

Risk Assessment & Safe System of Work - RASS 22

LOGISTICS UK

Name: RASS 22 Loading of (Trusses, Panels, Timber, and Engineered Joists) on the Trailer/Rigid Vehicles for Delivery

Approved by:	Name:	Signature:	Date:		Yes	No
Written by:				Training database updated:	x	
Manufacturing Supervisor:				Index Updated:	x	
Operations Manager:				Date:		

Persons at Risk:	Risk Assessment <u>WITHOUT</u> Controls	Risk Assessment <u>WITH</u> Controls	Highest Risk Rating with Controls
Factory Staff, Agency Staff,	Low / Medium / High	Low / Medium / High	6

Aim of RA & SSoW:	To ensure the health & safety of the operators and quality right first-time
Required training frequency:	Annually
Emergency Situation:	If time and the situation allows switch off equipment

Information of PPE and Hazards											
Personal Protective Equipment (PPE)					Hazards						
Gloves	Safety Footwear	Hi-Vis Clothing	Ear protection	Safety Glasses	Manual Handling	Slip, Trips & Falls	Falling Objects	Noise	Saw Blades	Crushing	

Risk Assessment & Safe System of Work - RASS 22

Name: RASS 22 Loading of (Trusses, Panels, Timber, and Engineered Joists) on the Trailer/Rigid Vehicles for Delivery

Step No.	Sequence of basic tasks	Potential hazards/key points	HI (PXS)	Existing control measures	HI (PXS)
1	Start up checks for Forklift Trucks and Delivery Vehicles & Trailers	Forklift trucks operation systems not working correctly i.e., brakes, horn, hydraulics, flashing beacon, steering.	5X5=25	Daily safety checks before use completed and recorded. Any defects to be recorded and brought to the immediate attention of the Supervisor	1X5=5
		Delivery vehicles operation systems not working correctly i.e., brakes, horn, hydraulics, flashing beacon, steering. The load bed and anchor points in poor condition	5X5=25	Daily vehicle checks are completed on Max Optra a handheld device or paper copies. These checks will be carried out by the driver before leaving the premises at the start of the day, and again at the end of the driver's shift. The driver will report any faults to their Manager/Transport Supervisor for rectification/advice before the vehicle is taken out on the public highway. Check to ensure that the vehicle's load platform, bodywork and anchorage points are in good condition.	
		Follow and complete all checks on Daily Check sheet for forklift trucks and on Max Optra for the delivery vehicles.		Ensures the Supervisors can arrange the repair of the Forklift Truck or Delivery Vehicles and ensure equipment unfit for use is taken out of use until repaired	
		Defects identified report to Supervisor.			

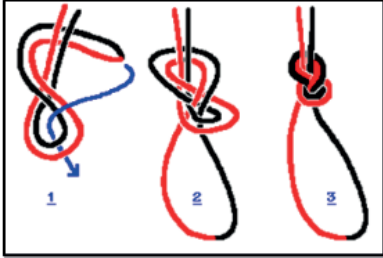
Risk Assessment & Safe System of Work - RASS 22

2	Picking loads	Collisions with pedestrians, and other vehicles within the yard	5X5=25	<p>Only trained and experienced operators to carry out this task.</p> <p>All forklift truck operators are trained and refreshed every 5 years,</p> <p>LOLLER Inspections completed annually.</p> <p>Trucks serviced,</p> <p>3-metre rule gap between pedestrians and moving vehicles.</p>	1X5=5
		Falling Trusses & Panels from forks that are raised	5X4=20	<p>Trusses are banded together in packs 10x35mm 6x47mm or less using Crendon yellow banding.</p> <p>Picked up in the packs with the forks going through the trusses and forks tilted backwards.</p> <p>Panels are moved by their fitted white lifting slings or picked up on forklift attachment with hook.</p>	1X4=4
		Travelling over uneven ground	5X5=25	<p>Operate as per training and drive to the conditions of the work area.</p>	1X5=5
		A suitable area designated for the loading of delivery vehicles.		<p>Ensure a clear area for loading with no vehicles or pedestrians.</p> <p>The area should not be used for storage of materials.</p>	




