


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

Risk Assessment Ref: TAT - RA009

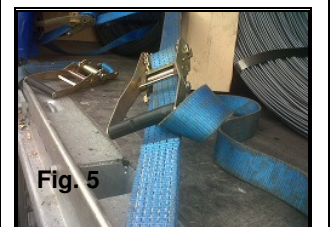
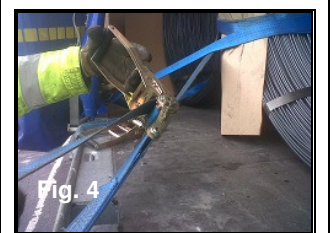
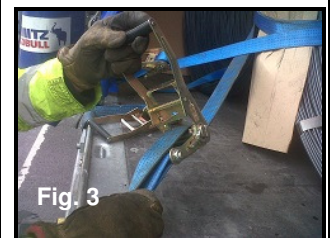
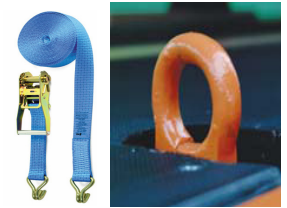
Revision	Date	Reviewed By	Authorised By
V2	04/03/2017	C Reynolds	P FitzPatrick
Review Date	06/03/2018	Change Details	Added in fitted straps process
Task	Load securing and Strap ratchet operation		
Scope	<ul style="list-style-type: none"> • Load securing • Strap ratchet operation 		
Tools & Equipment Required	<ul style="list-style-type: none"> ○ See TAT – SWP 001 		
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"> 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			
<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">• 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; covered arms and legs; 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	

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.

