


Safe Working Procedure: TAT – SWP 005Bv1
Replacing Sideboards from a Gantry or Platform

Risk Assessment Ref: TAT - RA005B

Revision	Date	Reviewed By	Authorised By
V1	07/02/2018	C Reynolds	P FitzPatrick
Review Date	09/02/2019	Change Details	
Task	Replacing Sideboards from a gantry or platform		
Scope	<ul style="list-style-type: none"> • Replacing Sideboards from a gantry or platform <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 replacing 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 working 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 for the task to be performed safely	

Replacing Sideboards from a Gantry/Platform

- ALWAYS wear the appropriate PPE (Personal Protective Equipment) as required by the site. – Fig. 1
- 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. If any damage or wheel brakes not working, the platform MUST NOT be used. – Fig. 2
- 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
- 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
- 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. 5

