****

**Safe Working Procedures**

**MULTI CAR TRANSPORTERS**

**Index**

|  |  |
| --- | --- |
| **Page** |  |
| 2 | Index |
| 3 | Multi car Transporter Health & Safety |
| 4 | Multi car Transporter Health & Safety Checklist |
| 5 | Multi car Transporter Health & Safety Checklist |
| 6 | Safe Working Procedures at Height & Side Protection |
| 7 | Safe Working Procedures -Deck Operations-MV Nuts |
| 8 | Safe Working Procedures -Safety During Collection & Delivery |
| 9 | Safe Working Procedures -Transporter Deck Contamination Safety |
| 10 | Safe Working Procedures -Transporter Manual Handling Tasks |
| 11 | Safe Working Procedures -Working at Height –Front Ladder |
| 12 | Safe Working Procedures -Handbrake Integrity Procedure |
| 13 | Safe Working Procedures Loading Unloading a Non-Starting Vehicle |
| 14 | Safe Working Procedures -Securing Vehicles on Transporters |
| 15 | Safe Working Procedures Winching of Damaged Vehicles |
| 16 | Safe Working Procedures -use of Spec Lift on Rear of Transporter |
| 17 | Safe Working Procedures – Loading/Unloading a Vehicle on a Slide Bed |

**Car Transporter Health & Safety**

**Legal Requirements**

The Health & Safety at Work Act 1974, Section 2, places a general duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees”. Section 7 also states that employees have a duty to take reasonable care of themselves and to comply with safety rules and procedures, and to ensure that nothing they do or fail to do puts themselves or others at risk.

The Management of Health & Safety at Work Regulations 1999, Regulations 3 and 8, make it a requirement for risk assessments to be carried out and appropriate control measures introduced to eliminate or reduce the risks that are identified. An employer shall provide his employees with comprehensible information on the identified hazards and methods of reducing or avoiding them. In addition, Regulation 12 places a duty on every employee to use any machinery, equipment, transport equipment or safety device provided to him by his employer in accordance with any training or instructions provided.

**Transporter Hazard Check List**

The following summary checklist has been compiled from risk assessments of car transporter related activities in order to comply with the above legislation and to give guidance to drivers on safe operating practices. Further details of the identified hazards and safe practices are given in the generic TP Risk Assessment.

A dedicated Safe Working Procedures (SWP) that contains greater information and instruction to eliminate also supports some hazards/minimise the risk to drivers.

The checklist should be included in any driver training programme, and should be discussed with the trainee throughout the training sessions. The “tick box” can be used to confirm that all points have been covered.

Whilst the above checklist is not exhaustive, it covers the majority of the hazards associated with the operating of a car transporter. The checklist is a “**GENERIC ASSESSMENT”** that means that the hazards identified are common to all types of transporters, and not specific to any particular truck or specific work site location.

**Car Transport Health & Safety Checklist**

|  |  |  |
| --- | --- | --- |
| **HAZARD** | **SAFE PRACTICE** | **TICK** |
| Operative crushed due to moving platforms | NEVER stand or work under moving decks |  |
| Deck dropping due to worn or damaged deck lifting devices (MV nuts or lifting nut) | Do not allow the deck (MV nut or lifting nut) to come into contact with the extremes of the screw mechanism |  |
| Deck dropping due to unsupported hydraulic ram or burst hydraulic pipe | Do not stand or work under unsupported decks |  |
| Fall/slip when adjusting overhead tie down | Use correct tie down technique |  |
| Slip/fall – failure or tie down equipment | Inspect and replace damaged/faulty equipment |  |
| Slip due to diesel, oil, grease, coolant spill | Ensure decks are free from oil/grease etc |  |
| Slip on transporter generally | Non-slip safety footwear is mandatory |  |
| Trip on transporter generally | Increased awareness – keep decks clear of trip hazards – ratchets etc |  |
| Fall from transporter top deck | Ensure good condition of safety guard rails – report any defects |  |
| Manual handling of skids | Use correct lifting techniques where possible, if unavoidable take extra care |  |
| Transporter rolling away | Always use wheel chocks when loading / unloading on hill  Never power bed or lift into ground as unloads rear axle. |  |
| Trapped hands/fingers etc. in moving parts | Keep clear of moving parts |  |
| Struck by vehicle while loading/unloading generally and at delivery locations | Wear high visibility vest/coat etc. – Increase awareness/vigilance |  |
| Non-use of PPE (Personal Protection Equipment) | Wear the appropriate PPE – footwear, high visibility clothing etc. |  |
| Head injury from contact with top deck | Position decks to give clear headroom where possible – consider using bump cap. |  |
| Ergonomics | Avoid overstretching and straining |  |
| Fall through gaps between lower decks | Where possible all work to be carried out at ground level before raising deck. Avoid stepping across the gap if possible – ensure all appropriate areas have adequate no-slip covering |  |

