
Safe Working Practices:

SWP-40 Dock leveller Use

Before doing any type of work you must carry out an assessment of the task to be undertaken. This will include the equipment to be worked on, the task itself, Personal Protective Equipment requirements, the work area and environment, plus the tools and equipment required to carry out the job safely. Consult your team leader if you are not satisfied the job can be carried out in a safe manner.

General

- 1.0 All equipment must be maintained in accordance with relevant company procedures. Note the procedures PA-12-Maintenance of Work Equipment and P6-05-Thorough Examination of Lifting Equipment.
- 1.1 All new equipment purchased must be supplied with a Test Certificate or an EC Certificate of Conformity from the manufacturer.
- 1.2 All dock levellers must be tested and certificated by the manufacturer or an independent test house. All such equipment must be uniquely identified and marked with its Safe Working Load (SWL) or Working Load Limit (WLL).
- 1.3 Any such equipment should be retested after any repair or modification.

Work Process

- 2.0 Upon Arrival the driver must report to a TMHUK team member, see relevant transport policy, where their paperwork is checked.
- 2.1 The driver is informed by the TMHUK team member 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.
- 2.2 Preparation for reversing the vehicle onto the dock leveller can now take place.
 - Open the bay door.
 - Check for other vehicle movements in the yard.
 - If other vehicles are manoeuvring do not proceed.
 - Open the vehicle rear doors.
 - Both the driver and the TMHUK team member are to check the yard area is clear of vehicles and pedestrians.
 - The TMHUK 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.

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- 2.3 No persons should enter the loading bay area until the vehicle is stopped, parking brake applied and the driver has handed his keys to the TMHUK team member.
- 2.4 The vehicle keys must now be locked in the key cabinet and the wheel chock put into position.



- 2.5 Preparation for Loading/unloading the vehicle:
- Remove the dock leveller safety chain.
 - The driver can now unstrap the load.
 - Loading/unloading can now commence. 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 must return immediately to the cab of their vehicle following use of the facilities).
 - Once completed replace the dock leveller safety chain.
 - The drivers' paperwork is to be completed.
 - Remove the wheel chock and open the warehouse door.
 - Return the vehicle keys to the driver.
- 2.6 Both the driver and the TMHUK team member are to check the yard area is clear of pedestrians and moving vehicles.
- 2.7 Once the area is safe, the vehicle can be driven from the loading bay area and exits the premises.