

Safe Working Practices:

SWP-45 FMC Dock Leveller

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 utilised for the task, the task itself, Personal Protective Equipment requirements, the work area and environment, plus any other tools 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.

For the purpose of this Safe Working Practice (SWP), the Dock Leveller is situated in the Loading Dock area of Unit 4 and this refers to the operation of the leveller only.

ONLY trained personnel are permitted to operate the dock leveller.

GENERAL

This Safe Working Practice is to give advice and guidelines on operating the loading dock leveller.

- 1.1 As there are many variables as to the circumstances where this may arise, the final decision on how to carry out this activity safely lies with the competent technician/warehouse operative.
- 1.2 A risk assessment has been carried out for this activity considering many variables, however, a specific risk assessment may be required at the time of the job to take into account the environment, truck type and any other hazards present at the time. TMH technicians have been trained in how to carry out risk assessments and are deemed competent to do so for this activity.

WORK PROCESS

- 2.1 Once the lorry that is due to be loaded has been identified and directed to Unit 4 loading dock, the Warehouse operatives will ensure both roller doors in the dock area are open to allow access.
- 2.2 The warehouse operative will retrieve the keys to the dock leveller padlock from the secure lock box on the wall opposite the dock leveller. Padlock removed and power switch turned on (Fig 1).
- 2.3 The lorry driver will be instructed to open the lorries rear doors and then directed to park the vehicle.
- 2.4 The loading dock traffic lights will be green whilst the vehicle is positioned, parking brake applied, engine turned off and wheel chocks applied (Fig 2, Fig 3 & Fig 4).

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Fig 1.



Fig 2.



Fig 3.



Fig 4.



2.5 The warehouse operative will now open the safety barriers by sliding the bolt to the right Fig 5.

Fig 5.



2.6 The barriers can now be lifted to the raised position. This **MUST** be carried out before any operation of the dock leveller. Failure to do so will cause damage to the barriers.

2.7 The warehouse operative will ensure the area is clear of personnel and will press and hold the up arrow to activate the dock leveller (Fig 6).

Fig 6.



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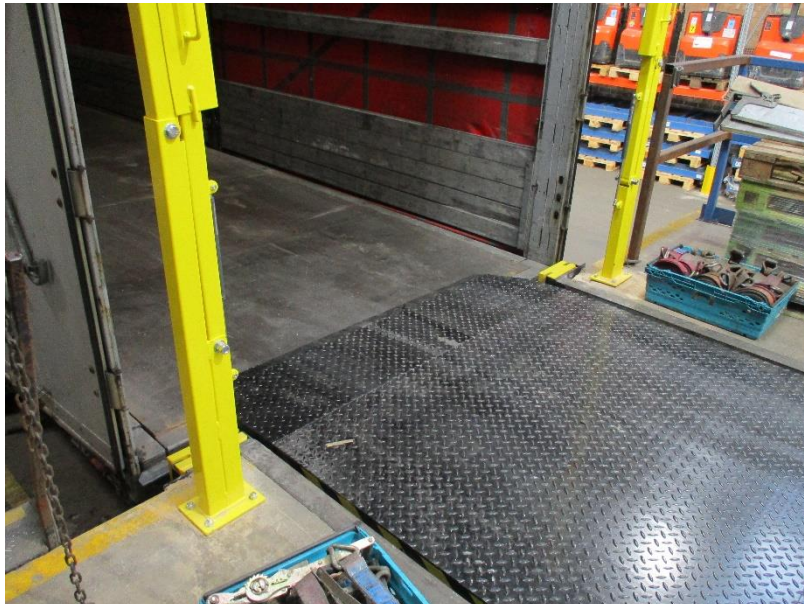
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- 2.8 The dock leveller will lift upwards and once at the maximum height; the flap will automatically lift out (Fig 7). The up-arrow button can now be released. The dock leveller will then lower, coming to rest on the bed of the trailer (Fig 8).

Fig 7.



Fig 8.



- 2.9 The traffic lights will now turn to red (Fig 9), indicating to the driver that the dock has engaged the trailer and the vehicle is not to be moved. Loading of the trailer can now commence.

Fig 9.



- 3.0 Once loading is completed, the warehouse operative will ensure the dock leveller is clear of personnel, before pressing the button marked 'R' (Fig 10).

Fig 10.



- 3.1 The dock leveller will return to the start or closed position (Fig 11) with the flap locked into the silver lugs (Fig 12).

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Fig 11.



Fig 12.



- 3.2 The traffic lights will now return to green, indicating to the driver that the dock leveller is clear of the trailer and that the vehicle can be moved.
- 3.3 Once the vehicle has left the building the power can be switched off, padlock replaced, and key returned to the secure lock box on the wall.
- 3.4 The yellow safety barriers can be lowered and the locking bar re-engaged (Fig 13).

Fig 13.



Children and Young Persons

- 4.1 See Safety & Environmental Manual procedure “Employment of Young Persons” for precise definitions on children and young persons.
- 4.2 “Children” may be allowed to observe such operations and work practices, but must take no active part, be kept at a safe distance and under the constant supervision of a competent person.
- 4.3 “Young Persons” may only be involved in such work subject to the conditions imposed above and only when under the constant supervision of a competent person.