|  |  |  |
| --- | --- | --- |
| **HAZARD** | **SAFE PRACTICE** | **TICK** |
| Climbing onto transporter | Do no climb up – walk up the decking |  |
| Jumping from TP | Do not jump from the decking – step down |  |
| Jumping from TP/cab | Use cab steps – do not jump down |  |
| Fall from front ladder | Ensure ladder is secure – maintain firm hold on anchor point |  |
| Repetitive Strain Injury | Do not use excessive force – report any problem ASAP |  |
| Rushing | DO NOT RUSH – Exercise care at all times |  |
| Loading and Unloading non starting vehicles | Obtain assistance where possible/jump start vehicle/follow SSW ‘Loading & Unloading non starting Vehicles |  |
| Load security – unsecured vehicles on the load falling off | All vehicles to be secures correctly – check load before moving off |  |
| Foot injury | Appropriate safety footwear should be worn whilst loading/unloading |  |
| Stress: pressure to meet deadlines | Avoid self-inflicted pressure – set realistic deadlines and adjust if necessary |  |
| Defective Transporter | Carry out daily vehicle checks – defective equipment must not be used – use the Defect Reporting Procedure |  |
| Lack of sufficient training | Identify individual driver training requirements – provide appropriate training as necessary to establish competence |  |
| Lack of awareness of transporter hazards | Hazard awareness and instruction in the safe operating methods to be included in all driver training programmes |  |
| Transit damage to vehicles | Ensure that all vehicles have adequate space between them – avoid low tree routes, Know the height of the load being carried |  |
| Winter conditions – rain/snow/ice/high winds | Extreme care to be taken – safe working practices to be followed at all times – do not take unnecessary risks |  |
| Loading/unloading in darkness – higher risk of tripping on the decking | Extreme care to be taken – position the truck in the brightest area if possible/use loading lights |  |
| Loading/unloading in adverse weather conditions | Drivers should make a sound judgement on the suitability of the conditions. Do not attempt to load/unload in excessive conditions e.g. high wind |  |

|  |  |  |
| --- | --- | --- |
| **SAFE WORKING PROCEDURES – WORKING AT HEIGHT & SIDE PROTECTION** | | |
| People at Risk | | Car transporter drivers & operatives/maintenance personnel |
| Job Task | | Access/Egress from loaded vehicles & the upper decks of car transporters |
| Hazards Identified | | * Falls from height * Slip, trip or fall |
| **SWP INSTRUCTIONS** | | |
| 1. | Before walking on any car transporter decks, ensure you are wearing non-slip safety footwear | |
| 2. | Clear the decks of potential slip and trip hazards e.g. mobile ratchets & wheel chocks, oil & grease | |
| 3. | Where possible during the hours of darkness park in an area with adequate lighting, avoiding shadows if possible and switch on loading lights | |
| 4. | When preparing to load or unload vehicles, position the decks at their lowest possible angle to lessen the incline and to reduce the height of the upper decks | |
| 5. | Side protection posts and cables are fitted where “reasonably practicable” to prevent falls. Do not remove – only when using fork lift. Stay off the transporter when operating with a fork lift. | |
| 6. | Ensure items of clothing/high visibility garments are properly fastened to minimise the potential to snag on posts and brackets. | |
| 7. | Where possible position a vehicle slightly to one side to allow for the driver’s door to be opened wider | |
| 8. | Where possible, load vehicles in such a position to allow the easiest access. | |
| 9 | When alighting transporter cab, never jump out, check safe to do so, then use cab steps keeping three points of contact as you alight transporter cab. | |
| 10 | Take care when getting in or out of a vehicle, try to avoid getting into an unbalanced position | |
| 11 | Do not use the safety posts as firm anchor points and avoid leaning against the cables unnecessarily. | |
| 12. | Pass any exposed areas with caution – use firm anchor points to hold on to if available. Do not rely on items fitted to the loaded vehicles e.g. wipers. | |
| 13. | When moving in a restricted space between a loaded vehicle and the side protection, select the body position most suitable for you , i.e. back to the vehicle or facing the vehicle? | |
| 14. | *Do not rush* – be aware of your surroundings at all times and act in a safe and professional manner. | |
| 15. | Use the ‘Defect Reporting’ system to report any missing/damaged or defective items, e.g. excessive sag in the top cable. | |
| 16 | Commercial vehicles present the greatest problem with restricted door openings. If loading commercials take extreme care at all times. | |
| 17. | Report any safety concerns you may have when loading particular types of vehicles. | |
| 18. | Take extreme care in adverse weather conditions, 1.e. severe gales/snow or ice. | |
| 19. | Where possible all strapping/unstrapping to be carried out while operative is standing on the ground. | |
| **QUALIFICATIONS OR TRAINING NECESSARY:**   1. On the job information, training and supervision 2. Guidance on generic car transporter hazards and safe working practices. | | |

