

Dhollandia DH-SKS / SMR Retractable Aluminium Tail Lift

Location:	Date:
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This safe system of work must be followed at all times and consolidates advice given in operator training. Any problems should be reported to your line manager immediately.

It is the legal responsibility of every employee at work:

- to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions
- to report defective or faulty equipment immediately.

This SSoW should be the definitive reference, but must be considered when performing site specific Risk Assessments/SSoW.

General

You should refer to the specific operating instructions for this type of tail lift as well as this safe system of work.

DO NOT use tail lifts unless you have been trained.

DO NOT use tail lifts that are defective.

DO NOT exceed the stated maximum load/Safe working load (SWL).

DO NOT manoeuvre the vehicle with the tail lift platform deployed, except when manoeuvring onto loading docks with tail lift pockets.

Report all defects to your manager eg:

- Sharp, jagged, or pointed hazards.
- Anything which prevents proper movement.
- Temporary or amateur repairs.
- Broken welds.
- Excessive corrosion.

This tail lift is to be used for the **Loading/Unloading of Yorks, RSC's and loaded Pallets.**

Before use

Check for defects, including a visual check of the hydraulic tail lift rams (external leakage). Operate the tail lift to check its functioning properly and that its stowed correctly for transit. If any defects are found follow Royal Mail's vehicle defect reporting procedure (PMT1).

Whenever possible only use tail lifts parallel with the ground when loading containers at ground level.

Use

Follow operating instructions displayed.

Look out for others nearby.

Look out for potential foot trapping hazard when lowering tail lift platform.

Use the Roll Stop devices as these are designed to stop containers rolling off the tail lift.

Apply container brakes (where fitted) when stationary.

Load or unload Yorks one at a time.

This tail lift is only designed to be loaded with a maximum of **one RSC / Loaded Pallet** or **two Yorks** at any one time.

When loading Nested Yorks, the Yorks must be assembled whilst being loaded with the tail lift and then broken down into their Nested configuration once inside the vehicle. Nested Yorks must not be loaded using the tail lift.

Load or unload Yorks to the offside of the tail lift platform (as pictured), so as to maximise space available for the operator.



Loads must not exceed the tail lift Safe Working Load (SWL) of 1250kgs for Rigid Vehicles and 1500kgs for Trailers.

Keep clear of the edges of the tail lift platform at all times.

Hold on to the container when riding up or down on the tail lift.

Beware that the tail lift surface and the vehicle floor may become slippery when operating in wet conditions.

Driver is to be aware at all times of potential impact of the extended tail lift platform onto bays, docks and buildings.

Operator to be aware of the potential hazard of Working at Height on a raised platform.

This tail lift has not been designed to facilitate the use of powered MHE equipment for loading/unloading.

Access & Egress to the trailer should **only** be gained using the fully deployed tail lift platform or retractable trailer ladder.

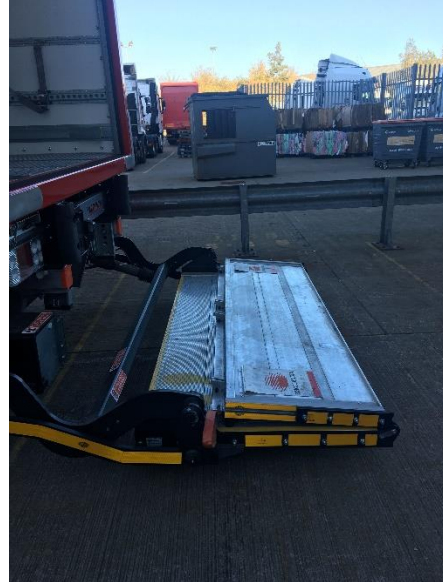
If any defects are found during use follow the PMT1 procedure.

Loading Vehicles from the ground

- Ensure that the vehicle is on firm ground and that the park brake is applied, before alighting from the vehicle, ensure that the keys are removed from the ignition and the cab doors are locked. Connect the Anderson lead to the vehicle and trailer prior to use. Follow your operating instructions training, instructions on the side of the trailer and on the control panel during use.



- To deploy the tail lift platform, lower the tail lift platform using the lower control button (LOWER) following the operator instructions, fully deploy the tail lift platform out using the out control button (OUT) checking the area for pedestrians throughout.



- Raise the tail lift platform pivot point to hip height, manoeuvre yourself to the side of the platform (as per the image) and using the strap provided take up the slack with both hands pull the platform up to the vertical using both hands on the strap provided with your body facing the platform (as per the image). Once the tail lift platform is in the vertical position allow the secondary platform to open to the horizontal position supporting with both hands and the strap provided until it rests in the open position. Check the area for pedestrians throughout.



- Hinge out the tail lift flaps by gripping the hand hold and raising it to the vertical with both hands. Then lift the flap to free it from its stops and lower until it reaches its horizontal stop. Repeat this process with the other flap.



- The platform is now ready to be lowered to the ground. Lower the platform using the lower and consent control ensuring your other hand is clear of the platform itself. Check the area for pedestrians throughout.
- Before loading, ensure that the platform is sitting level on the ground, adjust as necessary.
- Load the first York to the offside of the tail lift platform (as per the image) and apply the brake and roll stop. Load the second York next to the first ensuring maximum space is left for the operator, apply the brake and roll stop.



- Activate the interior control switch to enable the interior controls to be utilised, position your feet on the yellow painted indicators on the platform then raise the platform to vehicle floor height keeping your feet clear of the gap, check the area for pedestrians throughout. Take care when working on the raised platform, ensure your feet are suitably positioned away from the rear edge of the platform as it reaches the vehicle floor.
- Release the brake of the York nearest to you and load it into the vehicle. Repeat this process for the second York, re-apply the York brakes when positioned in the vehicle.
- Using the interior controls lower yourself back down to ground level taking extra care whilst standing on the raised platform, under no circumstance should you jump off the tail lift platform in its raised position. Check the area for pedestrians throughout.
- Repeat this process until the vehicle is fully loaded following the loading and strapping plan for the 13.6m single box trailer.
- Once loaded, ensure the interior control switch is switched back to activate the exterior controls. Close the shutter and raise the platform to hip height using the exterior controls. Ensure that your free hand is clear of the tail lift platform whilst raising.
- Raise the tail lift flap to the vertical using the hand hold provided then lift the flap up out of the parked position and lower until it rests against the platform itself. Repeat this process for the other flap.
- Standing at the side of the tail lift platform with both hands use the strap provided and raise the platform to the vertical. From the vertical, using both hands lower the platform down to the horizontal using the strap provided.
- Lower the platform and retract the platform fully in using the in control (IN) following the operator instructions. Use the lift control (LIFT) to raise the platform up to the stowage buffers, do not over pressure against the buffers.

When returning to the cab, remove the Anderson lead to prevent unauthorised operation of the tail lift.

Unloading Vehicles from the ground

- The unloading process is basically the reverse of the loading procedure.
- Operate the tail lift as per the instructions above.
- Ensure that the load restraint straps are stowed and not left trailing on the vehicle floor.

- Take care whilst manoeuvring on the raised platform.
- Ensure that the roll stops are used when unloading Yorks and that the York brakes are applied.
- Always check the area for pedestrians prior to operating the tail lift.

Loading and Unloading vehicles using a Dock Leveller

- When positioning the vehicle onto a loading bay, there is no requirement to deploy the platform / tail lift but care should be taken when reversing up to the dock to prevent damage to the torsion bar located at the rear of the tail lift

Local hazards

IF IN DOUBT ASK YOUR MANAGER

Trainee

Signed
Name (CAPITALS)

Trainer

Signed
Name (CAPITALS)