ Other Visitors to Loading/ Trailer Parks	2	3	6	Check paperwork before starting to identify location of smaller items on the load
Struck by Flying Objects – straps from other trailer park users.	Driver/ Shunter/ Ground Staff/ Other Visitors to Loading/ Trailer Parks	3	3	9	Throwing action, hit other people in area. Before commencing operations check for other trailer park users. Ensure no one is present on opposite side of trailer before throwing
Asphyxiation – lubricating with aerosols	Driver/ Shunter/ Ground Staff	2	2	4	Any Lubricant used must only be used as per manufacturer's instructions and ensuring good ventilation and must not be inhaled directly.



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SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

Location	WAREHOUSE, OUTSIDE TRAILER PARK, LOADING DOCK	Revision	7
Process / Task	Removing Stanchions from a Coil Well	Document no.	RA SWP TAT 010
Required Equipment & Materials		Last Review Date	13.05.2026
Persons involved	Driver, Shunter	Expiry Date	13.05.2028
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 51) Think through the task 52) Spot the hazard 53) Assess the risk 54) Take appropriate action 55) 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 ✓



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

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 010		Action
PPE / Equipment		• Wear PPE • Including chin strap
Slips, trips and falls (from Height)		• Stand clear of open coil well. • Keep Trailer Curtains Closed. • Replace well boards asap.
Slips, trips and falls (from same level)		• Ensure trailer bed is clear of loose equipment and protruding objects.
Struck by Falling Objects		• Always Use both hands and keep firm grip on stanchion with hands spaced evenly across weight. • Keep control of Well Boards.



DP WORLD

SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	Check trailer bed is clear from loose equipment and trip hazards -	Fig. 1 – 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. 1
2	To lift the well boards - Place your fingers in the hole in the well board	Fig. 2 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards. Risk of trapping fingers between well boards and coil well.	PPE - Gloves, Safety Boots. Only lift well boards if physically able to. Keep your back straight and use your legs to then lift the well board upwards.	 Fig. 2
3	and use your legs to then lift the well board upwards	Fig. 3 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards. Risk of trapping fingers between well boards and coil well.	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lift the well board upwards.	 Fig. 3



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
4	Place well board to the side on its horizontal side.	Fig. 4 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards. Risk of trapping fingers between well boards and coil well. Risk of dropping well board onto legs and feet.	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lift the well board upwards. Always keep a firm grip of the well board.	 Fig. 4
5	Stepping into the coil well, lift next well board onto its side and slide forward – repeat until there is enough well boards have been removed to be able to lift stanchion posts out of the coil well.	Fig. 5 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards. Risk of trapping fingers between well boards and coil well. Risk of dropping well board onto legs and feet.	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lift the well board upwards. Always keep a firm grip of the well board.	 Fig. 5
6	Lift stanchion from coil well by holding one end and lifting. Then using two hands, lift stanchion out of coil well.	Fig. 6 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering stanchions. Risk of	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	 Fig. 6



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
		trapping fingers between stanchions. Risk of cuts from sharp edges at stanchion ends. Risk of dropping stanchions onto legs and feet.	both hands and keep firm grip on stanchion with hands spaced evenly across weight.	
		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	Check the stanchion pockets for any debris / dirt and remove as necessary. If there is debris in the pocket, using a hand tool (NOT HANDS) clean it out so stanchion can fit freely.	Fig. 8 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering stanchions. Risk of cuts	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lift the stanchion upwards. Always Use both hands and keep firm grip on	 Fig. 8



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	Lift the stanchion into the pockets	from sharp objects in stanchion pockets. Risk of airborne particle debris/ dirt being disturbed in stanchion pockets.	stanchion with hands spaced evenly across weight.	
8	Once all stanchion posts have been removed, replace well boards.	Fig. 9 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards. Risk of trapping fingers between well boards and stanchions. Risk of dropping well board onto legs and feet	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lift the well board upwards. Always keep a firm grip of the well board.	 Fig. 9
		Fig. 10 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards. Risk of trapping fingers between well boards and stanchions. Risk of dropping well board onto legs and feet	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lift the well board upwards. Always keep a firm grip of the well board.	 Fig. 10



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
		Fig. 11 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards. Risk of trapping fingers between well boards and stanchions. Risk of dropping well board onto legs and feet	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lift the well board upwards. Always keep a firm grip of the well board.	 Fig. 11
		Fig. 12 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards. Risk of trapping fingers between well boards and stanchions. Risk of dropping well board onto legs and feet	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lift the well board upwards. Always keep a firm grip of the well board.	 Fig. 12



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

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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/ 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 lifting/ replacing well boards. Impact injury from uncontrolled handling of stanchions.	Driver/ Shunter	2	2	4	PPE - Gloves, maintain control of well boards and Always use both hands and keep firm grip on stanchion with hands spaced evenly across weight
Slips, trips and fall (from same level) protruding well board covers, loose equipment other debris.	Driver/ Shunter	2	3	6	PPE - Safety boots, Helmet with Chin Strap, check trailer before for debris, loose equipment and protrusions before starting to remove well boards.
Slips, trips and falls (height) Falling into open coil well	Driver/ Shunter	2	4	8	PPE – Safety Helmet with Chin Strap Always maintain a good position on trailer bed.
Manual handling , potential for muscle and ligament strain, Lifting/ lowering well boards and stanchions.	Driver/ Shunter	3	4	12	PPE – Gloves, Safety boots, use manual handling techniques. Always Use both hands and keep firm grip on stanchion with hands spaced evenly across weight.
Cuts and scratches from sharp edges of stanchions. Cuts from debris in stanchion pockets. Airborne debris/ rust is stanchion pockets.	Driver/ Shunter	3	2	6	PPE – Gloves, Safety Glasses.



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SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

Location	WAREHOUSE, OUTSIDE TRAILER PARK, LOADING DOCK	Revision	7
Process / Task	Removing and Replacing Stanchions from a Stanchion Holder	Document no.	RA SWP TAT 010A
Required Equipment & Materials		Last Review Date	13.05.2026
Persons involved	Driver, Shunter	Expiry Date	13.05.2028
Mandatory Training		Reference Documents	RA SWP TAT 004
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 56) Think through the task 57) Spot the hazard 58) Assess the risk 59) Take appropriate action 60) 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										



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

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Attention Points SWP- TAT 010A		Action
PPE / Equipment		Wear PPE
Slips, trips and falls (from Height)		- Always use 3 points of contact. - Keep Trailer Curtains Closed.
Slips, trips and falls (from same level)		Ensure trailer bed is clear of loose equipment and protruding objects.
Struck by Falling Objects		- Always Use both hands and keep firm grip on stanchion with hands spaced evenly across weight. - Never attempt to place a 2m stanchion into the socket from the ground. Always lay on bed of trailer first! 2m stanchions should always be lifted by 2 people.