|  |  |  |
| --- | --- | --- |
| **SAFE WORKING PROCEDURES – DECK OPERATIONS – MV NUTS / LIFT NUTS** | | |
| People at Risk | | Car transporter drivers & operatives/maintenance personnel |
| Job Task | | Raising and lowering screw operated decks on car transporters |
| Hazards Identified | | * Deck collapse * Crush injury Head Injury * Resulting slip, trip or fall |
| **SWP INSTRUCTIONS** | | |
| 1. | Ensure that you are suitably trained and competent to operate the Equipment | |
| 2 | Where possible during the hours of darkness park in an area with adequate lighting, avoiding shadows if possible and switch on loading lights | |
| 3 | Be aware of the maximum travelling Limit for each deck & do not exceed that limit. | |
| 4 | Allow sufficient tolerance between the screw block and end of deck travel when carrying out loading and unloading procedures. | |
| 5 | Avoid deck-to-deck contact. | |
| 6 | Operate deck control levers correctly | |
| 7 | Do not rush-be aware of your surroundings at all times and act in a safe & professional manner. | |
| 8 | Deck levers are spring loaded for safety, do not wedge deck levers with” tie down “ bars or similar items | |
| 9 | Never stand on, or work under moving decks. | |
| 10 | Use the “Defect Reporting” System to report any suspected damage to any screw block or lifting mechanism. | |
| 11. | If a screw block/deck related problems occurs, the PTO should be disengaged and the engine switched off. | |
| 12. | If a failure of the screw lifting system occurs no attempt should be made to load or unload any vehicles until it is safe to do so by maintenance personnel. Do not stand below or near the particular deck. Also instruct any other person who is in the vicinity to keep clear. | |
| 13. | Report any problem to the appropriate person /management giving as much information as possible into the sequence of events | |
| 14 | Record Problem in the appropriate defect book. | |
| 15 | Where possible all strapping / unstrapping to be carried out while operative is standing on the ground. | |
| **QUALIFICATIONS OR TRAINING NECESSARY:**   1. On the job information, training and supervision 2. Guidance on generic car transporter hazards and safe working practices. | | |

|  |  |  |
| --- | --- | --- |
| **SAFE WORKING PROCEDURES – SAFETY DURING COLLECTION OR DELIVERY** | | |
| People at Risk | | Car transporter drivers / other road users / members of the public |
| Job Task | | Safety during “on the road” deliveries and collections |
| Hazards Identified | | * Generic TP related * Struck by passing vehicles * Vehicle collision |
| **SWP INSTRUCTIONS** | | |
| 1. | Confirm the collection/delivery address and obtain directions/delivery instructions if available and necessary i.e. new collection/delivery or new to you if there have been any changes. | |
| 2. | Follow the site instructions if established and park in the designated area. Obtaining assistance if available from a “banks man” to guide you in. | |
| 3. | In the absence of a designated area park “off the road” if possible. Possible unless you have assistance. Be aware of “on-site” vehicle movements. | |
| 4. | Where possible during the hours of darkness, park in an area with adequate lighting, avoiding shadows if possible and switch on loading lights. | |
| 5. | High visibility item (vest/coat) should be worn by the driver of the vehicle when they are outside of their cab and engaged in loading/unloading activity. | |
| 6. | The truck hazard warning light should be on while the vehicle is stationary or manoeuvring on site. | |
| 7. | If you have to park on the public road – choose the most suitable position that has fewer hazards i.e. a side street rather than a main road – less traffic and travelling at a slower speed. | |
| 8. | Make a judgement to balance the distance you have to drive the vehicles against the benefits derived, i.e. would parking the TP too far away from the collection/delivery point create secondary problems moving the vehicles? | |
| 9. | Where possible park with the near side of the truck alongside the kerb so that the deck levers can be operated from the safety of the pavement or grass verge. | |
| 10. | If this cannot be done and you have to stand in the road to operate the deck levers – switch on the truck headlights/warning lights during daylight hours. You should not stand in the road to operate the deck levers during the hours of darkness. | |
| 11. | Watch the oncoming traffic while working around the TP and try to limit the time you spend on the road. Ideally coincide your exposure with gaps in the traffic. BE ALERT AT ALL TIMES. | |
| 12. | Do not jump off the side of the truck- walk down and access/egress from the decking. | |
| 13. | Take extreme care when driving, and in particular, reversing a vehicle off the TP. Switch on the vehicle’s hazard warning lights and be aware of traffic movements. | |
| 14. | On busy roads carry out assessment and consider use of cones to create a safe working area as per training. | |
| 15 | Be particularly wary when stowing away the rear loading skids as you may obscure the rear and/or hazard warning lights. Check the position of the traffic before doing so. | |
| 16. | *Do not rush* – be aware of your surroundings at all times and act in a safe and professional manner. | |
| 17. | Always look in wing mirror and in front of you for approaching traffic before leaving cab. | |
| 18. | When deck control levers are active care should be taken to prevent passers by from interfering with transporter operation. | |
| 19. | Where possible all strapping/unstrapping to be carried out while operative is standing on the ground. | |
| **QUALIFICATIONS OR TRAINING NECESSARY:**  1. On the job information, instruction, training and supervision  2. Guidance on generic car transporter hazards and safe working practices. | | |

