
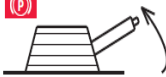

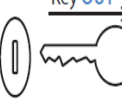



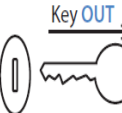



Trailer Loading/Unloading

Revision	Issue Date	Reviewed By	Authorised By
V3	02/04/2017	D Newton	P FitzPatrick
Review Date	04/04/2018	Change Details	
Task	Trailer loading/unloading		
Scope	<ul style="list-style-type: none"> • Tractor unit with trailer • Trailer without tractor unit • Pallet Truck • Load Securing 		
Persons Involved	Driver;		
Supervisor for the Task	Transport Manager; Driver Trainer		
Hazards	Falling; Minor Injury; Trips;		
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 or personal equipment is unavailable, the following instruction must be followed: -</p> <ol style="list-style-type: none"> 1. STOP the task 2. If possible without further risk, make the area safe 3. Report to your manager immediately for guidance 			
Personal Protective Equipment Standards			
			
<p>Standard Personal Protection Equipment consists of:-</p> <ul style="list-style-type: none"> • Safety helmet with chin strap • Safety shoes / boots (with protected ankle) • Gloves • Safety Glasses • Hearing protection (ear defenders) • High visibility vest / jacket • Overalls covering arms and legs 			

Trailer Loading/Unloading	
<p>When loading/unloading or transhipping cargo from your trailer, you must ALWAYS comply with all the site rules/best practice, as follows:</p> <p>Tractor Unit with Trailer</p> <ul style="list-style-type: none"> • 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. • Use additional rear landing legs if fitted to trailer. <p>Trailer without Tractor Unit</p> <ul style="list-style-type: none"> • 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. • Use addition rear landing legs if fitted to trailer. <p>REMEMBER</p> <ul style="list-style-type: none"> • ALWAYS seek guidance from your Traffic Office if you have any concerns regarding the safe working procedure employed to load/unload your trailer. • Ensure you are in a safe place whilst forklift trucks are operating. 	<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p>Park brake ON</p>  </div> <div style="text-align: center;"> <p>Ignition OFF</p>  </div> <div style="text-align: center;"> <p>Key OUT</p>  </div> </div> <div style="text-align: center; margin: 10px 0;">  </div> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p>Park brake ON</p>  </div> <div style="text-align: center;"> <p>Ignition OFF</p>  </div> <div style="text-align: center;"> <p>Key OUT</p>  </div> </div> <div style="text-align: center; margin-top: 10px;">  </div>

Use of Pallet Trucks

If may be a requirement during the course of 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.

When using a pallet truck you must:

- 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.
- Undertake any training, guidance or direction provided by customer.

REMEMBER

- The safe working load limit must not be exceeded at any time
- 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. Never work in an environment which doesn't permit safe and free movement, or where the consignment on the pallet truck obstructs your view
- Observe correct manual handling techniques at all times
- Ensure that individuals are not permitted to climb on a moving pallet truck, or its load
- If working inside a trailer ensure that the sides are closed, whenever possible and that the trailer bed is level
- If working at ground level, or on a platform, or loading bay that it is level and free from pot holes or other subsidence
- Never work inside a trailer whilst fork lift operations are placing or removing goods onto or from the trailer bed
- 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
- Seek assistance with heavy items
- All areas used for the transshipment of cargo must be cordoned off from other moving vehicles
- ALWAYS wear appropriate PPE (Personal Protective Equipment), i.e. safety footwear, gloves, hi-visibility jacket/waistcoat. A hard hat is to be worn when working inside a trailer.



Load Securing

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.

You must:

- 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 cautiously, standing away from where a load/ cargo may fall.
- ALWAYS open rear doors with caution ensuring you looking around inside the trailer before fully opening.
- ALWAYS open curtains or tilt with caution, ensuring you look inside the trailer before fully opening.
- Cease work if forklift trucks/ other vehicles are operating.