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

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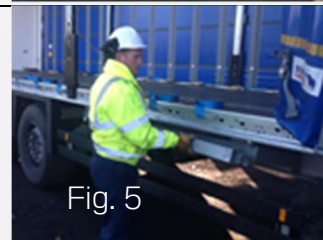
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	Open one side of curtain	Fig. 1 – Risk of trips and falls from same level, risk of trapping in fingers in curtain tensioner. Risk of sudden release of energy from curtain tensioners/ strap/buckle/fastener/ratchet. Ensure that fingers are clear of trapping points (buckle / fastening / ratchet	PPE - gloves to be worn. Unbuckle the curtain straps ensuring that fingers are clear of trapping points. (Refer to RA SWP TAT 004, Opening and closing a side curtain)	 Fig. 1
2	Release catch on stanchion holder.	Fig. 2 - Risk of trapping fingers between stanchion holder locking mechanism	PPE - Gloves, Release the locking catch ensuring that fingers are clear of trapping points.	 Fig. 2
		Fig. 3 - Risk of trapping fingers between stanchion holder locking mechanism	PPE - Gloves, Release the locking catch ensuring that fingers are clear of trapping points.	 Fig. 3



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
		Fig. 4 - Risk of trapping fingers between stanchion holder locking mechanism	PPE - Gloves, Release the locking catch ensuring that fingers are clear of trapping points.	 Fig. 4
3	With gloves on, placing two hands on stanchion, carefully lift out of stanchion holder, ensuring stanchion is evenly balanced	Fig. 5 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards. Risk of trapping fingers between well boards and coil well. Risk of dropping well board onto legs and feet.	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lift the well board upwards. Always keep a firm grip of the well board.	 Fig. 5
		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



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

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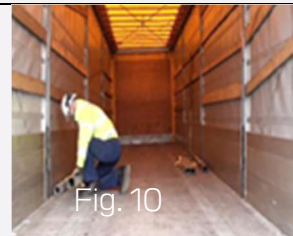
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
4	Place stanchion onto bed of trailer and slide on until fully on the bed of the trailer. Never attempt to place a 2m stanchion into the socket from the ground. Always lay on bed of trailer first!	Fig. 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
5	Close the curtain and replace the buckle straps along the curtain edge	Fig. 8 - Risk of trips and falls from same level, risk of trapping in fingers in curtain tensioner. Ensure that fingers are clear of trapping points (buckle / fastening / ratchet	PPE – Gloves, Safety boots to be worn. Unbuckle the curtain straps ensuring that fingers are clear of trapping points.	 Fig. 8
6	Ensuring helmet and chin strap are worn, access back of trailer. If using trailer steps (i.e. no gantry or platform available	Fig. 9 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering well boards. Risk of trapping fingers in trailer steps.	PPE - Gloves, Safety Boots, safety Helmet and Chin strap. Ensure 3 points of contact. Pull out trailer steps ensuring fingers are clear of trapping points.	 Fig. 9



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
7	Keeping back straight, bend down at knees and slowly lift, keeping hands evenly spaced apart on the stanchion to maintain balance.	Fig. 10 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering stanchion. Risk of trapping fingers between stanchions. Risk of dropping stanchions onto legs and feet	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lift the stanchion upwards. Always keep a firm grip of the stanchion and use 2 hands to balance the weight of the stanchion.	 Fig. 10
	Position stanchion into pocket at side of trailer. To replace stanchion post into the stanchion holder, reverse the above procedure. 2m stanchions should always be lifted by 2 people.	Fig. 11 - Risk of manual handling injuries/ strained muscles/ repetitive injuries from lifting/ lowering stanchion. Risk of trapping fingers between stanchions. Risk of dropping stanchions onto legs and feet	PPE - Gloves, Safety Boots. Keep your back straight and use your legs to then lower the stanchion downwards into the stanchion pocket. Always keep a firm grip of the stanchion and use 2 hands to balance the weight of the stanchion.	 Fig. 11
	*Note: - If you must remove or place stanchions into stanchion pockets on a loaded trailer, (e.g. if stanchion falls out during loading) then: - 1) Assess if there is enough room between the product and the curtain to follow the process defined above, taking additional			



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	care to avoid any slip or trip hazards. 2) If there is not enough room between the curtain and the product, then request that the customer provides ideally a gantry or airline steps. The stanchion should then be placed on the side of the trailer. The steps / gantry accessed and then the stanchion lifted into place. 3) If there is no gantry or airline steps, then request assistance to lift and guide the stanchion into the socket.			



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

DP WORLD

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 Risk of injury from trapped fingers when unbuckling/buckling curtain straps, unwinding tension/ tensioning ratchet, releasing/ replacing trailer steps, trapping/ Impact injury from uncontrolled handling of stanchions.	Driver/ Shunter	2	2	4	PPE - Gloves, Unbuckle/ buckle the curtain straps ensuring that fingers are clear of trapping in the ratchet. Or curtain tensioner or trailer steps. Always use both hands and keep firm grip on stanchion with hands spaced evenly across weight of stanchion.
Slips, trips and fall (from same level) ground conditions, debris/ loose equipment on trailer bed	Driver/ Shunter	2	3	6	PPE - Safety boots, Helmet with Chin Strap, check ground conditions before opening curtain. Check trailer bed is tidy.
Slips, trips and falls (height) Falling from trailer steps	Driver/ Shunter	2	4	8	PPE – Safety Helmet with Chin Strap Always use 3 points of contact
Manual handling , potential for muscle and ligament strain, Lifting/ lowering stanchions.	Driver/ Shunter	3	4	12	PPE – Gloves, Safety boots, use manual handling techniques. Always Use both hands and keep firm grip on stanchion with hands spaced evenly across weight.
Cuts and scratches from sharp edges of stanchions. Cuts from debris in stanchion pockets.	Driver/ Shunter	3	2	6	PPE – Gloves, Safety Glasses. Use a hand tool to remove debris from stanchion pockets NOT your hand.



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
Sudden Release of energy risk of injury from curtain tensioner, strap buckles/ fasteners/ratchet.	Driver/ Shunter	3	2	6	PPE – Gloves, Safety Glasses.



