


Safe Working Procedure: TAT – SWP 009 v2  
Load securing and Strap ratchet operation

Risk Assessment Ref: TAT - RA009

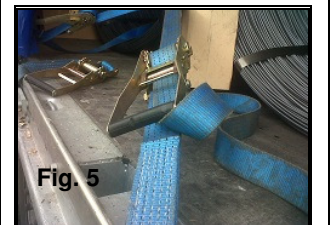
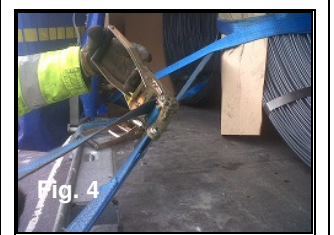
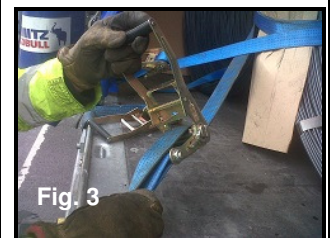
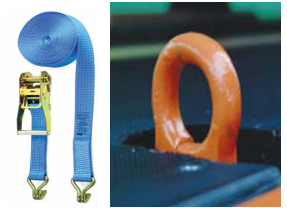
Revision	Date	Reviewed By	Authorised By
V2	04/03/2017	C Reynolds	P FitzPatrick
Review Date	06/03/2019	Change Details	Added in fitted straps process
Task	Load securing and Strap ratchet operation		
Scope	<ul style="list-style-type: none"> <li>• Load securing</li> <li>• Strap ratchet operation</li> </ul>		
Tools & Equipment Required	<ul style="list-style-type: none"> <li>○ See TAT – SWP 001</li> </ul>		
Persons Involved	Driver		
Supervisor for the Task	Loading Site Supervisor		
Mandatory Training			
Hazards	Trips, Slips; Manual Handling; Cuts, Bruises and Strains		
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			
			
The above Personal Protection Equipment should be worn prior to entering the loading site			
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 securing a load you should consider the following points, to identify:-</p> <ul style="list-style-type: none"><li>• If you have sufficient space in which to work</li><li>• If the area you will be looking in is free from slip and trip hazards</li><li>• If there are any pedestrians moving around in the area you will be operating</li><li>• If there are any vehicles moving around in the area you will be operating</li><li>• That you are wearing minimum Personal Protection Equipment (Helmet; high visibility vest; safety shoes; covered arms and legs; gloves and safety glasses where necessary)</li><li>• If the weather will allow the operation to be performed safely</li><li>• If there is sufficient lighting to perform tasks safely</li></ul>	

## Load Securing and Loose Strap and Ratchet operation

- **Always try to work from the ground. Never go on the back of a load**
- Hook a strap into the trailer lashing ring or anchor point, being careful not to trap fingers.
- Check no one is present on the other side. Throw strap to next securing point.
- Attach the ratchet to the desired lashing ring or anchor point..
- Open ratchet and feed the strap into the ratchet, being careful not to cut or trap fingers. – Fig. 1 and 2.
- Operate the ratchet to tension the strap, being careful not to over exert or cause back injury. Try not to strap above or below you but at chest height. – Fig. 3, 4 and 5.
- **Do not double loop excess strap back into ratchet.**
- Leave remainder of strap neat and tidy rolled up next to ratchet.



## Fixed Strap and Ratchet operation

- Always try to work from the ground. Never go on the back of a load
- Check condition of fixed strap prior to use to make sure there is no damage or tears.
- If strap is found to be unusable, ensure this is reported via the Defect reporting procedure. Refer to procedure for using loose straps.
- Check no one is present on the other side. Throw strap to next securing point.
- Open ratchet and feed the strap into the ratchet, being careful not to cut or trap fingers. – Fig. 1 and 2.
- Operate the ratchet to tension the strap, being careful not to over exert or cause back injury. Try not to strap above or below you but at chest height. – Fig. 3, 4 and 5.
- Do not double loop excess strap back into ratchet.
- Leave remainder of strap neat and tidy rolled up next to ratchet.

