

Revision	Date	Reviewed By	Authorised By
V1	18/07/2017	C Reynolds	P FitzPatrick
Review Date	20/07/2018	Change Details	
Task	Raising and Lowering Mega trailer roof		
Scope	<ul style="list-style-type: none"> Raising and lowering Mega trailer roof 		
Tools & Equipment Required	<ul style="list-style-type: none"> See TAT – SWP 001 See TAT – SWP002 See TAT – SWP004 		
Persons Involved	Driver		
Supervisor for the Task	Loading Site Supervisor		
Hazards	Trips, Slips, Manual handling,		

REPORTING PROCEDURE

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: -

- STOP** the task
- If possible without further risk, make the area safe
- Report to your team leader or section manager immediately for guidance

Only trained and authorised personnel can carry out these tasks.

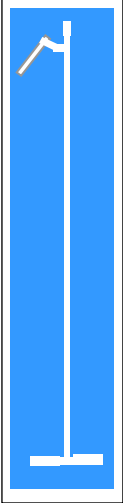
Personal Protective Equipment



The above Personal Protection Equipment should be worn prior to entering the loading site

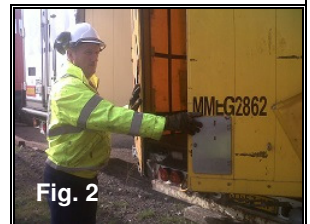
General Safety

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.

Pre start Safety Check	
<p>Before raising or lowering a Mega trailer roof you should consider the following points, to identify:-</p> <ol style="list-style-type: none">1. If you have the correct equipment (roof pole)2. That you are wearing minimum Personal Protection Equipment (Helmet fitted with chin strap; high visibility vest; safety shoes; covered arms and legs)3. If the trailer is parked on even ground4. If it is possible to open and close the roof from the ground5. If all trip hazards have been removed from the area6. If you can open and close the roof without walking backwards7. If the weather will allow the operation to be performed safely8. If there is sufficient lighting to perform tasks safely9. If there is sufficient space around the trailer to perform task safely	 A diagram of a roof pole, which is a long, thin vertical metal rod with a hook at the top and a base at the bottom. The diagram is set against a blue rectangular background.

Raising a Mega trailer roof

- Open rear doors, but do not secure back as need access to trailer pillars and curtain tensioners. – Fig 1 and 2.
- Raise rear Header bar on roof (refer to SWP002 Opening and Closing a Sliding Roof)
- Unclip curtains (refer to SWP004 Opening and Closing Side Curtains)
- Release **Rear** Curtain tensioners first on both sides (important that the rear tensioner is done first as there is risk of the front adjusting arms springing out and potentially causing injury if curtain is under tension). – Fig 3, 4 and 5
- Go back to front of trailer and release front adjusting arms on both sides. – Fig. 6, 7 and 8.



- Lift curtain poles out on both sides.- Fig. 9
- Open curtains but only slightly on both sides. – Fig. 10
- Proceed to rear of trailer and remove rear curtain poles out on both sides. – Fig. 11
- Open curtains but only slightly on both sides. – Fig. 12



Fig. 7



Fig. 8

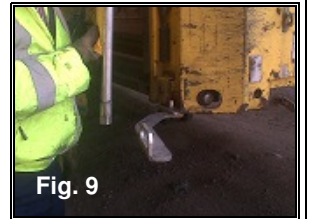


Fig. 9



Fig. 10

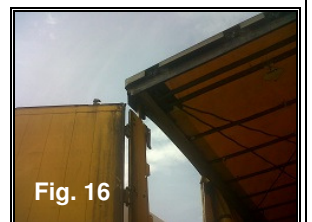
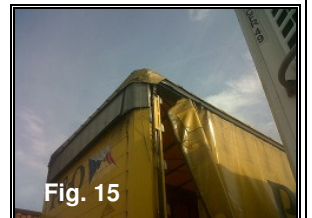
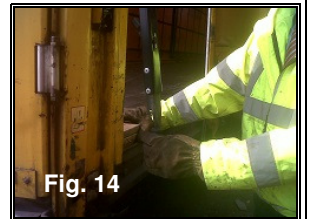
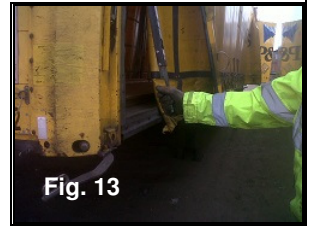



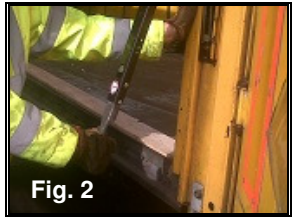




Fig. 11



Fig. 12

- Release jack handles on all 4 corners. – Fig. 13
- 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. – Fig. 14, 15 and 16
- Bring curtains to front or rear as directed by loading team (refer to [SWP004 Opening and Closing Side Curtains](#))



Lowering a Mega trailer roof	
<ul style="list-style-type: none"> • Mega trailer roof in raised position. – Fig. 1 	 <p>Fig. 1</p>
<ul style="list-style-type: none"> • Re-fit jack handle into housings on all 4 corners. – Fig. 2 and 3. 	 <p>Fig. 2</p>  <p>Fig. 3</p>
<ul style="list-style-type: none"> • 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. 4 and 5. 	 <p>Fig. 4</p>  <p>Fig. 5</p>
<ul style="list-style-type: none"> • Close rear Header bar down into locked position (refer to SWP002 Opening and Closing a Sliding Roof) • Close and secure rear doors. – Fig. 6 	 <p>Fig. 6</p>
<ul style="list-style-type: none"> • Close and secure side curtains (refer to SWP004 Opening and Closing a Side curtain) 	