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SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

Location	Warehouse/ Trailer Park	Revision	7
Process / Task	Raising and Lowering Mega Trailer Roof	Document no.	RA SWP TAT 018
Required Equipment & Materials	Roof Pole	Last Review Date	13.05.2026
Persons involved		Expiry Date	13.05.2028
Mandatory Training		Reference Documents	RA SWP TAT 002, RA SWP TAT 004, RA SWP TAT 013
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 61) Think through the task 62) Spot the hazard 63) Assess the risk 64) Take appropriate action 65) 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
									✓				✓	✓	✓

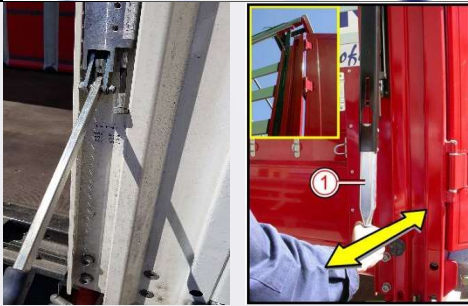
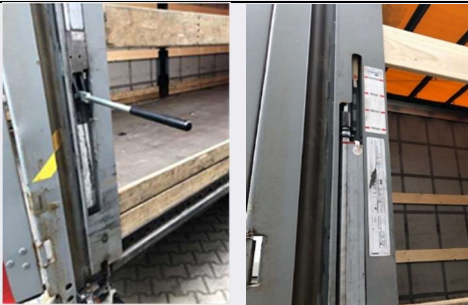


SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

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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.

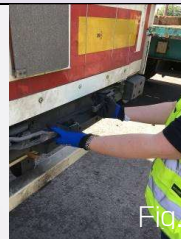
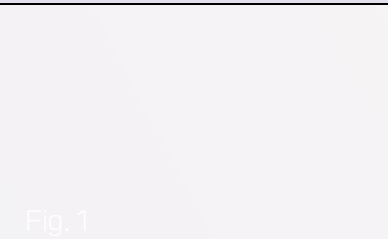
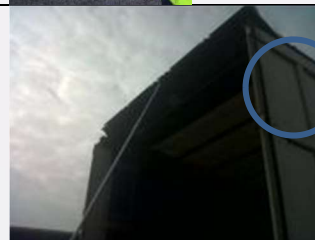
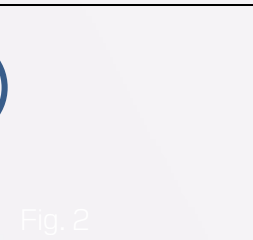
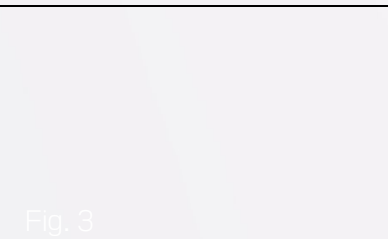
Attention Points SWP- TAT 018		Action
PPE / Equipment	 	• Wear PPE • Use Roof Pole
Unfamiliar Equipment A ** POFM will use 3 different manufacturers of trailers, 2 of which have slightly different jack handles, but all essentially work the same.		• Kassbohrer versions of Jack handle. • Pulling jack handle bar towards you, commence raising roof evenly at all 4 corners (for example, count 4 pumps on each jack handle) and continue until roof is to required height
Unfamiliar Equipment B As Above. 3 types - Push button type/twist lever and hydraulic pump type		• Krone version of Jack handle • As Above
Struck by Mobile Equipment		• Stand clear • Remain visible • Cone off area



DP WORLD

SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	Raising a Mega Trailer Roof			
1	Open rear doors, but do not secure back as need access to trailer pillars and curtain tensioners.	Fig 1 – Risk of trapping in door release/ locking mechanism. Risk of impact injury if door left swinging in windy conditions.	(refer to SWP013 Opening and Closing trailer doors)	  Fig. 1 Fig. 1
2	Open the Header Bar on roof (if applicable)	Fig. 2 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	PPE - Safety boots, Helmet & Chin Strap Gloves. Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly.	  Fig. 2
3	To Open the Curtain - Unbuckle the curtain straps	Fig. 3 - Ensure that fingers are clear of trapping points (buckle / fastening / ratchet).	PPE - gloves to be worn. Unbuckle the curtain straps ensuring that fingers are clear of trapping points.	  Fig. 2 Fig. 3



SAFE WORKING PROCEDURE

MULTIMODAL SOLUTIONS

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
4	Unwind the tension in the curtain using the winding handle (lever / ratchet). Release Rear Curtain tensioners first on both sides (important that the rear tensioner is done first as there is extra pressure and tension on the front tensioners).	Fig. 4 – Risk of trapping in ratchet tensioner mechanism. Risk of sudden release of energy if opened in the wrong order. Risk of the front adjusting arms springing out and potentially causing injury if curtain is under tension	PPE - gloves to be worn. Unbuckle the curtain straps ensuring that fingers are clear of trapping in the winding handle (lever / ratchet)	
5	Take care to unwind slowly and control the handle. Lift curtain poles out on both sides.	Fig. 5 – Risk of sudden release of the curtain tension does not allow the curtain pole to spring out.	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.	
6	Open curtains but only slightly on both sides.	Fig 6 – Risk of trapping. Risk of front pole suddenly springing out if any remaining tension in the curtain. Risk of strains and sprains whilst lifting curtain pole out of socket.	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	



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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	Proceed to front of trailer and remove front curtain poles out on both sides.		direct contact with trailer parts.	
7	Open curtains but only slightly on both sides. Release jack handles on all 4 corners.	Fig 7 – Risk of being struck by object especially in windy conditions. Risk of strains and sprains if jack handle is stiff.	PPE - gloves to be worn. Secure with a curtain buckle at each end to stop flapping. Ensure good grip on handle, use controlled movements, follow trailer manufacturer instructions (Krone type)	 Fig. 7
8	Release jack handles on all 4 corners.	Fig 7A - Risk of being struck by object especially in windy conditions. Risk of strains and sprains if jack handle is stiff.	PPE - gloves to be worn. Secure with a curtain buckle at each end to stop flapping. Ensure good grip on handle, use controlled movements, follow trailer manufacturer instructions (Kassbohrer type)	 Fig. 7A



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
9	Pulling jack handle bar towards you, commence raising roof evenly at all 4 corners	Fig 8 - Risk of trapping/nipping fingers whilst using jack handle, manual handling, potential muscle strain. Transport vehicle movements, risk of impact / crush injuries.	PPE - gloves to be worn. Ensure good grip on handle, use controlled movements, follow trailer manufacturer instructions for example, count 4 pumps on each jack handle) and continue until roof is to required height. Be aware of other visitors to the area - Be clear, stay clear, be seen	 Fig. 8
Lowering a Mega Trailer Roof				
1	Mega trailer roof in raised position.	Fig 1 -		 Fig.1