> Risk Assessment & Safe System of Work - RASS 22

		Adequate artificial lighting is available should loading be necessary early morning or late evening.		Only trained loaders authorised by the company can load vehicles.	
3	Working at height on vehicles	Falls from the trailer bed.	3X5=15	<p>While working on the lorry bed the sideloader is parked alongside as an extension of the lorry bed to reduce the fall.</p> <p>Only work to be completed within the length of the sideloader</p> <p>Or use of the fall arrest system fitted on rigid vehicles and follow (RASS 56 Access to Lorry Beds with Fall Arrest System)</p>	1X5=5
		Falls from the FLT	3X5=15	<p>Seat belts are worn while operating the sideloader and doors closed on the cabs.</p> <p>When accessing the lorry bed, the FLT has footplates and handrails to enable access.</p>	1X5=5
		<p>Loaders may access the lorry bed using the company defined procedures to prevent /mitigate falls from vehicles.</p> <p>No work to take place directly below extended forks.</p>		Suitable access methods are via the deck of modified sideloader or via suitable access equipment such as the small, attached lorry steps.	


Risk Assessment & Safe System of Work - RASS 22

4	Tying on process to aid the loading and unloading process	Falling packs of truss/panels during loading	3*4=12	<p>Ensure all trusses are tightly packed and banded. They are loaded up against the centre bar or items loaded previously.</p> <p>Support remains in place until tying on is completed.</p> <p>Sideloader forks are used to pin/hold the packs of Trusses / Panel to the centre bars or previous items loaded</p>	1*4=4
		Ensure the rope length is the correct length to secure products to vehicle centre bars.		<p>Do not join ropes as it creates a weak point.</p> <p>Ensure the rope is intact and not damaged.</p>	
		DO NOT reuse rope. All tie-on rope must be brand new.		 <p>Pic 1</p>	
		Fold the rope length back on itself.			
		Hold rope in both hands and make a loop (Pic 1)			
Place the end of the rope through the loop and pull tight (2&3)					
		Place the end of the rope through the loop and pull tight (2&3)			

Risk Assessment & Safe System of Work - RASS 22

		<p>Pass the looped end over the product and around the centre bar.</p>		 <p>Pic 4</p>  <p>Pic 5</p>  <p>Pic 6</p>	
		<p>Pull blue rope around and place the end through the looped end (Pic 5)</p>			
		<p>Ensure the rope is level (Pic 6)</p>			
<p>Enables rope to be as tight as possible then tie off the rope to truss pack / panel using a secure knot</p>					
5	Loading the vehicle	<p>Trusses, Panels, Timber, and Engineered Joists falling from trailer / lorry bed during the loading process</p>	4*4=12	<p>All trusses and ladders are securely banded in packs using yellow Crendon heavy-duty banding.</p> <p>Truss pack sizes will be a maximum of 10x35mm 6X47mm or less.</p> <p>Ladders are banded in pairs or plots as a minimum.</p> <p>First pack of trusses or panel are placed next to the centre bars they are tied in 2 places to the centre bar using 8mm rope (blue) this is to support the loading and unloading process.</p>	1X4=4
		<p>Loading to ensure safety of the load once it leaves the yard and onto the public highway.</p>			

Risk Assessment & Safe System of Work - RASS 22

6	Loading for delivery of a manual unload	Truss packs to be loaded on lorry bed only.		<p>Walkway down the length of the bed</p>  <p>Ancillary products loaded on their own no truss placed on top</p>	
		No Ancillary products to be placed under Truss packs.			
		Walkway to be left on both side of the lorry bed to give access for the driver to be able to walk from one end of the bed to the other.			
		Trusses/joists shall not be more than 75Kgs each.			
7	Load security (drivers checks)	Loads before transports straps are fitted.	5X5=25	Driver will check their load to ensure each individual truss pack/panel is tied with blue rope to the centre bars in a minimum of 2 places.	1X5=5
		Loads during transporting to sites.	5X5=25	Driver will check the transport straps during his travels to sites (Normally after 10 minutes of driving) and any other time they feel the need to do so.	1X5=5
		Packs falling when transport straps are removed.	5X5=25	Driver inspects load on arrival at customer site at the unloading area to ensure all blue ropes are still in place and intact.	1X5=5

Risk Assessment & Safe System of Work - RASS 22

Webbing straps used for tie-down lashing are selected based on the Standard Tension Force (STF) that is marked on the label.

We purchase all of our straps centrally from our preferred supplier the CTE standard is 375daN.

Once fully loaded, the loader must visually check the safety of the load.

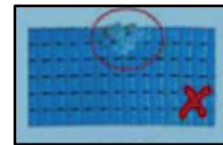
Ratchet straps require an inspection every time they are used this is to include as opposite.

