	SAFE WORKING PROCEDURE	Document Number
		CRUK-SWP-002-01
	Unloading of material via all road traffic and unloading in inclement weather	Review Period: 2 Years
		Review Date Due: 01/06/2025
		Owner: Operations Manager

Revision History

Review Team Date of Review	Name & Position	Name & Position	Name & Position	Name & Position
27/03/2023	Andreu Dorca Scrap Yards Manager	Michael Kethro Safety Officer	Richard Thomas Plant Manager	Chris Griffiths Maintenance Manager

Rev Number	Reason for Revision	Revision Author	Reviewed By	Authorised By	Date
001	Draft for implementation	R Connick	M. Kethro	A. Dorca	27/03/2023

1. Purpose and Scope

The purpose of this SWP is guidance on safe working practices for unloading of bulkers, Roll on Roll off's, skips and flatbed vehicles. This will also cover safety tipping requirements and unloading in inclement weather. This procedure applies to all Celsa Recycling UK sites that receive materials on site

2. Risk Assessment Reference

CUK-GRA-004-04 General lifting operations
CUK-GRA-007-03 Loading and unloading operations
CUK-GRA 011-03 Operating mobile plant
CRUK-OPS-RA-001-01 Unloading of materials

3. Glossary of Terms

PPE	Personal Protective Equipment
RoRo	Roll on Roll off hook loader
RA	Risk assessment
SWP	Safe working procedure
MH	Material Handler





4. Personal Protective Equipment and Tools required





PPE Required	Tools Required
<ul style="list-style-type: none"> • Hi- Vis – Long trousers • Helmet • Safety Glasses • Chin strap • Gloves • Ear protection (when required) • Mask FP3 (when required) 	<ul style="list-style-type: none"> • Radios • PDA • Material Handler – Grab and Magnet attachments • Telehandler

5. Preconditions


Satisfy the Preconditions		
No	Check	Tick
1.	Daily inspections on material handlers and tele handlers	
2.	Celsa staff and contractors signed off on RA's and SWPs for task	
3.	Haulier driver inducted and signed off	
4.	PPE	
5.	Safe and clear unloading area	
6.	Trained and competent personnel	

6. Significant Hazards & Precautions





Hazard	Precautions
	<ul style="list-style-type: none"> • Falling objects from material handlers • Falling objects from vehicles
	<ul style="list-style-type: none"> • Entrapment • Falling object from being handled • Collapse/Movement of material • Collisions with mobile objects
	<ul style="list-style-type: none"> • Slips, trips and falls
	<ul style="list-style-type: none"> • Noise from machines and movement of scrap • Dust • Vibrations • Road traffic • Rail Traffic • Overturning Vehicles

	<ul style="list-style-type: none"> No pedestrian access to operational areas
	<ul style="list-style-type: none"> Overhead loads
	<ul style="list-style-type: none"> Forklifts and Telehandler in operation.
	<ul style="list-style-type: none"> Rotating machinery operate throughout operational area

7. Step by Step Procedure

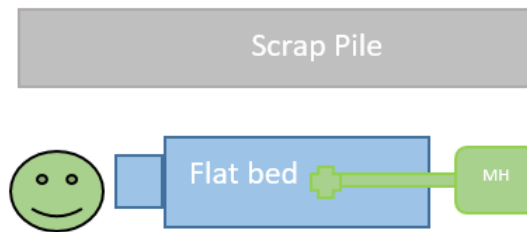
Step	Description	Done?
1	<p>Step 1: Visually check the vehicle and driver</p> <p>1.1 Ensure that all drivers wear all required PPE before they enter operational area.</p> <p>1.2 Visually check that all tires are inflated, in good condition with no visual or audible punctures.</p> <p><i>Any tyre pressure issues will cause the load to become unstable when tipping.</i></p> <p>1.3 Check trailer, bulkers, bins, skips and chassis for any defects. These include holes, tears, bulges and door condition.</p> <p>1.4 The material of any bulker should be established. Aluminum trailers can only transport processed high density materials, Frag, Tin Can, and Incinerated.</p> <p><i>Any other steel materials can cut into the softer aluminum and cause the material to catch causing the load to be unstable.</i></p> <p>1.5 The pressure of the back doors should to be established. Centurial cameras and grab platforms to perform visual checks. If material has pressure on the doors, this will increase the risk of driver being struck by back doors when opening. A grab is to be used to remove pressure from the doors by removing material</p> <p> Any of the above not correct at time of operation should be brought to the attention of the driver, Yard manager and Transport manager.</p>	
2	<p>Step 2: Positioning of Bulker, RoRo and skips in the unloading area.</p> <p>2.1 Always supervise vehicles inside operational areas. This is to ensure the vehicle and driver safety.</p> <p>2.2 Brief the driver of where and what to do to. If no brief is given the driver will do what they think they should do. This will cause them to become a danger to themselves and staff in the yard.</p>	

