


Safe Working Procedure: TAT – SWP 010 v2
Removing Stanchions from a Coil Well

Risk Assessment Ref: TAT - RA010

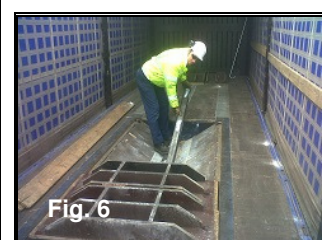
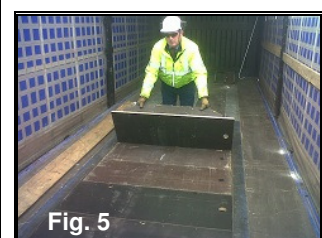
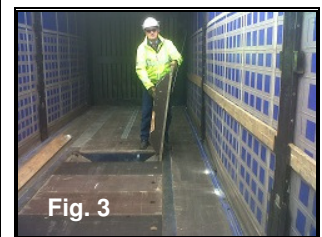
| Revision | Date | Reviewed By | Authorised By |
|---|---|----------------|--|
| V2 | 04/03/2017 | C Reynolds | P FitzPatrick |
| Review Date | 06/03/2019 | Change Details | New blue pictures and added more pictures in |
| Task | Removing Stanchions from a Coil Well | | |
| Scope | <ul style="list-style-type: none"> Removing stanchions from coil well and placing into pockets | | |
| Tools & Equipment Required | <ul style="list-style-type: none"> See TAT – SWP 001 | | |
| Persons Involved | Driver/On Site Shunters | | |
| Supervisor for the Task | Loading Site Supervisor | | |
| Hazards | Trips, Slips, Falls from height, Manual handling, Trapping | | |
| 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"> STOP the task If possible without further risk, make the area safe 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 | | | |
| <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 removing stanchions you should consider the following points, to identify:-</p> <ul style="list-style-type: none">• If you have sufficient space in which to work• If the area you will be looking in is free from slip and trip hazards• If there are any pedestrians moving around in the area you will be operating• If there are any vehicles moving around in the area you will be operating• That you are wearing minimum Personal Protection Equipment (Helmet; high visibility vest; safety shoes; gloves and safety glasses where necessary)• If the weather will allow the operation to be performed safely• If there is sufficient lighting to perform tasks safely | |

Removing Stanchions from a Coil Well

- Check trailer bed is clear from loose equipment and trip hazards - Fig. 1
- Lower down, keeping your back straight. Place your fingers in the hole in the well board and lift board up to upright position. - Fig. 2 and 3
- Place board to side on its horizontal side. – Fig. 4
- Stepping carefully into coil well, lift next board and flip over onto its horizontal end and slide forward. – Fig. 5
- Repeat until sufficient boards have been moved to reach for stanchions
- Lift stanchion from coil well by holding one end and lifting up. Then using two hands, lift stanchion out of coil well - Fig. 6 and 7.



- Position stanchion into pocket at side of trailer. – Fig. 8

- Once all stanchion posts have been removed, replace well boards. – Fig. 9,10, 11, 12