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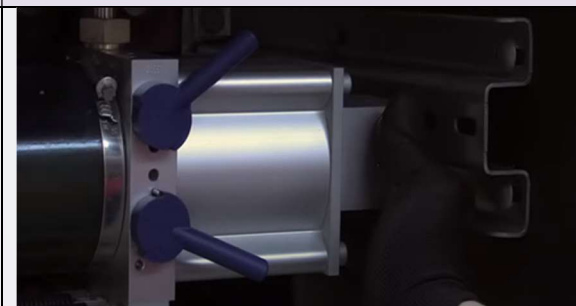
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
2	Re-fit jack handle into housings on all 4 corners. Dependant on type of mechanism, either:	Fig 2 - Risk of trapping/nipping fingers whilst using jack handle, manual handling, potential muscle strain. Transport vehicle movements, risk of impact / crush injuries.	PPE - gloves to be worn. Ensure good grip on handle, use controlled movements, follow trailer manufacturer instructions for example, count 4 pumps on each jack handle) and continue until roof is to required height. Be aware of other visitors to the area - Be clear, stay clear, be seen	 Fig. 2
3	1) Push button type – Krone Release pressure by pressing the button located in the housing to lower roof. Lower roof evenly by pushing button in slightly on each corner until all 4 corners are lowered back into position	Fig 3 -		 Fig. 3



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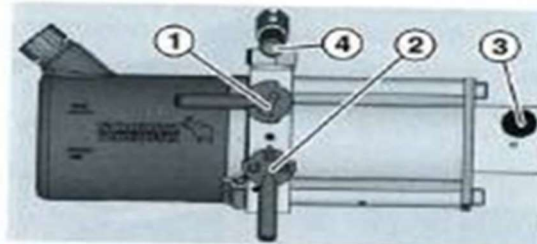
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
4	2) Pull stick type – Kassbohrer - After you put the hand lever into its place, pulling the small stick (1) which is in the middle of the hand lever, outward descends the raised roof.	Fig 4 -		 Fig. 4
5	3) Twist Lever type – Kassbohrer - Twist the release handle and roof will slowly descend, do this evenly on each corner.	Fig 5 & 6 -		 Fig. 5 & 6
Schmitz Roof Mechanism				
1	Select the direction of movement of the lifting roof with valve (1). Lifting or lowering. - The direction of movement is marked with an arrow. Select the roof side with valve (2), left, right or both sides - The roof side is marked with arrows	Fig 1 -		



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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	The lifting roof will move only while the button (3) is pressed If the compressed air supply fails, the lifting roof can be opened and closed with the hand pump (4)			Pneumatic hydraulic pump*  Pneumatic hydraulic pump 1 "Select movement direction" valve 2 "Select roof side" valve 3 "Up/down" button 4 "Emergency Operation" hand pump
	Close Up			
2	Close Header Bar	Fig. 1 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	PPE - Safety boots, Helmet & Chin Strap Gloves. Controlled movement of roof do not jerk or pull down with excessive force. Ensure good grip on roof pole. Roof serviced regularly. (Refer to RA SWP TAT 002)	 Fig.1



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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
18	Close and secure rear doors	Fig 2 – Risk of trapping in door release/ locking mechanism. Risk of impact injury if door left swinging in windy conditions.	PPE – Gloves (Refer to RA SWP TAT 013)	 Fig. 2
19	Close and secure side curtains		PPE – Gloves (Refer to RA SWP TAT 004)	



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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, 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 - Risk of injury from trapped fingers when unbuckling/buckling curtain straps, unwinding tension/ tensioning ratchet, releasing/ replacing curtain pole. Impact injury from uncontrolled movement of door. Trapping in jack handle mechanism.	Driver/ Loader/ Shunter	2	2	4	PPE - gloves to be worn. Unbuckle/ buckle the curtain straps ensuring that fingers are clear of trapping in the ratchet, tensioners and jack handles. Always control door movement especially in windy conditions.
Slips, trips and falls (same level) Defective roof operation (Jamming/ Stiff/ Header Bar issues). Ground conditions.	Driver/ Loader/ Shunter	2	4	8	PPE - Safety boots, Helmet & Chin Strap. Using the roof pole apply firm downward pressure on the tag, whilst maintaining a secure position, to check the integrity of the tag. Controlled movement of header bar do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly,
Manual handling , potential for muscle and ligament strain, opening the header bar, pushing the roof when opening/closing	Driver/ Loader/ Shunter	3	4	12	Controlled movement of roof do not jerk or push/ pull with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap.
Slips and trips - Walking backwards opening/ closing a	Driver, Shunter, Ground Staff	2	3	6	PPE - gloves & safety boots to be worn. Move one third of the way up the trailer. Grasp two of the curtain straps by



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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
curtain. Risk of injury from tripping over feet or objects underfoot.					the buckle and keeping your back straight and with outstretched arms close together, pull the curtain towards you. Avoid jerking the curtain.



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Location	Warehouse/ Trailer Park	Revision	7
Process / Task	Operating a Mega Trailer	Document no.	RA SWP TAT 018B
Required Equipment & Materials	Roof Pole	Last Review Date	13.05.2026
Persons involved	Driver	Expiry Date	13.05.2028
Mandatory Training		Reference Documents	RA SWP TAT 002, RA SWP TAT 004, RA SWP TAT 013, RA SWP TAT 018
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 66) Think through the task 67) Spot the hazard 68) Assess the risk 69) Take appropriate action 70) 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										

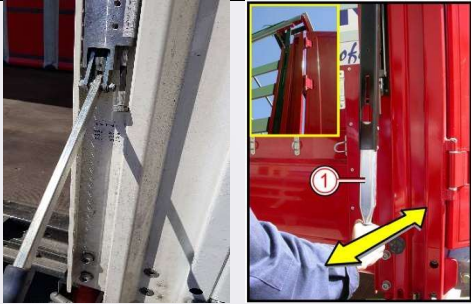


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It is the duty of all employees to comply with the following Safe Working Procedure designed to provide a code of good practice and conduct with the objective of preventing accidents or harm. At all times employees must work in a safe manner both to prevent personal injury to themselves or others.

