





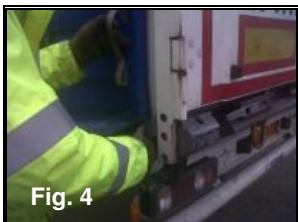
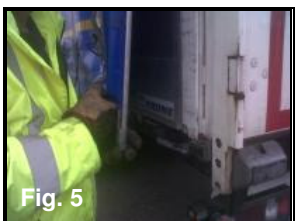
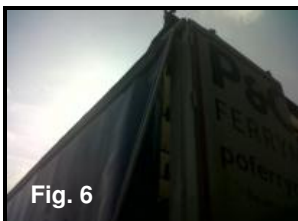
Safe Working Procedure: TAT – SWP 004v2  
Opening and Closing the Side Curtain

Risk Assessment Ref: TAT - RA004.2

Revision	Date	Reviewed By	Authorised By
V2	02/09/2017	C Reynolds	P FitzPatrick
Review Date	04/09/2018	Change Details	Added in extra picture to Closing procedure
Task	<a href="#">Opening and Closing the Side Curtain</a>		
Scope	<ul style="list-style-type: none"> <li>• <a href="#">Opening and closing the side curtain</a></li> </ul>		
Tools & Equipment Required	<ul style="list-style-type: none"> <li>○ <a href="#">See TAT – SWP 001</a></li> </ul>		
Persons Involved	<a href="#">Driver</a>		
Supervisor for the Task	<a href="#">Loading Site Supervisor</a>		
Hazards	<a href="#">Trips, Slips, Manual handling, Moving objects.</a>		
REPORTING PROCEDURE			
<p>Whilst carrying out the task as instructed within this Safe Working Procedure, if one or more of the controlled steps cannot be undertaken, the following instruction must be followed: -</p> <ol style="list-style-type: none"> <li>1. <b>STOP</b> the task</li> <li>2. If possible without further risk, make the area safe</li> <li>3. Report to your team leader or section manager immediately for guidance</li> </ol> <p>Only trained and authorised personnel can carry out these tasks.</p>			
Personal Protective Equipment			
			
<p>The above Personal Protection Equipment should be worn prior to entry into the loading site See SWP – TAT 001</p>			
General Safety			
<p>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.</p>			



Pre start Safety Check	
<p>Before opening and closing a side curtain you should consider the following points, to identify:-</p> <ol style="list-style-type: none"> <li>1) If you have sufficient space in which to work</li> <li>2) If the area you will be looking in is free from slip and trip hazards</li> <li>3) If there is any movement in the load (bulges, tears, instability)</li> <li>4) If the cargo looks stable and secure when observed from inside the trailer doors</li> <li>5) If there are any pedestrians moving around in the area you will be operating</li> <li>6) If there are any vehicles moving around in the area you will be operating</li> <li>7) That you are wearing minimum Personal Protection Equipment (Helmet; high visibility vest; safety shoes; gloves and safety glasses wear necessary)</li> <li>8) If the weather will allow the operation to be performed safely</li> <li>9) If there is sufficient lighting to perform tasks safely</li> </ol>	

Open a Curtain	
<ul style="list-style-type: none"> <li>• Unbuckle the curtain straps, ensuring that fingers are clear of trapping in the ratchet - Fig. 1 and 2</li> </ul>	 <p>Fig. 1</p>
<ul style="list-style-type: none"> <li>• Go to the back of the trailer</li> </ul>	 <p>Fig. 2</p>
<ul style="list-style-type: none"> <li>• Unwind the tension in the curtain using the winding handle or ratchet - Fig. 3</li> <li>• <i>If the handle or ratchet is too stiff to unwind <b>do not attempt</b> to open from the front. <b>Report as a defect immediately</b></i></li> </ul>	 <p>Fig. 3</p>
<ul style="list-style-type: none"> <li>• 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</li> </ul>	 <p>Fig. 4</p>
<ul style="list-style-type: none"> <li>• Using the handle pull the pole free from the trailer - Fig. 6</li> </ul>	 <p>Fig. 5</p>
	 <p>Fig. 6</p>

- 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. - Fig. 7. Avoid jerking the curtain.
- Move two thirds 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. - Fig. 8. Avoid jerking the curtain.
- Repeat until the curtain is clear for loading / offloading

***Bad weather / windy conditions:***



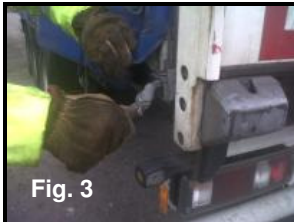
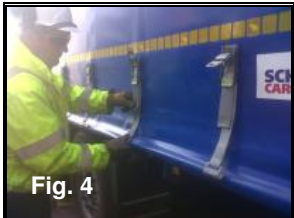
- Ensure rear doors are fully closed and secured before opening curtains.
- In high winds trailer is to be moved undercover/ inside warehouse before opening curtains.



Fig. 7



Fig. 8

Closing a Curtain	
<ul style="list-style-type: none"> <li>• Move to the bunched up curtain. 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. - Fig.1. Avoid jerking the curtain.</li> </ul>	 <p>Fig. 1</p>
<ul style="list-style-type: none"> <li>• Repeat this process in stages moving no more than one third of the curtain at a time.</li> <li>• Position the curtain pole firmly into the slot, making sure it fits flush with the trailer body – Fig. 2</li> </ul>	 <p>Fig. 2</p>
<ul style="list-style-type: none"> <li>• Wind the tension into the curtain. - Fig. 3</li> </ul>	 <p>Fig. 3</p>
<ul style="list-style-type: none"> <li>• Replace the buckle straps along the curtain edge, ensuring that fingers are kept clear of the buckle when fastening, to avoid trapping - Fig. 4</li> </ul>	 <p>Fig. 4</p>