

Safe Working Procedure: TAT – SWP 001v6

Risk Assessment Ref: TAT - RA001

Personal behaviour, equipment and safety standards

Revision	Issue Date	Reviewed By	Authorised By
V6	03/09/2016	C Reynolds	P FitzPatrick
Review Date	05/09/2017	Change Details	Added cross to working at height and trailer defects pictures. Added SWP & RA to include "Rail has priority, Stop or Give way as instructed"
Task	Personal behaviour, equipment and safety standards		
Scope	<ul style="list-style-type: none"> • Personal Equipment • Equipment • Tractor Unit Standards • Trailer Standards • Personal Behaviour (Working at height; Use of ladders; Working on customers Gantries; Defects and Repairs; Customer Site Rules; Reversing; Safe Zones; Adverse Weather; Lone Working; Manual Handling) 		
Persons Involved	Driver;		
Supervisor for the Task	Transport Manager; Driver Trainer		
Hazards	Trips, Slips, Noise, Manual handling, Falls from height.		

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 or personal equipment is unavailable, the following instruction must be followed: -

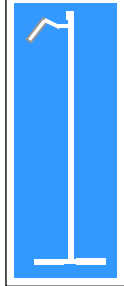
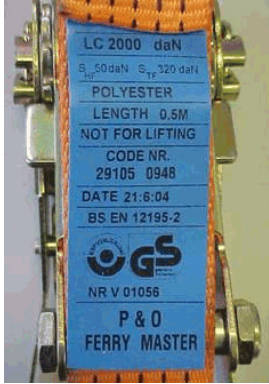


1. **STOP** the task
2. If possible without further risk, make the area safe
3. Report to your manager immediately for guidance





Personal Protective Equipment Standards







Standard Personal Protection Equipment consists of:-

- Safety helmet with chin strap
- Safety shoes / boots (with protected ankle)
- Gloves
- Safety Glasses
- Hearing protection (ear defenders)
- High visibility vest / jacket
- Overalls covering arms and legs

Equipment	
<ul style="list-style-type: none"> • Roof Pole <ul style="list-style-type: none"> ○ Good condition ○ Well maintained ○ Telescopic with lashing pin • Straps <ul style="list-style-type: none"> ○ Specification: LC2000 daN to EN12195-2 ○ Quantity: minimum 12 straps ○ Quality: <ul style="list-style-type: none"> ▪ no tears or rips; ▪ specification label present • Edge (strap) protection <ul style="list-style-type: none"> ○ 4 pieces per strap = 48 pieces • Anti-slip matting (when provided by the haulier) should be:- <ul style="list-style-type: none"> ○ 8mm thick ○ A 0.6 co-efficient of friction 	<div data-bbox="1161 360 1284 645" style="text-align: center;">  </div> <div data-bbox="1078 678 1348 1059" style="text-align: center;">  <p>LC 2000 daN S₁ 50 daN S₂ 320 daN POLYESTER LENGTH 0.5M NOT FOR LIFTING CODE NR. 29105 0948 DATE 21-6-04 BS EN 12195-2 NR V 01056 P & O FERRY MASTER</p> </div> <div data-bbox="1078 1093 1391 1624" style="border: 1px solid red; padding: 5px;"> <p>The webbing has been cut across its width by a sharp edge. This type of damage will result in substantial loss of strength.</p>  <p style="text-align: center;">ACTION: REMOVE FROM SERVICE</p> <hr/> <p>The webbing has been cut and has a frayed edge. This will weaken the webbing substantially.</p>  <p style="text-align: center;">ACTION: REMOVE FROM SERVICE</p> </div>

Tractor Unit Standards	
<ul style="list-style-type: none">• Stay in control:-<ul style="list-style-type: none">○ Engine off○ Handbrake on○ Keys out• Working Reversing Alarm• Working Handbrake Alarm• Housekeeping: tidy and hazard free	   

Trailer Standards	
<ul style="list-style-type: none"> • Headboard <ul style="list-style-type: none"> ○ Fit for purpose and in good condition ○ Well maintained to ensure safe operation • Trailer bed / Loading deck <ul style="list-style-type: none"> ○ Solid and flat surface ○ Covered coil well ○ Clear of waste and debris ○ Clean (free of dirt, smell and fluids) and dry • Trailer canopy, roof and sides <ul style="list-style-type: none"> ○ No tears, cuts and able to protect the product from the weather • Lashing rings <ul style="list-style-type: none"> ○ Integrated into the trailer construction ○ Have the capacity to cope with the strap ○ Sufficient number to secure the relevant product (12 on each side of the trailer is recommended) • Coil wells <ul style="list-style-type: none"> ○ 35° Angle ○ Bottom of the coil should be 20mm above the bottom of the well ○ <i>Coil when positioned in the well should not touch the rim of the coil well</i> • Stanchions <ul style="list-style-type: none"> ○ 80 x 80 x 5mm ○ Stanchion pockets should be in good condition and maintained • Trailer doors <ul style="list-style-type: none"> ○ Keep doors closed when driving ○ Keep doors closed when parking overnight • Trailer Park Brake applied when uncoupled 	  <div style="text-align: left; margin-bottom: 10px;"> <p style="font-size: small;">DOORS MUST BE KEPT CLOSED WHEN PARKED UP</p>  </div> 

Personal Behaviour

Working at height

It may be a requirement during the course of your work to work at height, this includes a place at or below ground level, i.e. pits in vehicle workshops as well as obtaining access or egress from such a place while at work, except by a staircase.