<div data-bbox="154 153 207 201" data-label="Image"></div> <div data-bbox="154 367 207 415" data-label="Image"></div> <div data-bbox="154 1251 207 1299" data-label="Image"></div>	<p style="color: red; text-align: center;">Anticipate poor safety behavior before it occurs.</p> <p>2.3 Radio material handlers and inform them that you are moving a vehicle into the unloading area.</p> <p>2.4 When reversing a vehicle always use banksman techniques at the front.</p> <p style="color: red; text-align: center;">While conducting banksman operations position yourself in the away from the direction of travel.</p> <p>2.5 Adopt a position where you are always visible to the driver.</p> <div data-bbox="649 693 1071 1155" data-label="Diagram"> </div> <p style="color: red; text-align: center;">Always control the area you working in. Communication with machine operators and always being visible to vehicle drivers.</p>	
<div data-bbox="170 1329 191 1356" data-label="Text">3</div> <div data-bbox="154 1829 219 1892" data-label="Image"></div>	<p>Step 3: Opening of bulker doors</p> <p>3.1 Instruct driver to turn vehicle off, dismount cab, ensure all PPE is worn at time of dismount point.</p> <p style="color: blue; text-align: center;">Do not allow the driver to proceed with the opening of the trailer doors if the drivers do not comply with the PPE requirements.</p> <p>3.2 Ensure material handlers are NOT handling any scrap from the near piles when the driver is out of the cab.</p> <p>3.4 Follow lorry driver to the back of the trailer and monitor the task of opening the trailer doors are done safely using the mechanical or pneumatic locking systems.</p> <p>3.5 Ensure lorry driver do not stand behind the doors when unlocking them. This is to be done at the side of the trailer.</p> <p style="color: red; text-align: center;">The driver is to be positioned in a way that if the doors are pressurised with the potential of the doors opening uncontrollably they will not be struck by the opening door.</p>	

 	<p>3.6 If doors will not open manually, a grab can assist in the opening of doors. The grab can take pressure from the center hooks by pressing the grab against the side of the trailer.</p> <p>Vehicle driver is to be made aware if we do this we will not be held responsible for any damages.</p> <p>3.7 The driver is to use straps or chains attached to the door to completely open door. Failure to use the will increase the risk of scrap falling from behind the door onto the driver.</p> <p>3.8 The driver is then to use chains no larger than 30cm to attach the doors to the bulker. This will ensure the doors do not swing and break during tipping. No ropes or straps can be used</p> <p>Once the doors have been released from the safety system, no access to ANYONE. The driver is not to cross the doors, They are to walk around the front of the vehicle.</p> <p>No cut gloves should be worn at all times by drivers.</p>	
<p>4</p>  	<p>Step 4: Opening of RoRo doors.</p> <p>4.1 As per step 1, ensure the RoRo bin has the equipment needed to open the doors safely. A strap to open the door and a chain to connect the door to the body of the bin. Chain is to be no longer then 30cm.</p> <p>4.2 The driver is to release the door from the safety pin and unwind the door catches. Drivers are to be wearing no cut gloves at all times.</p> <p>4.3 The driver is then to walk round to the other side. Using the strap attached to the door, they are to pull the door from a safe area.</p> <p>4.4 The door is then to be attached to the body of the bin, ensuring it is secured correctly.</p> <p>If the chains fail, this will cause the door to dig into the ground and cause the vehicle to detach the bin or topple.</p>	
<p>5</p>	<p>Task 5: Unloading of flatbed trailers</p> <p>5.1 The driver is to unstrap the load in a safe area, then move trailer to unloading area</p> <p>5.2 The trailer must be horizontal to the unloading pile.</p> <p>5.3 Assess the load for the safest and most efficient way of unloading.</p> <p>If the load will be difficult to unload, detach the trailer from the lorry.</p>	



5.3 Position the material handler to the rear of the flatbed. This will ensure control of the material and limit damage if the load becomes unstable.



5.4 The driver must be out of the lorry and located in the waiting area before loading commences, the waiting area should be at least 25m from the loading operation.

5.5 The MH is only to pick one bundle up or piece of material at one time

5.6 Celsa staff to visually support the material handler when unloading the floor of the bed. The beds are made of wood, any heavy downward pressure or heavy grabbing will damage the bed.

