


Safe Working Procedure: TAT – SWP 010Av1  
Removing and Replacing Stanchions from a Stanchion holder

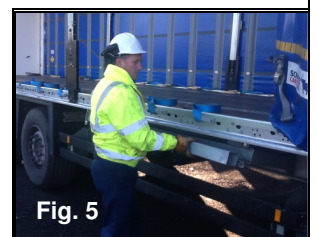
Risk Assessment Ref: TAT - RA010A

Revision	Date	Reviewed By	Authorised By
V1	02/04/2017	C Reynolds	P FitzPatrick
Review Date	04/04/2019	Change Details	
Task	Removing and Replacing Stanchions from a Stanchion holder		
Scope	<ul style="list-style-type: none"> <li>Removing stanchions from Stanchion holder and placing onto bed of trailer.</li> <li>Placing stanchion post into pocket</li> <li>Lifting stanchions</li> </ul>		
Tools & Equipment Required	<ul style="list-style-type: none"> <li>See TAT – SWP 001</li> <li>See TAT – SWP 004</li> </ul>		
Persons Involved	Driver/On Site Shunters		
Supervisor for the Task	Loading Site Supervisor		
Hazards	Trips, Slips, 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"> <li><b>STOP</b> the task</li> <li>If possible without further risk, make the area safe</li> <li>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 removing stanchions 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; 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>	

## Removing Stanchions from a Stanchion Holder

- Open one side of curtain.- Fig. 1 (Refer to SWP004, Opening and closing a side curtain)
- Release catch on stanchion holder. – Fig. 2, 3 and 4.
- With gloves on, placing two hands on stanchion, carefully lift out of stanchion holder, ensuring stanchion is evenly balanced - Fig. 5 and 6.



- Place stanchion onto bed of trailer and slide on until fully on the bed of the trailer. – Fig. 7
- Close the curtain and replace the buckle straps along the curtain edge.- Fig. 8 (Refer to SWP004, Opening and closing a side curtain)
- Ensuring helmet and chin strap are worn, access back of trailer. If using trailer steps (i.e. no gantry or platform available) ensure 3 points of contact. – Fig. 9
- Keeping back straight, bend down at knees and slowly lift up, keeping hands evenly spaced apart on the stanchion to maintain balance. Position stanchion into pocket at side of trailer. – Fig. 10 and 11.

To replace stanchion post, reverse the above procedure.

**\*Note:-** If you have to remove or place stanchions into stanchion pockets on a loaded trailer, then:-

- 1) Assess if there is sufficient room between the product and the curtain to follow the process defined above, taking additional care to avoid any slip or trip hazards.
- 2) If there is not sufficient room between the curtain and the product, then request that the customer provides ideally a gantry or airline steps. The stanchion should then be placed on the side of the trailer. The steps / gantry accessed and then the stanchion lifted into place.
- 3) If there is no gantry or airline steps then request assistance to lift and guide the stanchion into the socket.



Fig. 7



Fig. 8



Fig. 9



Fig. 10

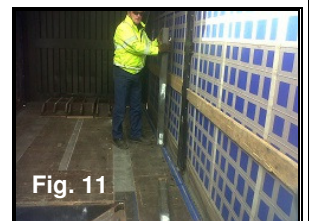


Fig. 11



## Lifting Stanchions.

Trailers are equipped with 1.6m or 2m stanchion posts. The 2m stanchion posts are heavier than the 1.6m stanchion posts.

Prior to lifting stanchion posts, consider the following points:-

- Am I physically able to lift the stanchions?
- Where am I lifting and carrying the stanchion to? Can I reduce the distance?
- Is the floor condition safe, with no uneven surfaces, holes, puddles etc?
- Are the weather and lighting conditions suitable to be able to carry out task safely?

If unsure, seek assistance.

Ensure Safety gloves and Safety boots are worn.

Ensure good grip on stanchion with hands evenly spaced apart centrally on the stanchion to maintain safe balance.

Do not lift above shoulder height. If task requires you to do this then seek assistance.

**Never** lift more than one stanchion post at a time.