|  |  |  |
| --- | --- | --- |
| **SAFE WORKING PROCEDURES – TP DECK CONTAMINATION SAFETY** | | |
| People at Risk | | Car transporter drivers |
| Job Task | | Standing / working on car transporter decks |
| Hazards Identified | | * Slip/fall on the TP as a result of oil/grease or inadequate non-slip protection |
| **SWP INSTRUCTIONS** | | |
| 1. | Before walking on any car transporter decks, ensure you are wearing non-slip safety footwear | |
| 2. | Clear the decks of potential slip and trip hazards e.g. mobile ratchets and straps. | |
| 3. | Avoid walking through contaminated areas/oil spills in the compound. If this is unavoidable, e.g. around a diesel tank, ensure that the soles of your footwear is wiped clear of any contamination before walking on the TP. | |
| 4. | Do not stand on the fuel tank unless it has an area specifically designed to do so, and the area is covered with s suitable anti-slip facility. | |
| 5. | Take particular care and be aware of the risk of deck contamination following a repair to the truck or following regular servicing, or loading damaged vehicles. | |
| 6. | Deck screws and “lifting devices” may have been lubricated and therefore have the potential to transfer some of the lubricant to the decking, especially if excessive amounts of lubricant are used. Be observant and wipe off any grease that may find its way on to the decking. | |
| 7. | On occasions, hydraulic oil pipes may rupture. Depending on the circumstances and the position of the burst, the hazard caused can be significant or minor. | |
| 8. | If the burst occurs in a compound, arrangements should be in place to put down appropriate materials to contain/absorb the spill. If a burst occurs on the public road contact your manager for instruction – (this should be contained and cleared by the hose repair company). | |
| 9. | If the burst has resulted in deck contamination take extreme car. Request the repair agent to clean as much of the oil as they can, paying particular attention to areas where you may have to stand. | |
| 10. | If it is unavoidable that you have to stand on these areas – take extreme care and hold on to a firm anchor point where possible. Make sure that transporter has all affected areas cleaned. | |
| 11. | Do not continue to use the TP indefinitely before arranging cleaning. | |
| 12. | Non-slip coatings are used to cover areas where drivers may stand. If the coating is worm or missing, use the “Defect Reporting System” to rectify the deficiency. | |
| 13. | *Do not rush* – be aware of your surroundings at all times and act in a safe and professional manner. | |
| **QUALIFICATIONS OR TRAINING NECESSARY:**   1. On the job information, training and supervision 2. Guidance on generic car transporter hazards and safe working practices. | | |

|  |  |  |
| --- | --- | --- |
| **SAFE WORKING PROCEDURES – TP MANUAL HANDLING TASKS** | | |
| People at Risk | | Car transporter drivers & operatives |
| Job Task | | Car transporter related manual handling activities |
| Hazards Identified | | * Strain / musculoskeletal injury |
| **SWP INSTRUCTIONS** | | |
| 1. | Before walking on any car transporter decks, ensure you are wearing non-slip safety footwear | |
| 2. | Clear the decks of potential slip and trip hazards e.g. mobile ratchets & wheel chocks, oil & grease | |
| 3. | Where possible during the hours of darkness park in an area with adequate lighting, avoiding shadows if possible and switch on loading lights. | |
| 4. | Assess the following before attempting to move any load: size – shape – rigidity – weight – resistance to movement – body position – frequency. | |
| 5. | Treat unfamiliar loads with caution. | |
| 6. | Never move anything that is too heavy, recognise your limitations and do not over exert yourself. | |
| 7. | The following tips are produced to help you to develop good manual handling techniques and posture: position your feet securely and get into a balanced position – bend knees, not your back – lift with your legs NOT your back. | |
| 8. | Avoid twisting. Although not always possible, it helps to avoid unnecessary stain on the lower back. | |
| 9. | Avoid obstructions where possible and get as close as you can to the load, thereby reducing the risk of injury. Where this is unavoidable, e.g. vehicle overhand when positioning rear-loading skids, take care. | |
| 10. | Getting an object moving from a stationary position places a greater strain on muscles and discs, especially if the movement is awkward. It is therefore important to keep the load moving where possible. Avoid jerking the load and use your body weight rather than muscular effort. | |
| 11. | If the rear load skids do not move easily as a result of lack of maintenance or a defect, use the “Defect Reporting System” to remedy the problem. | |
| 12. | It should be noted the movement of the rear loading skids probably represents the greater risk. By being aware of this, and by using good manual handling techniques, the risk can be significantly reduced. | |
| 13. | An important point to remember is that manual handling injuries may develop over a period of time rather than be caused by a single incident. If you are experiencing any symptoms, report them to your depot manager. | |
| 14. | Injuries are generally caused by bad habits, incorrect posture and poor technique. | |
| 15 | Injuries are reduced by the provision of adequate training, correct posture and the use of practical techniques that apply kinetic principles. | |
| 16. | *Do not rush* – be aware of your surroundings at all times and act in a safe and professional manner. | |
| 17. | If it is possible to obtain assistance when carrying or moving objects always do so. | |
| **QUALIFICATIONS OR TRAINING NECESSARY:**   1. On the job information, training and supervision 2. Guidance on generic car transporter hazards and safe working practices. | | |

