

Revision	Date	Reviewed By	Authorised By
V2	02/11/2016	C Reynolds	P FitzPatrick
Review Date	28/02/2018	Change Details	Added in comment regarding using steps to replace upper boards if necessary
Task	Removing and replacing Sideboards from the Ground		
Scope	<ul style="list-style-type: none"> Removing and replacing Sideboards from the Ground 		
Tools & Equipment Required	<ul style="list-style-type: none"> See TAT – SWP 001 		
Persons Involved	Driver		
Supervisor for the Task	Loading Site Supervisor		
Hazards	Trips, Slips, Falls from height, Manual handling, Falling objects.		

REPORTING PROCEDURE

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: -

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

Only trained and authorised personnel can carry out these tasks.

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 or 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 to perform tasks safely	

Removing and Replacing Sideboards from the Ground

Removal of Boards – Loaded Trailer

- Fully open the curtains.
- Visually check all boards, ensuring no damage/ protruding splinters.
- Lower boards to be removed from ground level without the aid of a ladder.
- Upper boards to be removed with the aid of ladders/mobile steps placed at ground level in the step position.
- Stow boards in a safe position away from loading operations, so as not to present a trip hazard.

Replacing Sideboards from the Ground (Loaded Trailer)

- With the trailer side boards placed ready for replacing back into trailer, carefully lift using both hands and bending knees ready to put into place – **Fig 1 and 2**
- 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 3**
- Only replace boards to as far as can reach. Do not overstretch or climb on trailer wheels to put higher boards back - **Fig 4.**
- Any spare boards which are left over, place on side of trailer – **Fig 5 and 6**
- **If Upper boards are to be replaced, then use mobile steps provided on site, taking extra care whilst climbing steps, use 3 points of contact if possible. Hard hat with chin strap must be worn as well as Safety footwear and gloves. However, only replace if absolutely necessary.**
- **If no mobile steps are available, then only replace boards as far as can reach safely.**



Fig. 1



Fig. 2



Fig. 3



Fig. 4



Fig. 5



Fig. 6