




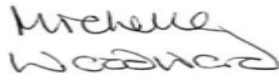


METHOD STATEMENT

Location:		Date:	
Activity:	Coupling and Uncoupling Trailers		
References: (e.g.: PUWER, Health & Safety Plan, etc.)	Provision & Use of Work Equipment Regs (PUWER) Health & Safety at Work, etc Act 1974 Management of Health and Safety at Work Regulations 1999 Safety at Roads and Street Works booklet Risk Assessments as applicable		
Equipment/Plant Required:	Plant as applicable		
PPE Required: MANDATORY/AS REQUIRED	<div style="display: flex; align-items: center; justify-content: space-around;">      </div> High-Visibility Orange Jackets/Vests and Full-Length Trousers		

Description of Method

001	Brief Scope of Works: To provide instruction and assign responsibility for the coupling and uncoupling of semi-trailers..
002	Reference Documents: As above, plus associated risk assessments including; <ul style="list-style-type: none"> • RA003-Transport General Activities • J. Swingler Transport's Business Management System (see vehicle folders) • Specific site rules.
003	Procedure Before Any Work Begins on a Construction Site: Ensure all traffic management is in place and a designated area for coupling/uncoupling the trailers exists.
004	Procedure Before Any Work Begins on the Roadside (i.e. not on a site): Wherever possible area should be protected via road bollards. As a minimum the truck trailer should be on opposite side of highway facing the traffic with headlights and beacons flashing, to give awareness of presence to all other roadusers.
005	General Method for Coupling: <ul style="list-style-type: none"> • Slowly reverse the tractor unit in a straight line towards the front of the trailer. • Apply the tractor unit parking brake, stop the engine and remove the keys. • Check the trailer parking brake is applied. • Make any necessary adjustments to the trailer coupling height. Entering the can and restarting the tractor unit, slowly reverse the tractor unit under the trailer until the 5th wheel jaws engage. • Apply the tractor unit parking brake, stop the engine and remove the keys. • Carry out a visual check that the 5th wheel jaws have engaged correctly and fit the security "dog clip" or other safety device. • Carry out a second test that the 5th wheel jaws have engaged by restarting the unit and selecting a low forward gear and with the trailer brakes still applied slowly pulling forward. • Apply the tractor unit parking brake, stop the engine and remove the keys.

	<ul style="list-style-type: none"> • Connect the service airline (yellow) and electrical connections. • Connect the emergency airline (red) and watch for any unexpected movement. (If the trailer moves, immediately disconnect the emergency airline (red) and check that the trailer parking brake has been applied. • Wind up the landing legs and secure the handle. • Fit the number plates and check that the lights work. • Carry out visual and functional vehicle checks and release the trailer handbrake before setting off. • Complete Asset Go Daily walkabout check for both tractor unit and respective trailer. 				
006	<p>General Method for uncoupling standard semi-trailers (where there is room to operate safely between the rear of the tractor cab and the front of the semi-trailer)</p> <ul style="list-style-type: none"> • Park the combination in a straight line. • Apply the tractor unit parking brake, stop the engine and remove the keys. • Apply the trailer parking brake. • Remove and stow the trailer number plate and lower the landing legs • Disconnect all of the air and electrical services and stow safely. • Remove the security "dog clip" and pull the release handle to disengage the 5th wheel jaws. • Access the drivers cab, start the engine, place into drive gear and slowly draw the tractor unit away from the trailer. If the tractor unit has mechanical suspension stop when the trailer is clear of the fifth wheel. • Apply the tractor unit parking brake, stop the engine and remove the keys. • Before leaving the trailer, walk round it to check that it is in a safe condition. 				
Prepared by: (Name)	Michelle Woodward	Signature:		Date:	2 nd January 2024