|  |  |  |
| --- | --- | --- |
| **SAFE WORKING PROCEDURES – WORKING AT HEIGHT – FRONT LADDER** | | |
| People at Risk | | Car transporter drivers & operatives |
| Job Task | | Tie down activities from front ladder |
| Hazards Identified | | * Fall from ladder * Strain musculoskeletal injury |
| **SWP INSTRUCTIONS** | | |
| 1. | Before walking on any car transporter decks or climbing on any fitted ladder, ensure you are wearing non-slip safety footwear. | |
| 2. | Where possible during the hours of darkness park in an area with adequate lighting, avoiding shadows if possible and switch on loading lights | |
| 3. | Fitted front ladders should be designed to allow drivers to use them safely, i.e. they should be:   1. Strong enough to support the “heaviest person” 2. High enough to enable the “shortest person” to reach tie down points without excessive stretching 3. Securely fastened to prevent any significant movement 4. Wide enough to allow both feet to be positioned on one step 5. “Deep enough” to allow a person “with the largest feet” to stand firmly on the ladder rungs, i.e. near the arch of the foot and not the toe 6. Have suitable “non-slip” surface on the flat horizontal part of all rungs | |
| 4. | Front ladders should be visually inspected to ensure that they are free of defects before you attempt to use them. | |
| 5. | In addition to the above, a firm “grab handle” should be fitted to the upper deck cross member or cab. | |
| 6. | If drivers encounter any personal difficulties when using the front ladder, they should inform their management maintenance personnel. | |
| 7. | Use the “Defect Reporting System” to report any defects or where the ladder does not satisfy the above requirements. | |
| 8. | Do not use the ladder or walk on the decking if the soles of your footwear of the ladder/decking are contaminated with oil or grease. Wipe/clean off the contamination. | |
| 9. | Ensure that gloves are suitable and that items can be firmly held. | |
| 10. | Follow the tie down instructions detailed in SSW Securing Vehicles on Transporters document. | |
| 11. | Have on hand holding on to a firm anchor point at all times when climbing the ladder. | |
| 12.. | Prior to working on overhead tie down equipment, ensure that your feet are positioned securely and you are in a balanced position. | |
| 13. | When working on overhead tie down equipment use your “free” hand/arm to anchor you. | |
| 14. | Do not use both hands together on the bar when tying down as this increased the risk of losing balance. | |
| 15. | Recognise your limitations and do not over exert yourself as this increases the risk of losing balance. Use good techniques. | |
| 16. | *Do not rush* – be aware of your surroundings at all times and act in a safe and professional manner. | |
| **QUALIFICATIONS OR TRAINING NECESSARY:**   1. On the job information, training and supervision 2. Guidance on generic car transporter hazards and safe working practices. | | |