Training Document Ratchet Straps Training Record 36 this will detail the full ratchet strap information and how to use.

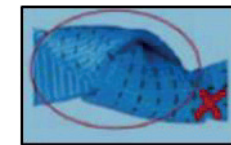
All ratchet straps used are Crendon Branded and supplied from the CTE preferred supplier and are 375daN.

Straps - it is important you know when not to use a strap, see below

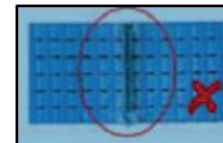
Frayed edges more than 10% across the width



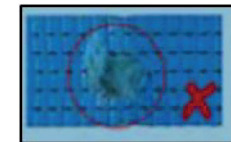
Do not use knotted straps



Cuts and abrasions



Pierced completely.



Risk Assessment & Safe System of Work - RASS 22

		<p>As a driver, remember 5 key points with every load.</p>	<ul style="list-style-type: none"> • Can any part of the load slide, topple or bounce in any direction? • Is the load causing the vehicle to be unstable or could it affect the handling? • Can any part of the load fall off during transit? • Is the load security equipment in poor condition and/or not appropriate for the load? • Does any part of the load or the way in which it is secured present, or likely to present, an immediate danger to road users during transit.
<p>8</p>	<p>Two loads per week is to be checked by Branch Manager, Ops Manager, Transport Department Manager/ Supervisor</p>	<ul style="list-style-type: none"> • Banding pack size maximum of 6X47mm 10X35mm • Each pack to be tied back individually. • 2 blue ropes on each pack of Trusses • Ladders are banded. • Manual unload check as Step 6 	

> Risk Assessment & Safe System of Work - RASS 22

For further information please refer to the equipment manuals

Risk Assessment Guidance Notes

Potential Hazard (Something with the potential to cause harm) EXAMPLES	Persons at Risk (Someone at risk from the hazard) EXAMPLES	Is the Risk Adequately Controlled? (What are the existing controls) EXAMPLES	What Further Actions Needed to Control Risk (What more could reasonably be done) EXAMPLES
Slip / Trips / Falls	Operators	Is there adequate information / training?	Priorities for risks affecting large numbers or where serious harm may result
Fire (Flammable Substances)	Maintenance Personnel	Are there adequate systems / procedures?	CONSIDER:
Moving Parts	Contractors	Meet legal requirements?	Remove risk completely
Working at Height	Visitors	Comply with industry standards?	Try less risky option
Vehicles	The Public	Represent good practice?	Prevent access to hazard, e.g. guarding
Electrical wiring	Cleaners	Reduce risk as far as possible?	Reorganise work to reduce exposure
Noise	Young/inexperienced	Decide if overall risk for job is High / Medium / Low.	Issue personal protective clothing
Manual handling	Trainees	Are you doing what is reasonably practicable?	Welfare facilities - Washing / First Aid
Fumes	People working alone	Can I get rid of the hazard?	Administrative controls
Dust	Office Staff	If not, how can I control the risk?	You are entitled to take cost into account unless the risk is high.
Chemicals	Lab Staff	Personal protective clothing should only be used when no other reasonable action exists	Review with Management. Assign Responsibility and timescales.
Ergonomic			

Risk Assessment & Safe System of Work - RASS 22

Hazard Index (HI) calculate by multiplying Severity (S) of the HAZARD by Probability (P) of it occurring using the scale below.

HI Table

Probability		Severity	
5	A Certainty	5	Death
4	Highly Probable	4	Serious injury disablement
3	Likely	3	Lost time injury/illness
2	Improbable	2	Requires First Aid
1	Unlikely	1	No injury/Minor Injury

Severity	Probability				
	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Use Hazard index to help decide on overall risk of the task also to identify risks associated with individual steps in the task, but the overall HI should not be less than any of the task steps HI

Risk Rating		Action Time Line
1 - 6	Low Risk	No further action need, monitor
8 - 12	Medium Risk	Actions required within 1 month and monitor in meantime and brief the teams
15 - 25	High Risk	Unacceptable, immediate action required

For new jobs, tasks or equipment carry out a risk assessment before commencing.

Review risk assessments at 12 monthly intervals as a minimum, but if significant changes or incident's take place, re-assess immediately.

➤ Risk Assessment & Safe System of Work - RASS 22

Date of RA & SSoW review:	RA & SSoW revision history:	Date of RA & SSoW issue:	New revision / Reason for revision

