


Safe Working Procedure: TAT – SWP 008 v2  
Preparing a Coil Well

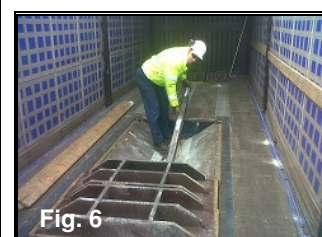
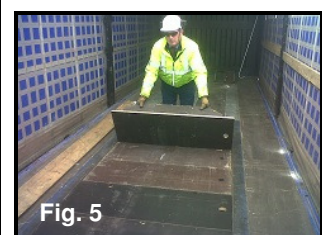
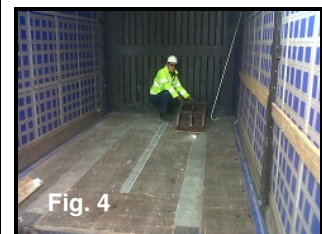
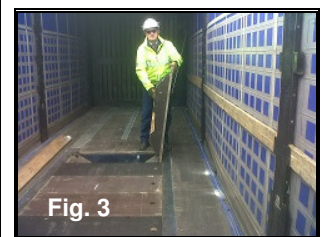
Risk Assessment Ref: TAT - RA008

Revision	Date	Reviewed By	Authorised By
V2	17/02/2017	R. FitzPatrick	R. Reynolds
Review Date	19/02/2018	Change Details	New blue pictures and added extra comment in regarding lifting stanchions from coil well
Task	Preparing a Coil Well		
Scope	<ul style="list-style-type: none"> <li>• Preparing a coil well</li> <li>•</li> </ul>		
Tools & Equipment Required	<ul style="list-style-type: none"> <li>○ See TAT – SWP 001</li> <li>○ Stanchions – see TAT-SWP010 or TAT-SWP010A</li> </ul>		
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"> <li>1. <b>STOP</b> the task</li> <li>2. If possible without further risk, make the area safe</li> <li>3. 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 preparing a coil well 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>	

## Preparing 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 use your legs to then lift the well board upwards - Fig. 2 and 3
- Walk with the well board in hand to the opposite side of the trailer, so the well board is balanced on it's edge. Lift or drag the well board to the front of the trailer. - Fig. 4.
- Stepping into the coil well, lift next well board onto its side and slide forward – repeat until there is enough room to be able to lift stanchion post out of the coil well (refer to [SWP010 Lifting stanchions from a coil well](#)). – Fig. 5 and 6.
- If stanchions are contained in the stanchion holder refer to [SWP010A Lifting stanchions from stanchion holder](#).



- Check the stanchion pockets for debris / dirt and remove as necessary.
- Keeping back straight lift the stanchions into the pockets - Fig. 7
- Repeat for second stanchion post - Fig. 8
- Position one of the well boards against the stanchion posts - Fig. 9
- Repeat steps 1 to 9 for other well positions
- Secure all loose well boards at the front of the trailer - Fig. 10