|  |  |  |
| --- | --- | --- |
| **SAFE WORKING PROCEDURES – HANDBRAKE INTEGRITY PROCEDURE** | | |
| People at Risk | | Car transporter drivers & operatives |
| Job Task | | Loading / unloading vehicles on the decks of transporters |
| Hazards Identified | | * Vehicles falling off the transporter * Crush / strain / musculoskeletal injury * Trip / fall from height |
| **SWP INSTRUCTIONS** | | |
| 1. | Before walking on any car transporter decks, ensure you are wearing non-slip safety footwear. | |
| 2. | Clear the decks of potential slip and trip hazards, e.g. mobile ratchets and wheel chocks, oil and grease. | |
| 3. | Where possible during the hours of darkness, park in an area with adequate lighting, avoiding shadows if possible and switch on loading lights. | |
| 4. | Before exiting a vehicle after loading it onto your transporter care should be taken to establish whether the handbrake has sufficient integrity to hold the car in position. | |
| 5. | Please observe the following procedure at all times:   1. When the car is driven into position keep your foot on the footbrake. 2. Apply the handbrake and select neutral in the gearbox. 3. Switch off the engine. 4. Release the footbrake without putting the car into gear. 5. If the car travels either forwards of backwards at this point the vehicle should have winch wire attached loosely and winched off. 6. If the car does not travel and the handbrake is sufficient, the vehicle can then be left in gear if necessary and providing that this is not contrary to manufacturer’s instructions. | |
| 6. | The same procedure should apply to vehicles fitted with electronic handbrakes. | |
| **QUALIFICATIONS OR TRAINING NECESSARY:**   1. On the job information, training and supervision 2. Guidance on generic car transporter hazards and safe working practices. | | |

|  |  |  |
| --- | --- | --- |
| **SAFE WORKING PROCEDURES – LOADING / UNLOADING A NON STARTING VEHICLE** | | |
| People at Risk | | Car transporter drivers & operatives / maintenance personnel /members of the public |
| Job Task | | Access / Egress from loaded vehicles & the upper decks of car transporters |
| Hazards Identified | | * Manual handling injury * Slip / trip / fall/ crush |
| **SWP INSTRUCTIONS** | | |
| 1. | Before walking on any car transporter decks, ensure you are wearing non-slip safety footwear. | |
| 2. | Clear the decks of potential slip and trip hazards, e.g. mobile ratchets and wheel chocks, oil and grease. | |
| 3. | Where possible during the hours of darkness park in an area with adequate lighting, avoiding shadows if possible and switch on loading lights | |
| 4. | If you know the vehicle is a non starter before being loaded, wherever possible, load the vehicle on a sloping deck so that it can be easily rolled off after releasing the handbrake. | |
| 5. | If no sloping deck is available, load the vehicle in a position where it is easily accessible and the bonnet can be opened to gain access to the battery in order to jump-start the vehicle. | |
| 6. | Seek assistance from compound staff and use battery booster packs or jump leads where available, or move to a position where the vehicle can be winched onto the TP. | |
| 7. | If there are no compound staff to assist, seek assistance from other drivers if possible. *Do not invite unsuitable persons to assist or climb on the transporter, e.g. office staff, with unsuitable footwear.* | |
| 8. | Do not take unnecessary risks, or attempt to manually push a vehicle on a TP on your own. Always use the winch to winch vehicle onto TP. | |
| 9. | If the vehicle is being pushed by a number of people, ensure that one person is inside the vehicle controlling the hand and foot brakes. | |
| 10. | If it is considered to be or hazardous or unable, or no help is available, call your manager for instructions. | |
| 11. | The vehicle should never be unrestrained with the handbrake off. | |
| 12. | *Do not rush* – be aware of your surroundings at all times and act in a safe and professional manner. | |
| **QUALIFICATIONS OR TRAINING NECESSARY:**   1. On the job information, training and supervision 2. Guidance on generic car transporter hazards and safe working practices. | | |

