

TITLE: XT Warehouse Procedure for Restraining & Tarping “well trailer” low-loaders	
AUTHORISED BY: PK Warehouses Leader	Hard copies are to be considered as uncontrolled unless identified as hard copy on the electronic distribution list.
	Boxed text indicates mandatory requirements.
DESCRIPTION OF REVISION: No changes required	

1.0 PURPOSE

To provide a safe process for drivers to access their trailers unrestrained when tarping Well Trailer and Low Loader equipment types at XT Warehouse.

2.0 SCOPE

To identify all possible hazards associated with the task and have controls put in place to eliminate all concerns and hazards that will place the driver at risk of falling from heights.

3.0 REFERENCES

4.0 DEFINITIONS

5.0 PROCEDURE

5.1 - Driver Safe Zone

- Truck driver enters building from southern end and parks the truck in the designated loading bay.
- Driver to park as close to the red and white ground line markings as possible to act as hard barrier to prevent access to edge.
- On exit Truck driver to confirm park brake is applied.
- Truck driver to stand in safe zone to guide forklift driver.
- Driver must remain inside safe zone during loading operations.
- Driver can exit safe zone once forklift driver has communicated that it is safe to proceed.



5.2 - Tarping & Restraining Practices

- Truck driver accesses the driveway using the stairs at northern end of building.
- Driver to place height access platform against far side of the truck to eliminate fall risk.
- The safe work platform is **ONLY** to be used as a fall prevention barrier, **DO NOT** climb up the platform and use it to get to the ledge, the stairs at the Northern End must still be used to access this area.
- Driver to ensure wheels are locked.
- Driver is now OK to access their trailer unrestrained.
- Driver must only access the trailer between coils and not walk near the front or rear ends of trailer, as this would expose them to an unprotected edge and trip hazards.
- All tarping and restraining work is to be performed from next to the coil cradle or from the ground on the passenger side of the vehicle.
- Driver to maintain 3 points of contact, and always maintain eyes on where they are moving and placing their feet.
- Tarps must be **pushed** over the coil whilst standing on the access platform and **never** pulled from the other side, as this would expose the driver to an unprotected edge and trip hazards. Refer to photos.
- Process will only apply in when wet weather is forecast as tarping is not required in dry weather as the driver does not need to access their trailer.



6.0 REFERENCE PERSONNEL LIST

Prior to amending this procedure, refer proposed amendments to the [enter designated authority].

7.0 DOCUMENTATION

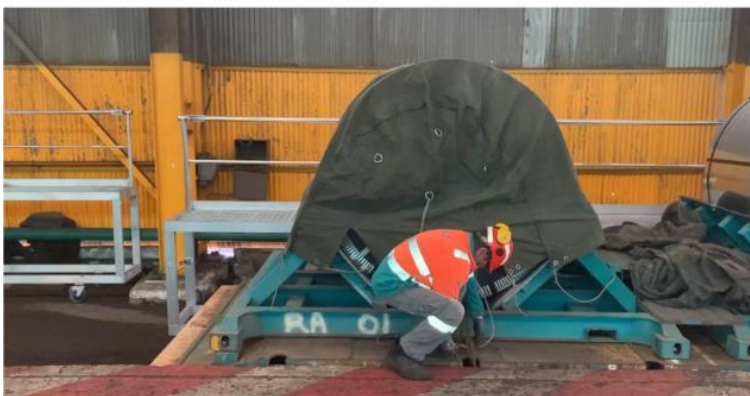


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Push Tarps Over the Coil



Beware of Trip Hazards



Work from the Ground

