

### Safe Working Practices:

### INDEX

Number	Title	Last Reviewed Date
SWP-00	Foreword	April 2025
SWP-01	Work Area	Feb 2025
SWP-02	Jacking and Blocking	Sept 2024
SWP-03	Battery Handling/Maintenance	May 2022
SWP-04	Working at Height	March 2021
SWP-05	Working with Liquefied Petroleum Gas Engines (LPG)	Oct 2024
SWP-06	Use of Lifting Equipment	Oct 2024
SWP-07	Working with Diesel Engines	Oct 2024
SWP-08	Hot Working	March 2021
SWP-09	In Case of Fire	April 2025
SWP-10	Fluorelastomer	March 2021
SWP-11	Working with Electricity	June 2024
SWP-12	Hydraulics General	Oct 2024
SWP-13	Manual Handling	Feb 2025
SWP-14	Safe Use and Storage of Aerosols	Oct 2024
SWP-15	Working with Compressed Air Tools	Dec 2024
SWP-16	No Issue (Noise covered in SM-55)	
SWP-17	No Issue	
SWP-18	Working on a PPT/OSE Raised on the Forks of a FLT	May 2024
SWP-19	Spillages	Nov 2024
SWP-20	Working with Vehicle Lifts	Dec 2024
SWP-21	RRE- Drive Wheel Removal and Refitting	Oct 2024
SWP-22	Fork Removal / Refitting	Oct 2024

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Number	Title	Last Reviewed Date
SWP-23	Chain Breaker	March 2021
SWP-24	No Issue (Dust covered in SM-32)	
SWP-25	Paint Shop Procedure	Oct 2024
SWP-26	Reversing HGV's – Use of a Banksman	March 2021
SWP-27	No Issue	March 2021
SWP-28	Levio. Disassemble Drive Unit from Fork Frame	March 2021
SWP-29	Tilting Cab Service Bracket	Dec 2024
SWP-30	Carrying and Working with Welding Gases	March 2021
SWP-31	Engineering General	Feb 2025
SWP-32	Personal Protective Equipment (PPE)	Feb 2025
SWP-33	Removing/Changing a handle and pump piston spring on an HPT	March 2021
SWP-34	Mast Installation	Dec 2024
SWP-35	RRE Cold Store Cab Tilting Process	Dec 2024
SWP-36	Moving Defective Trucks	March 2021
SWP-37	Sainsbury's Hoist	April 2025
SWP-38	Use of Engine / Transmission Support Beam	March 2021
SWP-39	HPT Loading	March 2021
SWP-40	Dock Leveller Use	Aug 2024
SWP-41	Working on Masts	Feb 2025
SWP-42	Vehicle Loading	March 2021
SWP-43	Lithium Ion	March 2025
SWP-44	Use of Folding Mobile Crane	July 2021
SWP-45	FMC Dock Leveller	August 2024
SWP-46	FMC Disconnecting Gas Electric Trucks	August 2024

Date of Issue: April 2025

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Authorisation: HR-QHSE Director

Approval: QHSE Manager

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SWP-47	FMC - MEWP Rescue Plan	August 2024
SWP-48	FMC Wheel Lift	August 2024
SWP-49	FMC Winch Stacker	August 2024
SWP-50	Working on Machinery & Portable Equipment	Jan 2025
SWP-51	FMC Pressure Wash Bays	March 2022
SWP-52	Workshop Mast Installation Removal and Storage	Dec 2024