|  |  |  |
| --- | --- | --- |
| **SAFE WORKING PROCEDURES – SECURING VEHICLES ON TRANSPORTERS** | | |
| People at Risk | | Car transporter drivers & operatives / other road users / general public |
| Job Task | | Securing (tying down) motor vehicles on car transporters |
| Hazards Identified | | * Vehicles falling or rolling off the transporter * Strain / musculoskeletal injury * Head injury * Slip / trip / fall |
| **SWP INSTRUCTIONS** | | |
| 1. | Before walking on any car transporter decks, ensure you are wearing non-slip safety footwear. | |
| 2. | Clear the decks of potential slip and trip hazards, e.g. mobile ratchets and wheel chocks, oil and grease. | |
| 3. | Where possible during the hours of darkness park in an area with adequate lighting, avoiding shadows if possible and switch on loading lights | |
| 4. | The condition of the tie down straps and equipment should be examined prior to use. Replace worn or damaged items. | |
| 5. | Ensure that a small stock of replacement tie down equipment is stored on the transporter. | |
| 6. | Tie down all vehicles in accordance with the manufacturer instructions and minimum straps required. Company policy is that wherever possible 4 straps per vehicle are the minimum. | |
| 7. | Never secure vehicles through undamaged wheels or where damage may be caused to safety critical items such as steering components, brake pipes etc. | |
| 8. | Whenever possible, raise the top decks sufficiently to eliminate the risk of head injury. | |
| 9. | Never stand on, or work under moving decks. | |
| 10. | Always use deck-locking devices as instructed by your Training Manager. If you are unfamiliar with the correct use of these devices seek immediate instruction from your Training Manager. Do not attempt to operate decks if you have not received this instruction. | |
| 11. | Never secure the vehicle by means of a winch | |
| 12. | Prior to working on overhead tie down equipment, ensure that your feet are positioned securely and you are in a balanced position. | |
| 13  . | When exerting force on the bar ensure that you are holding on to a firm anchor point to prevent losing your balance. Always ensure that the bollard and tie down bar are free from grease, oil, or other slippery substances as this can affect grip or balance. When releasing the ratchet pawl this should be the bollard bracket itself. | |
| 14. | Do not use both hands together on the bar when trying down as this increases the risk of losing balance. | |
| 15. | Recognise your limitations and do not over exert yourself when trying down. Use good techniques. | |
| 16. | *Do not rush* – be aware of your surroundings at all times and act in a safe and professional manner. | |
| 17. | Vehicles carried must be secured with a minimum of four straps per vehicle pulling in opposite directions. Care should be taken with tie down strap on sharp metal edges. | |
| 18. | Before driving, always check to ensure that the vehicles carried are securely tied down, and any equipment not use is secured. *By law the driver is responsible for the security of the load.* | |
| 19. | Check the height of TP before leaving site. | |
| **QUALIFICATIONS OR TRAINING NECESSARY:**   1. On the job information, training and supervision 2. Guidance on generic car transporter hazards and safe working practices. | | |

|  |  |  |
| --- | --- | --- |
| **SAFE WORKING PROCEDURES – WINCHING OF DAMAGED VEHICLES** | | |
| People at Risk | | Car transporter drivers & operatives /other road users/ general public |
| Job Task | | Access / Egress to TP and lower & upper decks by winching |
| Hazards Identified | | * Crush Injuries * Damage to body/ limbs by winch wire |
| **SWP INSTRUCTIONS** | | |
| 1. | Before walking on any car transporter decks, ensure you are wearing non-slip safety footwear. | |
| 2. | Clear the decks of potential slip and trip hazards, e.g. mobile ratchets, oil, grease and coolant. | |
| 3. | Before winching operations take place, driver should make an assessment of vehicle weight, Rolling, Incline & damage Resistance, and calculate the load to be winched. . | |
| 4. | Consideration should be given not to overload the winch wire SWL | |
| 5. | Always use chain or Webbing winch Brothers on a suitable point on casualty vehicle. Do not use the manufacturer’s towing eye as these are not designed for damaged or winching up incline or from an angle. | |
| 6. | Keep hands clear of moving parts and always wear work gloves while handling winch wires. | |
| 7. | When using remote control winch the driver should sit in the casualty vehicle with the handbrake partially applied when winching, casualty vehicle onto Transporter. | |
| 8. | If winching operation deemed to hazardous Advice should be sort from Manager | |
| 9. | To Change Direction of winch pull a snatch block may be used but an assessment should be carried out before winching operations start. When winching operation finished the casualty vehicles hand brake, should be fully applied and the winch wire slackened, but can remain attached so used as a secondary restrain. Return Winch Remote to transporter cab holder, once it has been turned off. | |
| 10. | Never stand in Front or Behind casualty vehicle during winching operation. Also make sure other drivers, compound staff members of public stand at safe distance. | |
| 11. | If the winch Wire is damaged beyond safe working i.e. 3 strands broken in an inch winch wire should be replaced. Chain or webbing winch brothers should be replaced if damaged or faulty. For further clarification should be sought from manager or maintenance staff .Never use defective equipment. | |
| **QUALIFICATIONS OR TRAINING NECESSARY:**   1. On the job information, training and supervision 2. Guidance on generic car transporter hazards and safe working practices. | | |

