

Purpose

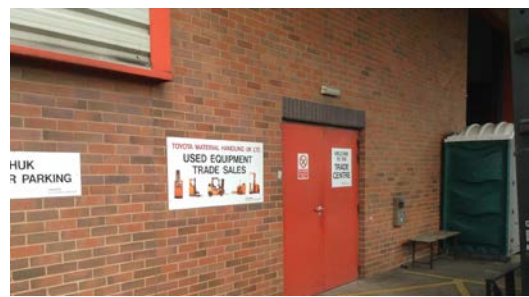
To detail a Safe Working Practice for use of the dock leveller at Castleford Business Centre.

Scope

All vehicles being loaded or unloaded on the dock leveller.

Procedure

Vehicle Arrives, driver reports to Warehouse Goods-In and signs in. Paperwork is checked by the Goods-In Team.



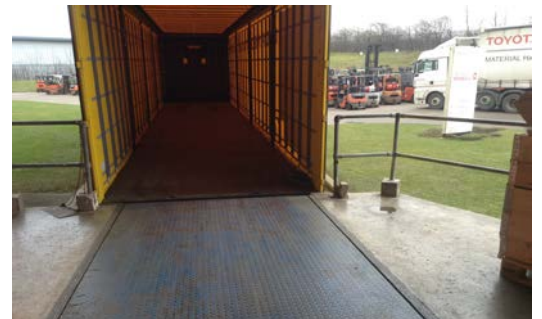
The driver is informed by the Goods-In team of the procedure in the event of a fire alarm and of PPE requirements; minimum Hi-visibility clothing and safety shoes must be worn. If the driver has no safety shoes they will not be allowed to proceed and must return to their cab immediately.



Preparation for reversing the vehicle onto the dock leveller can now take place. Check for other vehicle movements in the yard. If other vehicles are manoeuvring do not proceed. Both the driver and the Goods-In team member are to check the yard area is clear of vehicles and pedestrians. The Goods-In team member should now position themselves behind the safety chain on the dock leveller in order to observe the vehicle being reversed.



Reverse the vehicle into the bay area. No persons should enter the loading bay area until the vehicle is stopped, parking brake applied and the driver has walked to the top of the steps by the dock leveller and handed his keys to the Goods-In team member.



The vehicle keys must now be locked in the key cabinet and the wheel chock put into position. Remove the dock leveller safety chain. The driver can now unstrap the load. The driver must wait in the cab of their vehicle whilst loading/unloading takes place. Use of the welfare facilities will be permitted providing correct PPE is worn and walkways used. The driver will return immediately to the cab of their vehicle following use of the welfare facilities.



Loading/unloading can now commence. Once completed replace the dock leveller safety chain. Ask the driver to report to the office and complete the paperwork.



Remove the wheel chock. Return the vehicle keys to the driver. Both the driver and the Goods-In team member are to check the yard area is clear of pedestrians and moving vehicles. Once the area is safe the vehicle can be driven from the loading bay area and exit the premises.

