AN POST-S&E-STP-07.06 REVERSING INTO AND MOVING OUT OF DOCK LEVELLER/PLATFORM/ LOADING BAY.

MANDATORY PPE TO BE WORN:


CONTROL MEASURES:

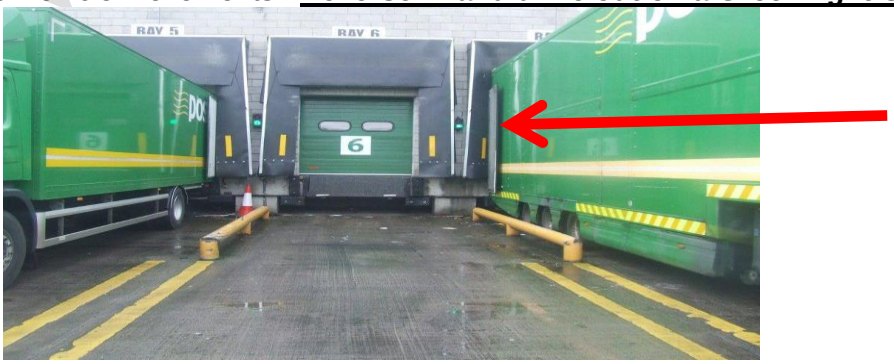
General Controls for all Vehicles:

Managers/Supervisors:

- Adequate external lighting must be supplied in the parking and loading areas.
- Defects in lighting conditions or yard surface conditions e.g. pot holes must be reported immediately to the Facilities Management Company for repair.
- Minimise the need for pedestrians to be in the loading areas i.e. in the vicinity of reversing/moving vehicles.
- Areas in front of the loading bays should be kept clear and no vehicles (private or company) should be parked causing an obstruction to access the loading bays.
- Ensure all persons are wearing the required PPE i.e. High Vis Vests and safety footwear in loading area/yard area. Gloves must be worn as required.
- Ensure vehicles are maintained in accordance with the An Post Vehicle Maintenance Policy.
- Ensure all Line Markings, Signage, Loading Bay Doors/Dock guardian system/gates, Internal bay lights, Traffic Light Systems and Dock Levellers where provided are adequately maintained and defective equipment is taken out of service until repaired.

Arrival at the Loading Bay:

- On Closed platforms, Drivers must observe the traffic light signals **where provided** in all vehicle movements. **Reverse in and drive out on a Green light Only.**



- Always request permission from the Loading Bay Supervisor to use a loading bay where no traffic lights are provided or in the event of any issue with the traffic light system
- Stop the vehicle, apply the hand brake and switch off engine.

- For Rigid Trucks, Lower the tail lift.
- Open the rear doors and secure them to side of the trailer. Always ensure the cargo doors are secured properly before moving.
- Keep behind the doors as they are being opened, to prevent contact with any loose loads.
- Where the height of the dock leveller/platform/loading bay is different to height of trailer, operate dump valve or variable height valve as necessary.
- Always check for pedestrians and ensure the bay is safe to reverse the trailer into the bay.
- Yellow lines are provided to assist the driver in reversing the vehicle into the bay area. Reverse slowly into dock leveller/platform/loading bay. (Until contact is made with buffers on the platform).
- Apply the hand brake and switch off the engine.
- Uncouple the tractor if required in accordance with safe working practices outlined in the safety task procedures.
- Report to the Loading Bay Supervisor. Hand over the vehicle keys.
- Open the loading bay door/dock guardian system. On dock leveller platforms engage the dock leveller.
- Remove the end straps on the vehicle. The vehicle can now be handed over to the platform staff and loading or unloading may commence.

Departing Loading Bays

- Always request permission from the Loading Supervisor to ensure loading is completed and the trailer can be removed from the loading bay.
- The Driver must secure the last row and the end straps.
- The Driver must disengage the dock leveller on the dock leveller platforms and close the loading bay door/dock guardian system.
- The Driver must retrieve the vehicle keys form the Loading Supervisor before leaving the area.
- When departing a dock leveller/platform/loading bay the driver must reset all valves in cab to driving position.
- **For Traffic Light Loading bays ensure the Traffic Light is Green Before moving away from the bay.**

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- Always check for pedestrians and ensure the bay is safe to move trailer away from the loading bay.
- After moving away from dock leveller/platform/loading bay, stop the vehicle and apply the hand brake.
- Close and lock rear doors.
- For Rigid Trucks raise and secure the Tail Lift.
- Follow the speed limits and traffic signage at all times.

MAIN HAZARDS:	**RISK RATING: MEDIUM* (SEE RA MATIRX BELOW)**
• People being knocked down • People trapped between vehicle and a fixed structure • Drive Away from the platform • Damage to Property damage • Trailer tipping	

Risk Assessment Matrix

Degree of Risk is defined as: **Frequency + Likely Outcome x Probability = Degree of Risk**

Frequency of Exposure to Hazard		**+**	**Severity of Likely Outcome**	**x**	**Probability of Occurrence**	**=**	**Risk**
10	Continuous	**10**	Catastrophe (Multiple deaths	**5**	Certain to Occur	**100**	Very High Risk, Take immediate action
9	Very Frequent						
8	Frequent, A few times a day	**9**	Disaster (Death)	**4**	Can Be Expected To Occur	**90**	High Risk, Action Required Urgently
6	Occasionally, A few times per week	**8**	Very Serious (Hospital)	**3**	Quite Possible	**50**	Medium Risk Correction Required
4	Few per month	**7**	Serious (Doctor)	**2**	Unusual But Possible	**20**	Low Risk Possible Action Required
2	Rare, Few per Year	**5**	Important (First Aid)	**1**	Unlikely	**10**	Low Risk Acceptable
0	Very Rare	**3**	Noticeable	**0**	Practically Impossible	**0**	No Action Required

Risk Rating: (0-20 Low Risk; 21-50 Medium Risk; 51-100 High Risk)

Frequency (8)+ Likely Outcome (8) x Probability (2) = Degree of Risk 32*
***(If all controls are implemented correctly)**