|  |  |  |
| --- | --- | --- |
| **SAFE WORKING PROCEDURES – LOADING / UNLOADING A VEHICLE ON A SPEC LIFT** | | |
| People at Risk | | Car transporter drivers & operatives / maintenance personnel /members of the public |
| Job Task | | Access / Egress from loaded vehicles & the upper decks of car transporters |
| Hazards Identified | | * Crush injury Hand/ Foot Injury * Collision/ Runaway casualty vehicle |
| **SWP INSTRUCTIONS** | | |
| 1. | Before walking on any car transporter decks, ensure you are wearing non-slip safety footwear. | |
| 2. | Clear the decks of potential slip and trip hazards, e.g. mobile ratchets oil and grease. | |
| 3. | Where possible during the hours of darkness park in an area with adequate lighting, avoiding shadows if possible and switch on loading lights | |
| 4. | Ensure That You are Suitably trained for particular Transporter Equipment, If in Doubt Check with Management | |
| 5 | Where possible always load & unload on level ground. Care should be taken not to Power the spec lift into the ground, and unload the rear axle. If loading or unloading takes place on a hill or incline, **Always Use Wheel chocks when loading or unloading.** | |
| 6 | When recovering a disabled Vehicle onto a spec lift Make an Assessment of size , weight and damage to casualty vehicle also consider Transmission of casualty vehicle i.e. 4 x4, Automatic, Front wheel Drive, Rear wheel drive. Always park Transporter on level ground or facing downhill Never Load Uphill as there is Danger of Vehicle Rolling Away. If the casualty Vehicle Rolls Seek Assistance to load . If badly damaged use Winch to load After carrying out Assessment for Winching. | |
| 7. | Once Casualty Vehicle is Loaded onto Spec Lift the Vehicle must be Secured in accordance with Transporter Manufactures securing straps Damaged Wheels and Suspension Must be Assessed and secured by means of webbing straps and ratchets. Also a secondary securing device should be fitted from the casualty to Transporter in accordance with Training if unsure contact manager for clarification | |
| 8. | A light Board with the number plate of the Transporter should be placed on the rear of casualty vehicle and electrical wire secured to prevent damage. The Transporter should not be used on road without light board with Transporter number plate fitted to it. | |
| 9. | Do not take unnecessary risks, or attempt to manually push a vehicle on a TP on your own. Always use the winch to Load vehicle onto TP. | |
| 10. | If the vehicle is being pushed by a number of people, ensure that one person is inside the vehicle controlling the hand and foot brakes. | |
| 11. | Consideration must be given to wheels that remain in contact with the Ground, to check for wheel security, wheel nuts/ studs are all present and secure also make sure condition of the tyres are roadworthy. | |
| 12. | If it is considered to be or hazardous or unsafe, or no help is available, call your manager for instructions. | |
| 13 | The vehicle should never be unrestrained with the handbrake off. | |
| 14 | *Do not rush* – be aware of your surroundings at all times and act in a safe and professional manner. | |
| **QUALIFICATIONS OR TRAINING NECESSARY:**   1. On the job information, training and supervision 2. Guidance on generic car transporter hazards and safe working practices. | | |

|  |  |  |
| --- | --- | --- |
| **SAFE WORKING PROCEDURES – LOADING / UNLOADING A VEHICLE ON A SLIDE BED** | | |
| People at Risk | | Car transporter drivers & operatives / maintenance personnel /members of the public |
| Job Task | | Access / Egress from loaded vehicles & the upper decks of car transporters |
| Hazards Identified | | * Crush injury Hand/ Foot Injury * Collision/ Runaway casualty vehicle |
| **SWP INSTRUCTIONS** | | |
| 1. | Before walking on any car transporter decks, ensure you are wearing non-slip safety footwear. | |
| 2. | Clear the decks of potential slip and trip hazards, e.g. mobile ratchets oil and grease. | |
| 3. | Where possible during the hours of darkness park in an area with adequate lighting, avoiding shadows if possible and switch on loading lights | |
| 4. | Ensure That You are Suitably trained for particular Transporter Equipment, If in Doubt Check with Management | |
| 5. | When recovering a disabled Vehicle onto a Slidebed Make an Assessment of size, weight and damage to casualty vehicle. Always park Transporter on level ground or facing downhill Never Load Uphill as there is Danger of Vehicle Rolling Away. If the casualty Vehicle Rolls Seek Assistance to load. If badly damaged use Winch to load After carrying out Assessment for Winching. | |
| 6. | Once Casualty Vehicle is Loaded onto Slidebed Vehicle must be Secured in accordance with Transporter security 4 straps per vehicle. | |
| 7. | Loading and unloading should take place on level ground, if this is not possible care should be taken not to power, slide bed into the ground and take the weight of the back axle. As this could cause the transporter to roll away especially when unloading as the weight comes off the transporter. **Always use wheel chocks when loading or unloading on a hill or incline.** | |
| 8. | Do not take unnecessary risks, or attempt to manually push a vehicle on a TP on your own. Always use the winch to load vehicle onto TP. | |
| 9. | If the vehicle is being pushed by a number of people, ensure that one person is inside the vehicle controlling the hand and foot brakes. | |
| 10 | If it is considered to be or hazardous or unsafe, or no help is available, call your manager for instructions. | |
| 12 | The vehicle should never be unrestrained with the handbrake off. | |
| 13 | *Do not rush* – be aware of your surroundings at all times and act in a safe and professional manner. | |
| **QUALIFICATIONS OR TRAINING NECESSARY:**   1. On the job information, training and supervision 2. Guidance on generic car transporter hazards and safe working practices. | | |