Task Risk Control Sheet

Loading / Unloading Wagons / Vehicles

RCS No: NR/L3/MTC/RCS0216/GA07
Issue: 3

Key Risks !

- **Contact with OHLE**
- **Lifting Operations**
- **Manual Handling**
- **Working at Height**
- **Fall of Load**

Personnel Involved		
	E&P	✓
	S&T	✓
	Track	✓
	Off Track	✓
	Property	✓

Tools / Equipment	None
Plant	None

Key Risks	Controls	Implemented By
Working on or near the line	• See Risk Control Sheet NR/L3/MTC/RCS0216/GA01 – Work On or Near the Line	Team Leader / COSS
Use of Cranes and Lifting Tackle or lift trucks	• All tasks using lifting equipment shall be performed using trained and competent persons, such as crane or machine controllers • Provide Mechanical lifting aids where reasonably practicable • Perform lift operations within safe working limits of mechanical plant • See Risk Control Sheets NR/L3/MTC/RCS0216/GA06 – Assisted Lifting	Line Manager / All Staff Planning Team / Staff
Darkness	• Provide suitable and sufficient lighting where tools, materials and equipment are loaded and unloaded from wagons/vehicles including at transient worksites	Line Manager / Team Leader
Slips, Trips and Falls	• See Risk Control Sheet NR/L3/MTC/RCS0216/GH02 – Underfoot Conditions	All Staff
Contact with Overhead Line Equipment / DC Electrified equipment, other power cables and or obstructions	• Isolate electrical systems where the loading or unloading of tools, materials or equipment may come into contact or within prescribed distances of electrified systems- • See Risk Control Sheets NR/L3/MTC/RCS0216/GA20 –Working Adjacent to DC Electrified Rails • Where work at height (See Risk Control Sheet NR/L3/MTC/RCS0216/GH04) might bring someone within 2.75 metres of overhead line equipment establish a safe system of work in conjunction with Risk Control Sheet NR/L3/MTC/0001/GA021Working Near Electrical Overhead Line Equipment shall be established • Adhere to Rule Book Module AC2 • Where possible tools, materials and equipment shall be loaded or unloaded from vehicles away from electrical systems • Perform a pre-site investigation on worksites to identify electrical hazards • Use height restrictors on cranes where necessary • Adhere to an authorised lifting plan • Set up and maintain exclusion zones • Do not go above the wagon/vehicle floor level	Line Manager / All Staff / COSS / Team Leader
Working at Height	• Implement a safe system of work when loading / unloading / securing or un-securing of loads requires work to be performed at height • Only use authorised steps on wagons/vehicles • Do not climb or jump from one wagon to another, standing on moving wagons or alight by jumping from vehicles • Do not climb onto loads	All Staff / COSS / Team Leader

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Struck by wagon doors opening and closing	• A site briefing shall be given, one person shall control the activity • Restrict area to only staff involved in task • Properly maintain and operate doors • Personal protective equipment shall be worn e.g. hard hat	Line Manager / All Staff / COSS / Team Leader
• **Falling objects, including struck by debris / materials during unloading / loading** • **struck / trapped by load whilst unloading / loading with mechanical devices**	• Use trained and competent persons to perform all loading and unloading (including mechanical lifting)	Line Manager
	• Use mechanical aids to move materials where possible • Put an exclusion zone around lifting operations • Check that hard hats are worn at all times • Make visual inspection before and during unloading activities to check loads have not slipped/moved during transit/loading and consider the potential for movement of the load when straps are removed • Check that additional personal protective equipment is worn e.g. eye protection and gloves • Provide site lighting • Conduct a pre-activity briefing • Establish a means of communication during the activity • Wear ear protection in noisy environments	All Staff / COSS / Team Leader
• **Cuts** • **Respiratory problems**	• Wear gloves when handling loads • Where dust is created during loading and unloading use respiratory protective equipment e.g. disposable dust masks, in addition to gloves and eye protection	All Staff
Manually unloading / loading tools, materials and equipment	• See Risk Control Sheet See Risk Control Sheets NR/L3/MTC/RCS0216/GA21 /GH01 – Manual Handling • Provide manual handling training for all staff • Provide gloves to protect hands • Use tools, materials and plant that are as small and light as possible to reduce overall weight e.g. providing a maximum weight 25kg bag of cement • Where reasonably practicable provide and use mechanical means of lifting before manual loading / unloading such as tail-lifts, HIABs / lorry mounted cranes, fork-lift trucks, etc • Individuals shall assess the load prior to loading / unloading to identify whether a team lift is required • Where team lifting is required a person shall be appointed to control the movement and shall brief all staff prior to the movement on how the load is to be moved and where it is to be moved to - The appointed person shall give commands of control, such as 'Ready, Steady, Lift'. • Place loads on wagons/vehicles flat, square and in easy reach to enable easier handling • Make a check of the route of carrying the load (prior to starting) to identify any hazards, such as obstructions or slip, trip / fall hazards • The operator and driver shall check that loads are adequately secured before driving • Select the correct vehicle to move the tools, materials and equipment to prevent over-loading • Establish the weight of tools, materials and equipment before loading to prevent overloading • The driver shall check that the maximum weight does not exceed the safe working limit of the vehicle	Line Manager / All Staff / COSS / Team Leader

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