Attention Points SWP- TAT 018B	Action
PPE / Equipment	 • Wear PPE • Use Roof Pole
Unfamiliar Equipment A ** POFM will use 3 different manufacturers of trailers, 2 of which have slightly different jack handles, but all essentially work the same.	 • Kassbohrer versions of Jack handle. • Pulling jack handle bar towards you, commence raising roof evenly at all 4 corners (for example, count 4 pumps on each jack handle) and continue until roof is to required height
Unfamiliar Equipment B As Above. 3 types - Push button type/twist lever and hydraulic pump type	 • Krone version of Jack handle • As Above
Struck by Mobile Equipment	• Stand clear • Remain visible • Cone off area



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	Opening Curtains on a Mega Trailer			
1	Open rear doors, but do not secure back as need access to trailer pillars and curtain tensioners.	Fig 1 – Risk of trapping in door release/ locking mechanism. Risk of impact injury if door left swinging in windy conditions.	(refer to RA SWP TAT 013 Opening and Closing trailer doors)	  
2	To Open the Curtain - Unbuckle the curtain straps	Fig. 2 - Ensure that fingers are clear of trapping points (buckle / fastening / ratchet).	PPE - gloves to be worn. Unbuckle the curtain straps ensuring that fingers are clear of trapping points.	  
3	Unwind the tension in the curtain using the winding handle (lever / ratchet). Release Rear Curtain tensioners first on both sides (important that the rear tensioner is done first as there is).	Fig. 3 – Risk of trapping in ratchet tensioner mechanism. Risk of sudden release of energy if opened in the wrong order. Risk of the front adjusting arms springing out and potentially causing injury if curtain is under tension	PPE - gloves to be worn. Unbuckle the curtain straps ensuring that fingers are clear of trapping in the winding handle (lever / ratchet)	  



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
4	Take care to unwind slowly and control the handle. Lift curtain poles out on both sides.	Fig. 4 – Risk of sudden release of the curtain tension does not allow the curtain pole to spring out.	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.	 Fig. 4
5	Open curtains but only slightly on both sides. Proceed to front of trailer and remove front curtain poles out on both sides.	Fig 5 – Risk of trapping. Risk of front pole suddenly springing out if any remaining tension in the curtain. Risk of strains and sprains whilst lifting curtain pole out of socket.	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.	 Fig. 5
6	Mega curtains are heavier than standard curtains due to being longer and having more re-enforced slats.	Fig. 6 & 6A – Risk of Manual handling (sprains) Slips and trips Falling over Weather (wind) Curtain jams.	PPE - gloves to be worn. Ensure good grip on curtain buckles and strap tails. Keeping your back straight and with	 Fig. 6



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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	Therefore, curtains need to be opened in smaller sections.		outstretched arms close together Walk carefully checking ground conditions for trip hazards Maintain tight grip on curtain buckles and straps. If curtain jams, report as defect	 Fig. 6A
7	To Open the curtain from the front. Move a couple of feet along the curtain. Repeat every couple of feet or in small sections which is comfortable to pull without forcing the curtain.	Fig. 7, 7A & 7B – Risk of Manual Handling (strains) Slips and trips Falling over. Weather (wind) Curtain jams.	PPE – Gloves to be worn. 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.	 Fig. 7



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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
				 Fig. 7A  Fig. 7B



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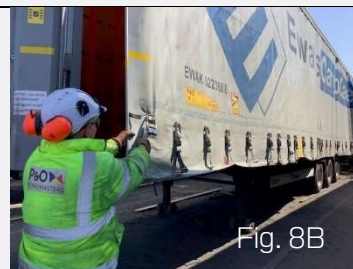
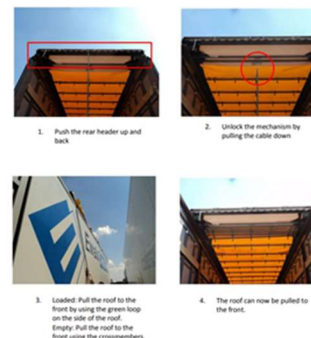
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
8	To Close the curtain from the rear. Move a couple of feet along the curtain. Repeat every couple of feet or in small sections which is comfortable to pull without forcing the curtain.	Fig. 8, 8A & 8B – Risk of Manual Handling (strains) Slips and trips Falling over. Weather (wind) Curtain jams.	PPE – Gloves to be worn. 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.	 Fig. 8  Fig. 8A



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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
				 Fig. 8B
	Ewals XXL Mega Trailers			
1	Sliding Roof CSH/ XSH Trailers	Fig. 1		Sliding roof CSH/XSH trailers  1. Push the rear header up and back 2. Unlock the mechanism by pulling the cable down 3. Load: Pull the roof to the front by using the green loop on the side of the roof. Simply pull the roof to the front using the crossmembers. 4. The roof can now be pulled to the front.  Important instruction for the drivers! • <u>Never</u> walk on the Mega trailers roof. • Loading via the roof is not possible with trailers with no "S" in the fleet number.



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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	XXL Trailers Ensure XXL system straps are undone and ratchets are put away in holders before opening the curtains. Risk: • Curtains will not open if XXL straps and ratchets secured • Curtains will catch on XXL system ratchets if not put away	Fig. 2		
	XXL Trailers When the roof comes down it is a matter of the weight distribution of the curtain and uprights. Procedure: 1. Open the doors	Fig.1, 2 and 3		 Fig. 1



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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	- Release the curtain. - Slide curtain open in one direction - Slide uprights in the other direction - Lift the roof to the max front and rear (Off) load the goods - Reposition the uprights - Lower the roof - Close the curtain. The Krone series are equipped with an additional option to support the roof.			 Fig. 2  Fig. 3



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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	To make sure the right insertion height of 3.10 metres for the load will be reached. Ensure no sagging is allowed.	Fig. 4 – Risk of roof sagging/ cant rail bending	ALWAYS slide all 3 upright together to one end of the trailer and the curtain as far as possible to the opposite end of the trailer	 Fig. 4



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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	Raising a Mega Trailer Roof			
1	Open rear doors, but do not secure back as need access to trailer pillars and curtain tensioners.	Fig 1 – Risk of trapping in door release/ locking mechanism. Risk of impact injury if door left swinging in windy conditions.	(refer to SWP013 Opening and Closing trailer doors)	 Fig. 1 Fig. 1 Fig. 1
2	Open the Header Bar on roof	Fig. 2 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	PPE - Safety boots, Helmet & Chin Strap Gloves. Controlled movement of roof do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly. (Refer to RA SWP TAT 002)	 Fig. 2
3	To Open the Curtain - Unbuckle the curtain straps	Fig. 3 - Ensure that fingers are clear of trapping points (buckle / fastening / ratchet).	PPE - gloves to be worn. Unbuckle the curtain straps ensuring that fingers are clear of trapping points.	 Fig. 2 Fig. 3 Fig. 3



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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
4	Unwind the tension in the curtain using the winding handle (lever / ratchet). Release Rear Curtain tensioners first on both sides (important that the rear tensioner is done first as there is extra pressure / tension on the front tensioners).	Fig. 4 – Risk of trapping in ratchet tensioner mechanism. Risk of sudden release of energy if opened in the wrong order. Risk of the front adjusting arms springing out and potentially causing injury if curtain is under tension	PPE - gloves to be worn. Unbuckle the curtain straps ensuring that fingers are clear of trapping in the winding handle (lever / ratchet)	
5	Take care to unwind slowly and control the handle. Lift curtain poles out on both sides.	Fig. 5 – Risk of sudden release of the curtain tension does not allow the curtain pole to spring out.	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.	