The driver is not authorised to mount the bed of the trailer at any time. Machines are to assist in all above ground operations.



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Task 6: Tipping off of Bulklers and RoLos

6.1 Adopt position of step 2.

6.2 Ensure the following pre-conditions before tipping

6.2.1 Driver is wearing PPE.

6.2.2 Driver is wearing seat belt.

6.2.3 All windows to lorry are closed.

6.2.4 The area to both sides are clear of machinery (12m) and personnel (25m).

6.3 Give hand signals to proceed to offload the load

6.4 Supervise the full load, continuously visually inspecting the condition of the unload.

6.4.1 Ground conditions

6.4.2 Body of trailer rising vertically with no horizontal movement

6.4.3 Condition of the RAM(s) and hydraulic hoses

6.4.4 Tyre condition and inflation.



If any of the above changes during the lifting of the trailer or bin an immediate STOP to the operation must be done. If operation continues the risk of the trailer of toppling is high.

Task 7: Unloading in increment weather

A dynamic risk assessment shall done in any weather situations. High winds, Heavy rain, ice and snow.

Wind

- 6.5 Follow up to step 2. If wind is a risk, assess if there is a more sheltered area that can be used.
- 6.6 Position the lorry so wind passes over the front or back of vehicle. Wind crossing over the sides of the vehicle will cause the load to become unstable due to the higher center of mass.
- 6.7 If 7.2 does not reduce the risk to a satisfactory level, No tipping will be done and a grab assist unload shall be conducted.

The vehicle driver will need to approve the grab assist, Celsa will not be held liable for any damage caused to vehicle.

- 6.8 The grab is to remove all material from the trailer.

When unloading with the grab, all personnel are to be sheltered or up wind. This will ensure personnel are not in the line of fire if material is picked up by the wind and becomes a projectile.

If material is observed to be picked up by the wind then ALL MATERIAL HANDLING WILL CEASE IMMEDIATELY until weather improves.

Ice

- 6.9 All pedestrian and high use working areas are to be gritted at the start of the day.
- 6.10 Follow steps up to task 6. Loads will slide uncontrollably when material falls from trailer and will push the vehicle forward even with brakes applied.

Personnel are to be positioned to the front side of vehicle at a distance of twice the vehicle length.




- 6.9 If vehicle becomes uncontrolled, a grab assist unload should be considered.

If conditions are too treacherous ALL VEHICLE AND PERSONNEL MOVEMENTS WILL BE CEASED.

Snow

- 6.10 Telehandler, bucket and brush are to be used to clear the snow from the ground. This will also help to clear unseen hazards.
- 6.11 Follow task 6.9 for ice under the snow.
- 6.12 If there is blizzard conditions that make visibility low **CEASE OPERATIONS**



	<p>Rain</p> <p>6.13 Vehicles have the potential to slide when being unloaded, where the scrap pushes the vehicle forward. Use conditions set under Ice.</p> <p>6.14 Heavy rain fall can cause visibility to become low. Cease operations until weather conditions improve.</p> <p>If any of these minimum safety conditions required for the unloading of materials at Celsa Recycling UK sites, are not met the truck will not be offloaded.</p>	
<p>8.</p>  	<p>Step 8: Completing the unload and closing doors</p> <p>During the offload.</p> <p>8.1 While unload is being conducted, Celsa staff are to fully control the operational area. Ensuring safety distances are being maintained.</p> <p>8.2 Once all the material has been unloaded the vehicle is to move 2m from the unload location before bringing the body down.</p> <p>8.3 While the body is bring brought down safety distances shall still be maintained.</p> <p>8.4 Once the body is fully flat to the chassis, Celsa staff are to guide the vehicle out of the tipping area for the inspection of the materials.</p> <p>Closing of doors</p> <p>8.5 The driver is to be instructed to turn the vehicle off and proceed to close the doors.</p> <p>8.6 Inspection of all doors for materials being caught above the doors and nets before releasing the doors from body.</p> <p>8.7 Doors are to be fully closed and secured before leaving the operational areas.</p> <p>Drivers are not work above ground, meaning no cleaning out of bodies, flatbeds or skips.</p> <p>Care shall be taken when closing doors, materials can be stuck on doors and nets causing the material to fall from height onto persons</p>	
	<p>End of Procedure.</p>	

7 Appendices

EHS-DS-01 Unloading of trucks via tipping_V8_EN (1)

EHS-GS-23 Grab Crane Safe Handling_2