This Safe Working Procedure is not exhaustive, but it tries to highlight areas where it is felt that simple risk reduction methods can have a benefit.

To assist you should ensure that:

- Avoid working at height, wherever possible.
- Always work from the ground where possible.
- Work at height is properly planned and organised and safety equipment is used, if required.
- You are competent and that you have assessed the risk (2 minute risk assessment).
- Appropriate work equipment is selected and used (PPE).
- Equipment is properly inspected and maintained.

Take account of weather conditions (rain, winds, ice, snow) which could be detrimental to safe working.

Take account of lighting and re-assess if necessary, if working in dark conditions or at night.

Access and Egress

A) Vehicle cabs and 5th Wheel areas

You must:

- Check steps are clean and free from grease
- Enter and exit cab backwards using the steps and grab handles provided – three points of contact
- Be aware of ground conditions where you are placing your foot

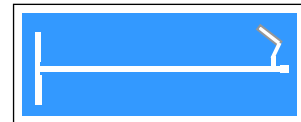
B) Trailer

You must:

- Assess trailerbed hazards before entering (clear rubbish, trip hazards)
- Use ladder or steps to enter and exit
- Use customer platform or airline steps where provided , if unavailable use the trailer steps.
- Use grab handles / hand holds to maintain three points of contact
- Avoid walking backwards

Remember

- Never jump down from cab or trailer
- Never use steering wheel as a grab handle or point of contact



Use of Ladders

- In order to work in a safe environment it may be necessary for you to make use of ladders at various times. Ladders should only be used for 'low risk – short duration' operations. When using a ladder you must:
 1. ALWAYS check the condition of ladder before use. Make sure the ladder and footwear, is clean of mud and grease.
 2. NEVER use a defective ladder – damaged ladders must be reported
 3. NEVER use makeshift ladders – ALWAYS use properly constructed equipment.
 4. Check whether the ladder can be securely fixed against slipping outwards or sideways, using a lashing, strap or clip or by footing the ladder at the bottom with a second person.
 5. Check that you have a safe handhold and are close enough to the work.
 6. Check the strength, the surface condition and the type of structure against which the ladder is to rest.
 7. The foot of the ladder should be supported on a firm and level surface (not loose material)
 8. ALWAYS ensure the ladder is positioned at a safe angle, ideally 75 degrees to the horizontal (1m out for every 4m in height)
 9. The User should face the ladder when climbing or descending
 10. NEVER over-reach sideways from the ladder – move it

Working on Customers Gantry / Installation

If you are required to work from a customer's gantry/ installation in the course of your normal duties you must:

- ALWAYS wear the appropriate PPE (Personal Protective Equipment) as required by the site.
- ALWAYS comply with the customer's instructions and procedures on working from the gantry/installation and use the safety restraint supplied by the site.
- Have received training in the correct use of the safety restraint, from the site.
- ALWAYS report any defects of unsafe working practices encountered at the customer loading site and discharge point immediately to your Office / Supervisor



Defects and Repairs

- Never try and repair a defective trailer yourself
- Follow the fault finding process for jammed sliding roofs:-
 - Check trailer is on level ground
 - Level trailer using the air suspension
 - Ease the tension from the trailer side curtains
 - Check doors are secured and not hanging
 - Seek assistance and use a second roof pole
 - Report a defective roof and follow companies defect and repair procedure
- **NEVER ATTEMPT TO REPAIR THE ROOF YOURSELF**
- Report all trailer defects



Customer site rules

Site safety rules at loading or unloading points must always be followed

- Stop and report on arrival
- Receive, understand and acknowledge site induction
- Obey Speed limits
- Follow designated traffic routes
- Rail has priority, Stop or Give way as instructed
- No passengers / animals / children
- Bring all required equipment and wear all required PPE at all times
- No alcohol or drugs
- No overnight parking
- No mobile phone use while driving
- No litter or material to be discarded
- Comply with emergency procedures and report all incidents
- Remain in authorised areas at all times
- Park only in permitted areas
- Leave your vehicle in a safe position and condition
- Use vehicle lights during periods of reduced natural lighting
- Identify Fire Exits and or Assembly Points
- Do not obstruct Fire Escape Routes, Exit doors or marked pedestrian walkways
- Do not smoke, unless signage indicated that you are in a designated smoking area
- In the event of damage or injury occurring report it immediately to the local management and your supervisor



Reversing

As part of a driver's duties during the normal working day, they will be required to reverse their vehicle. To reduce the risk of injury and vehicle/property damage, a driver must:

- ALWAYS check immediate area before carrying out reversing manoeuvre. **NEVER** reverse when someone is directly behind your vehicle
- ALWAYS warn persons in immediate area of your intention and wait for the area to be clear. **STOP and CHECK** – remember you are in control
- ALWAYS use hazard warning lights and alarms when reversing.