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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
6	Open curtains but only slightly on both sides. Proceed to front of trailer and remove front curtain poles out on both sides.	Fig 6 – Risk of trapping. Risk of front pole suddenly springing out if any remaining tension in the curtain. Risk of strains and sprains whilst lifting curtain pole out of socket.	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.	 Fig. 6
7	Open curtains but only slightly on both sides. Release jack handles on all 4 corners.	Fig 7 – Risk of being struck by object especially in windy conditions. Risk of strains and sprains if jack handle is stiff.	PPE - gloves to be worn. Secure with a curtain buckle at each end to stop flapping. Ensure good grip on handle, use controlled movements, follow trailer manufacturer instructions (Krone type)	 Fig. 7



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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
8	Release jack handles on all 4 corners.	Fig 7A - Risk of being struck by object especially in windy conditions. Risk of strains and sprains if jack handle is stiff.	PPE - gloves to be worn. Secure with a curtain buckle at each end to stop flapping. Ensure good grip on handle, use controlled movements, follow trailer manufacturer instructions (Kassbohrer type)	 Fig. 7A
9	Pulling jack handle bar towards you, commence raising roof evenly at all 4 corners	Fig 8 - Risk of trapping/nipping fingers whilst using jack handle, manual handling, potential muscle strain. Transport vehicle movements, risk of impact / crush injuries.	PPE - gloves to be worn. Ensure good grip on handle, use controlled movements, follow trailer manufacturer instructions for example, count 4 pumps on each jack handle) and continue until roof is to required height. Be aware of other visitors to the area - Be clear, stay clear, be seen	 Fig. 8



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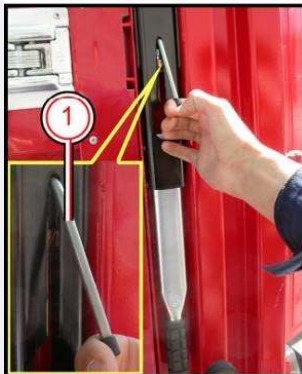
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	Lowering a Mega Trailer Roof			
1	Mega trailer roof in raised position.	Fig 1 -		 Fig. 1
2	Re-fit jack handle into housings on all 4 corners. Dependant on type of mechanism, either:	Fig 2 - Risk of trapping/nipping fingers whilst using jack handle, manual handling, potential muscle strain. Transport vehicle movements, risk of impact / crush injuries.	PPE - gloves to be worn. Ensure good grip on handle, use controlled movements, follow trailer manufacturer instructions for example, count 4 pumps on each jack handle) and continue until roof is to required height. Be aware of other visitors to the area - Be clear, stay clear, be seen	 Fig. 2



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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
3	1) Push button type – Krone Release pressure by pressing the button located in the housing to lower roof. Lower roof evenly by pushing button in slightly on each corner until all 4 corners are lowered back into position	Fig 3 -		 Fig. 3
4	2) Pull stick type – Kassbohrer - After you put the hand lever into its place, pulling the small stick (1) which is in the middle of the hand lever, outward descends the raised roof.	Fig 4 -		 Fig. 4



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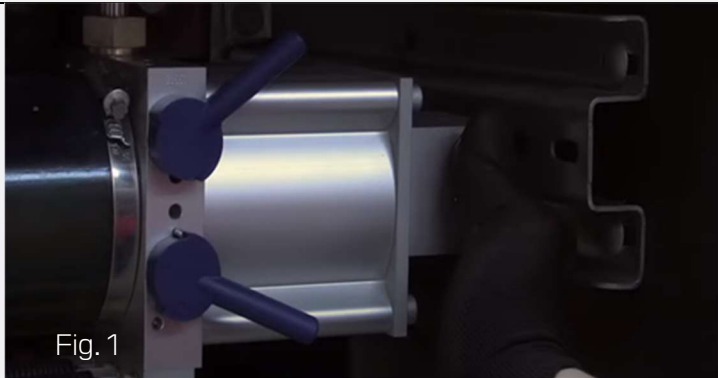
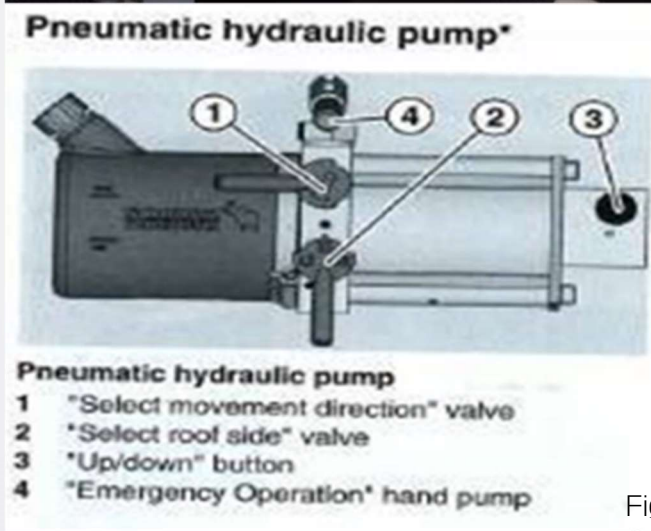
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
5	3) Twist Lever type – Kassbohrer - Twist the release handle and roof will slowly descend, do this evenly on each corner.	Fig 5 & 6 -		
	Schmitz Roof Mechanism			



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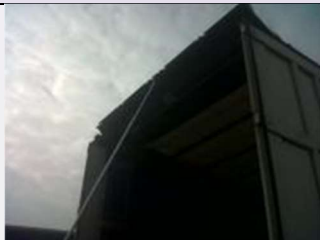
SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
1	Select the direction of movement of the lifting roof with valve (1). Lifting or lowering. - The direction of movement is marked with an arrow. Select the roof side with valve (2), left, right or both sides - The roof side is marked with arrows The lifting roof will move only while the button (3) is pressed If the compressed air supply fails, the lifting roof can be opened and closed with the hand pump (4)	Fig 1 & 2		 Fig. 1  Pneumatic hydraulic pump* 1 "Select movement direction" valve 2 "Select roof side" valve 3 "Up/down" button 4 "Emergency Operation" hand pump



SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	Close Up			
2	Close Header Bar	Fig. 1 - Manual handling (pushing/pulling/reaching) Slips, trips and falls Fall at same height Sudden stop / jam Sudden release of energy	PPE - Safety boots, Helmet & Chin Strap Gloves. Controlled movement of roof do not jerk or pull down with excessive force. Ensure good grip on roof pole. Roof serviced regularly. (Refer to RA SWP TAT 002)	 Fig. 1
18	Close and secure rear doors	Fig 2 – Risk of trapping in door release/ locking mechanism. Risk of impact injury if door left swinging in windy conditions.	PPE – Gloves (Refer to RA SWP TAT 013)	 Fig. 2



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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
19	Close and secure side curtains		PPE – Gloves (Refer to RA SWP TAT 004)	

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 - Risk of injury from trapped fingers when unbuckling/buckling curtain straps, unwinding tension/ tensioning ratchet, releasing/ replacing curtain pole. Impact injury from uncontrolled movement of door. Trapping in jack handle mechanism.	Driver/ Loader/ Shunter	2	2	4	PPE - gloves to be worn. Unbuckle/ buckle the curtain straps ensuring that fingers are clear of trapping in the ratchet, tensioners and jack handles. Always control door movement especially in windy conditions.
Slips, trips and falls (same level) Defective roof operation (Jamming/ Stiff/ Header Bar issues). Ground conditions.	Driver/ Loader/ Shunter	2	4	8	PPE - Safety boots, Helmet & Chin Strap. Using the roof pole apply firm downward pressure on the tag, whilst maintaining a secure position, to check the integrity of the tag. Controlled movement of header bar do not jerk or push with excessive force. Ensure good grip on roof pole. Roof serviced regularly,



SAFE WORKING PROCEDURE

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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
Manual handling , potential for muscle and ligament strain, opening the header bar, pushing the roof when opening/closing	Driver/ Loader/ Shunter	3	4	12	Controlled movement of roof do not jerk or push/ pull with excessive force. Ensure good grip on roof pole. Roof serviced regularly. PPE - Safety boots, Helmet & Chin Strap.
Slips and trips - Walking backwards opening/ closing a curtain. Risk of injury from tripping over feet or objects underfoot.	Driver, Shunter, Ground Staff	2	3	6	PPE - gloves & safety boots to be worn. 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.



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Location	Warehouse/ Loading Dock	Revision	7
Process / Task	Trailer loading & Unloading	Document no.	RA SWP TAT 020
Required Equipment & Materials		Last Review Date	13.05.2026
Persons involved	Driver	Expiry Date	13.05.2028
Mandatory Training		Reference Documents	PB 001 2019
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 Stop Work Authority: 1) Think through the task You have that presents an unacceptable 4) Take appropriate action This 5) Do the task safely situation		the responsibility and authority to speak up and stop 2) Spot the hazard any task level of risk that could 3) Assess the risk potentially result in a serious incident. includes: Unsafe work; Unsafe acts and conditions; A 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 020		Action
PPE / Equipment		• Check crane • Check Harness and safety line • Wear PPE
Fall from Height		• Ensure ramp/platform is securely attached to trailer if loading/ unloading from rear. • Ensure bridging plate from ramp to trailer is fully inserted. • Use Safety Fence on trailer
Struck by Mobile Equipment		• Stand clear • Remain visible • Stay in Safe Haven
Struck by Falling Objects		• Observe caution when opening trailer doors



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Unsafe Load Issues – Bulges, toppling, collapsing product, load shifts.

Report ALL loading issues to your Traffic Manager AND the Loading Point BEFORE leaving so that issues can be resolved at source.



proactive bulletin

Unsafe Load Issues

PB 001 /2019

The following all lead to delays / costs – Do the right thing and help each other!

Scenario 1. Driver collecting a load with bulging curtains (Intermodal Rail Transport).



Action: **ALWAYS** report issue to the Loading/ Despatch office and Operations/ Planning Teams so that **corrective actions** can be made quickly and **in real time!**

Scenario 2. Poor Load Build leading to Axle Weight Issues. Many loading points, especially Steel bays, are trained in load placement please follow their guidelines and think of your colleagues across the water to avoid penalties!



DON'T FORGET YOUR EDGE PROTECTION TOO!



the sense of logistics

Scenario 3. Incorrect placement of ratchet straps – Full width trailer Rail Loads. Care must be taken when securing loads which extend to the full width of the trailer bed, such as the coils seen above, especially in the proximity of the 'YELLOW SQUARES', consider using the next ratchet down to avoid crimping effect caused when the Reach Stacker clamps onto the trailer which can lead to damaged curtains and cutting straps to unload cargo

- Bulges in curtains – ensure product is fully chocked and in line before leaving the loading point.
- Poor ratchet placement on full width loads can cause bulges in the curtain leading to rejection at rail terminals OR crushing when lifting Huckepack trailers.
- Always discuss load placement with Loading Teams to ensure trailers are not over weight on truck and trailer axles.
- Prepare trailers correctly before loading to ensure straps and ratchets are not trapped by the load.
- Always follow any Loading guidance given by customers and apply correct strap protection where needed.
- Always ensure the load is correctly strapped to avoid product toppling/leaning over.



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SAFE WORKING PROCEDURE

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SAFE WORKING PROCEDURE				
Step No.	Process	Attention / Risk Points	Containment action(s)	Pictures
	Tractor Unit with Trailer			
1	When loading/unloading or transshipping cargo from your trailer, you must ALWAYS comply with all the site rules/best practice, as follows: Use additional rear landing legs if fitted to trailer.	Fig. 1 & 2 – Risk of rollaway. Risk of falls from same level or from height. Risk of trapping between ramp and rear of trailer.	PPE – FULL. Ensure tractor unit and trailer parking brakes are applied. Remove ignition keys from truck. Ensure ramp/platform is securely attached to trailer if loading/unloading from rear. Ensure bridging plate from ramp to trailer is fully inserted.	 Fig. 1 & 2
	Trailer without Tractor Unit			



