


Safe Working Procedure: TAT – SWP 007 v3
Removing and Replacing Side Posts

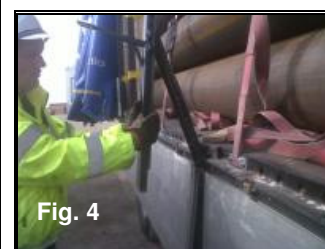
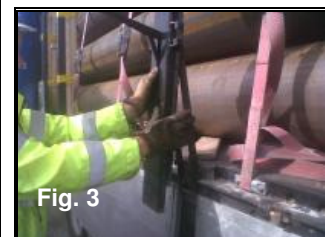
Risk Assessment Ref: TAT - RA007.3

Revision	Date	Reviewed By	Authorised By
V2	17/02/2017	C Reynolds	P FitzPatrick
Review Date	19/02/2018	Change Details	Added in comment regarding trailers with 3 side posts. Removal of SWP TAT 006
Task	Removing and Replacing Side Posts		
Scope	<ul style="list-style-type: none"> • Removing and replacing side posts <ul style="list-style-type: none"> ○ See TAT – SWP 001 ○ See TAT – SWP004 ○ See TAT – SWP005 		
Tools & Equipment Required			
Persons Involved	Driver		
Supervisor for the Task	Loading Site Supervisor		
Hazards	Trips, Slips, Falls from height, Manual Handling		
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 removing and replacing side posts 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 the side post is in the correct condition (undamaged). Report any damage via defect procedure.• If there is sufficient lighting to perform tasks safely	

Removing and Replacing Side Posts

- Open curtain – refer to **TAT SWP 004 Opening and Closing a Side Curtain**
- Remove sideboards – refer to **TAT SWP 005.2 or TAT SWP005A.2 Removing and replacing Sideboards from inside trailer or from Ground**
 - Trailers with 4 side posts: Only 2 may be removed at any one time.
 - Trailers with 2 side posts: Only 1 may be removed at any one time.
 - Trailers with 3 side posts on each side: The roof is supported by all three posts, the middle post should be loosened first before loosening the other posts either side.
 - Only the post that needs to be moved to facilitate loading should be moved and should be secured after loading and prior to next post being moved.
 - The centre post should not be moved more than third of the distance from the front or the rear.
 - **NEVER remove all 3 posts from both sides of the trailer.**
- **Stand to one side** of the side post and pull down the handle, being careful to **avoid spring back and catching or trapping fingers** - Fig. 1 and 2.
- Grasp the side post firmly and pull out the side post from the trailer bed, again avoiding trapping of fingers - Fig. 3.
- When the post is free, then firmly grip the base of the post and support the middle of the post with your other hand - Fig. 4.
- Ensure the post is firmly in its tracks. The post can be slid along the trailer given the limits identified in point 4.



Replacing the side post.

- Position the foot of the side post into the designated slot - Fig. 5.
- Standing to one side, keeping fingers clear, use the palm of your hand to push the post back into place. - Fig. 6
- Close the lever and ensure that the mechanism has locked the post firmly in place - Fig. 7