If a site employs a banks-man, you should follow these basic rules:

- ALWAYS agree signals to be used .
- ALWAYS keep banks-man in view.
- If you lose sight of the banks-man STOP your vehicle immediately.

Pedestrians should **BE CLEAR – STAY CLEAR**



Safe Zones

- BE CLEAR STAY CLEAR
- Stay in **SAFE ZONES** when loading



Adverse Weather

- Windy / Blustery Conditions
 - Take extra care when opening and closing doors and curtains.
 - Ensure the door is fastened back securely by the door retaining arm, check the doors regularly to ensure the arms have not slipped down.
 - Take extra care when opening and closing trailer curtains.
 - Where possible carry out the operations indoors, undercover or in an area not affected by the weather.

- Cold Weather
 - Ensure warm clothing is worn underneath issued High Viz Jackets
 - Take regular breaks from the cold
 - Drink warm fluids
 - Be aware of slippery conditions under foot when ice/snow/freezing temperatures occur
 - Where possible carry out the operations indoors, undercover or in an area not affected by the weather.
 - When opening Sliding Roofs, check for snow/ice on the roof prior to attempting to open the roof.
 - Take trailer to safe area away from pedestrians and other vehicles.
 - With curtains and roof closed, enter back of trailer and using roof pole, gently push upwards on roof to break up snow and ice and allow it to fall safely over the sides.

- Hot Weather
 - Take regular breaks from the heat
 - Drink cold fluids
 - Where possible remove items of PPE during rest breaks to encourage heat loss
 - Be aware of early symptoms of Heat stress such as:
 - *Inability to concentrate*
 - *Muscle cramps*
 - *Feeling faint*
 - *Severe thirst*
 - *Heat exhaustion – fatigue, giddiness, nausea, headaches, moist skin*
 - **Seek medical assistance if any of the above symptoms are shown!**
 - Apply a high factor sun screen and wear sunglasses

- Fog/Dim or dark conditions
 - Ensure High Viz jacket is worn
 - Use head torches on helmets or Hand held torches.
 - Be extra vigilant around vehicles – they may not be able to see you!!
 - Where possible carry out the operations indoors, undercover or in an area not affected by the weather.

Lone Working and Lone Workers

- Communicate regularly with your supervisor as to your progress on arrival, whilst on site, completion of task and departure.
- Report any adverse medical conditions to your supervisor including such disorders as sleep apnoea.
- Report defective telephones
- Make yourself aware of the security arrangements and facilities on site.
- Take appropriate actions to avoid a personal attack
- Inspect areas in which you are working for uneven ground.
- Inspect areas for inadequate lighting and report any problems to the on site personnel responsible for safety.
- Make yourself aware of customer site risk assessments/safe working procedures.

Remember!

- NEVER place yourself in a situation that will endanger you.
- KEEP to agreed contact arrangements with your Traffic Office.
- ALWAYS advise others if you are required to work out of sight of them



Manual Handling

If manual handling can be avoided by the use of mechanical handling equipment, e.g. forklift, sack barrow, then this should be sought before resorting to physical lifting and carrying. However, if the mechanical handling equipment is not available then you should observe the following practice to reduce the possibility of injury.

Lifting

- Stand directly facing the load, placing feet firmly on either side of it.
- Squat down to the object, to avoid injury, NEVER lift with straight legs and bent back.
- Check that you will be able to see over the load when carrying.
- Take a firm grip (with both hands whenever possible), keep your chin tucked in.
- Lift smoothly, avoiding sudden jerking movement.
- Stand with back straight.
- Test lift to ensure object is not too heavy.

Carrying

- Restrict essential carrying to the shortest possible distance.
- Before starting check the route to be followed for changes in floor level or obstacles.
- When turning with a load, take a series of small steps round to change direction, do not twist your body.
- Keep your back straight and arms as close to your body as possible.

Putting Down

- As with lifting and carrying, keep your back straight and lower the load smoothly using your leg muscles.
- Take care, to avoid pinching or trapping your fingers when putting down the load.

Pushing and Pulling

- Beware of slips and falls, check your footwear grips the floor surface.
- Avoid jerky pushing of a stubborn load, as this may injure your back.
- When pulling a load, try to keep your back straight with outstretched arms close together and in line with the centre of your body.
- Avoid pulling the load down a slope where in may run out of control.
- Beware of banging into obstacles where the moving load may trap you.

Remember!

- ALWAYS wear the appropriate PPE (Personal Protective Equipment)
- ALWAYS ensure you have sufficient space in which to work.
- ALWAYS seek assistance if the object is too heavy or bulky.



The right way !!!

