





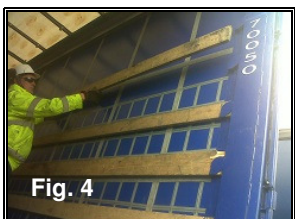
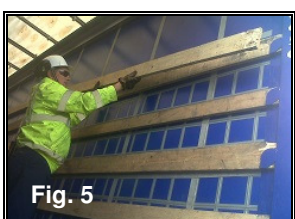
Safe Working Procedure: TAT – SWP 005 v2
Removing and Refitting Sideboards – Empty Trailer

Risk Assessment Ref: TAT - RA005

Revision	Date	Reviewed By	Authorised By
V2	02/09/2016	D Newton	P FitzPatrick
Review Date	04/09/2017	Change Details	Removed use of roof pole
Task	Removing and Replacing Sideboards		
Scope	<ul style="list-style-type: none"> • Removing and Replacing Sideboards – Empty Trailer <ul style="list-style-type: none"> ○ See TAT – SWP 001 		
Tools & Equipment Required			
Persons Involved	Driver		
Supervisor for the Task	Loading Site Supervisor		
Hazards	Trips, Slips, Falls from height, Manual handling, Falling objects.		
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"> 1. STOP the task 2. If possible without further risk, make the area safe 3. Report to your team leader or section manager immediately for guidance <p>Only trained and authorised personnel can carry out these tasks.</p>			
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 removing sideboards you should consider the following points, to identify:-</p> <ol style="list-style-type: none">1) If you have sufficient space in which to work2) If the area you will be looking in is free from slip and trip hazards3) If there are any pedestrians moving around in the area you will be operating4) If there are any vehicles moving around in the area you will be operating5) That you are wearing minimum Personal Protection Equipment (Helmet; high visibility vest; safety shoes; gloves and safety glasses where necessary)6) If the weather will allow the operation to be performed safely7) If there is sufficient lighting to perform tasks safely	

Removing Sideboards	
<p>Removal of Boards – Empty Trailer</p> <ul style="list-style-type: none"> • 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 and access the trailer using 3 points of contact. • Visually check all boards, ensuring no damage/ protruding splinters. • 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. 1, 2 and 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 and 3 points of contact. <p>Replacing of Boards – Empty Trailer</p> <ul style="list-style-type: none"> • Visually check all boards, ensuring no damage/ protruding splinters. • With the trailer closed sides closed, open the rear door, pull out the steps and access the trailer using 3 points of contact. • 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. 4 and 5 • On completion, exit through the rear of the trailer, using the access steps and 3 points of contact. • Fully tension the curtains. 	 <p>Fig. 1</p>  <p>Fig. 2</p>  <p>Fig. 3</p>  <p>Fig. 4</p>  <p>Fig. 5</p>