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1	Use additional rear landing legs if fitted to trailer.	Fig. 3 & 4 - Risk of rollaway. Risk of falls from same level or from height. Risk of trapping between ramp and rear of trailer.	PPE – FULL. Ensure trailer parking brake is applied. Ensure trailer wheels are chocked. Ensure trestle or jack is supporting front of trailer. Place safety notice at front of trailer to warn other drivers not to move trailer. Ensure ramp/platform is securely attached to trailer if loading/unloading from rear.	 Fig. 3 & 4
2	REMEMBER ALWAYS seek guidance from your Traffic Office if you have any concerns regarding the safe working procedure employed to load/unload your trailer.	Risk of Interaction with Fork Lift trucks and MHE	PPE – Hi-Viz Vest/ Jacket. Ensure you are in a safe place/ haven whilst forklift trucks are operating.	
Use of Pallet Trucks				



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1	If may be a requirement during your work to move a consignment with the use of a pallet truck (non-mechanised). This includes working at ground level, on a loading platform or inside the trailer.	Fig. 5 – Risk of trapping fingers or feet if unfamiliar with equipment. Risk of cargo toppling if not loaded correctly.	PPE- Gloves, Safety Boots. When using a pallet truck, you must undertake any training, guidance or direction provided by customer. Ensure that the pallet truck is in good order and the weight of the consignment to be moved is within the equipment's safe working load limit and is upright	
2	REMEMBER ALWAYS wear appropriate PPE (Personal Protective Equipment), The safe working load limit must not be exceeded at any time Never work in an environment which doesn't permit safe and free movement, or where the consignment on the pallet truck obstructs your view	Risk of loads toppling from being too heavy. Risk of slips, trips and falls. Risk of being struck by mobile equipment if not seen. Risk of muscle strains/ sorains from poor handling techniques. Risk of injury to passersby if area not managed. Risk of injury from Skylarking. Risk of falls from height or same level	PPE - safety footwear, gloves, hivisibility jacket/waistcoat. A hard hat with chinstrap is to be worn when working inside a trailer. Always check SWL of pallet truck. And pallet before lifting. Ensure the area in which you are working is clear, free of debris, oil, grease or any substance, which may contribute to a slip, trip or fall. Ensure the area is not in an area where MHE/ FLT are operating, cordon off the area.	

Fig. 5



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Never lift a load without first assessing if you are physically able. Seek assistance with heavy items If working inside a trailer ensure that the sides are closed, whenever possible and that the trailer bed is level and free from debris or loose equipment. Ensure well boards are not defective or protruding Ensure that individuals are not permitted to climb on a moving pallet truck, or its load If working at ground level, or on a platform, or loading bay that it is level and free from potholes or other subsidence Do not stand near the edge of the trailer bed when curtains or rear doors are open, or near the edge of a platform or loading bay Never work inside a trailer whilst forklift operations are placing or removing goods onto or from the trailer bed All areas used for the transshipment of cargo must be cordoned off from other moving vehicles	inside trailer if trailer bed is not clean or well boards are not seated properly. Risk of slips, trips and falls from ground level or platform from potholes or subsidence around loading/ unloading bays. Risk of being struck by mobile equipment (FLT). Risk of falls from height if working too close to trailer edge or platform edge if on a loading bay.	Always observe correct manual handling techniques ask for assistance if the load is too heavy. Ensure working area is always clean and tidy before starting operations any defects observed must be reported and corrected where possible. Only competent persons to operate pallet trucks and always manage your area. Check area before operations commence if unsuitable ask if operation can be moved. Always stay in the middle of the trailer away from open edges. Always remain in the safe haven, be seen, be clear, stay clear. Cease work if forklift trucks/ other vehicles are operating in the area.	
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	Load Securing			
1	If a load is not adequately secured within the trailer there is a danger that the cargo could fall from the trailer and injure either a passer-by or yourself.	Risk of slips, trips and falls from same level. Risk of load shift/ load loss. Risk of injury to passers-by. Risk of injury to the driver. Risk of asset damage. Risk of injury from unseen/ smaller objects falling from height. Risk of injury from items falling from substandard packaging. Risk of injury from objects falling when trailer/ container doors are opened. Risk of being struck by mobile equipment.	You must: Always Check the trailer bed is free of defects (i.e. well-boards). Always Check Package Stability (i.e. Bottled Products) ALWAYS Check load paperwork before restraining the load, check for the location of smaller items within the load which need restraining or blocking to prevent items falling or shifting, report to loading point if unable to restrain adequately. ALWAYS check for load movement before moving a loaded trailer, i.e. check for bulges and tears in the curtain. If load movement is suspected, you must report it immediately to your Traffic Office / Supervisor. ALWAYS be aware of the danger of moving cargo when opening a trailer. Open curtains and doors caution before fully opening,	  



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			standing away from where a load/ cargo may fall. Cease work if forklift trucks/ other vehicles are operating.	
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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
Slips, trips or fall at same level: Floor not clean: Protruding parts (broken pallets); spilled product (pellets/ granules); water from trailer entering during rain.	Driver/ Ground Staff/ Warehouse Staff/	2	3	6	Housekeeping Clear working areas with space Clean up of spilled product or broken pallets Clean up any rain water
Falls from height – working too close to edge of trailer, gaps between loading dock and trailer/ bridging plate not correctly positioned.	Driver/ Ground Staff/ Warehouse Staff/	3	5	15	Ensure customer procedures are followed. Ensure bridging plate is fitted correctly. Never work close to the edge of the trailer Ensure safety rails are fitted.
Trapping – between falling product, trapped fingers opening curtains and doors, placing bridging plate into position	Driver/ Ground Staff/ Warehouse Staff/	3	5	15	Check stability of cargo before off-loading. Follow SWP's best practice when opening curtains and doors. Ask for assistance if required.



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RISK ASSESSMENT					
Hazard	Who/what can be harmed	Likelihood	Severity	Risk Level	Existing Control Measures
Struck by mobile equipment – impact injuries from FLT/ unrestrained doors/	Driver/ Ground Staff/ Warehouse Staff/	3	5	15	Never enter an area a FLT/ MHE is operating. Always stay in a Safe Haven/Area and be seen. Wear PPE
Struck by falling objects – unsecured loads/ unstable or poorly wrapped pallets. Unseen/ small product falling from within the load	Driver/ Ground Staff/ Warehouse Staff/	3	5	15	Open curtains and doors with caution. Check Pallet is within Pallet Truck SWL before moving pallet. Check packaging before lifting a pallet onto pallet truck. Check manifest/ packaging list before approaching load.



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Competence Check						
#	Question	Answer		#	Question	Answer
1						
2						

Sign off	Name	Signature	Date
Worker / Operative			
Trainer / Supervisor			