



LEIA Safety Information Sheet

Loading Bay Equipment

Prepared by the LEIA Safety and Environment Committee

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PREAMBLE

This Information Sheet is one of a series produced by the LEIA Safety and Environment Committee on topics relevant to the Lift and Escalator Industry. Whilst every effort has been taken in the production of these sheets, it must be acknowledged that they should be read in conjunction with the relevant legislation, codes of practice etc. They should not be taken as an authoritative interpretation of the law but guidance to it.

INTRODUCTION

This Information Sheet deals with issues associated with safe working on Dock Levellers Loading Bay equipment and covers a number of aspects that should be considered prior to and during work on this equipment. As with any other type of work, the hazards must first be assessed by risk assessment in accordance with the Management of Health and Safety at Work Regulations. Before commencing work report to the client or client representative, the location and proposed duration of the work on their site. This is particularly important when working in isolated locations.

DOCK LEVELLERS

Dock Levellers are useful pieces of equipment but can be dangerous if not used or worked on correctly. For the purposes of this Information Sheet, Dock Levellers are equipment that are designed to assist with the loading and unloading of goods. They are designed to bridge the gap from the loading edge of a building to the loading point of trailer or access different loading positions on various trailer types.

Some general guidelines follow to assist in safe working practices

Any person working on dock levellers must be competent and familiar with the equipment paying attention to potential hazards and making proper use of safeguards and safe working procedures.

The following safe working guidance summarises the risks associated with the service and repair of dock levellers and recommend standards of safety to be met by those working on them. Although these standards are relevant to most types of loading dock leveller equipment, there may be installations which do not incorporate modern safety features.

The precautions contained here should be applied so far as reasonably practicable, when working on dock levellers.

General Precautions

- Prior to commencing any work on a dock leveller, ensure the appropriate personnel are informed about the work to be carried out.
- A suitable and sufficient risk assessment should be carried out on the bay, the work area and environmental conditions. The area around the bay should be clear and free of obstructions or materials.
- The work area surrounding the bay should be cordoned off using barriers and a notice indicating that the equipment is out of order clearly displayed to prevent any unauthorised use of the dock leveller e.g. loading bay operative.
- Consider the use of barriers to segregate the work area to both sides of the bay from pedestrians and vehicles if appropriate and park engineer's vehicle on external side of door whenever possible. Be particularly aware of through traffic prevention. Pedestrian or vehicular.

- Work on the dock leveller should not be carried out whilst it is in motion or is capable of intermittent motion.

Commencing work

- Isolate by locking-off and tagging-out (LOTO) the dock leveller before work is undertaken. If LOTO facilities are not available, other safeguards must be taken i.e. remove and secure fuses as well as activating more than one stop control.
- Safety devices should be inspected to ensure safe operation and should never be overridden.
- Keep fingers, hands and limbs away from nips, trapping points and other dangerous positions.
- Ensure working area is clean and free of debris.
- Always engage the safety prop that should be present on all dock levellers to remove the risk of uncontrolled movement.
- If an oil spillage has occurred use the spill kits that should be carried by all engineers and cleaned and disposed of according to company policy.
- Wear the appropriate PPE. To include bump caps when working under the dock levellers to reduce the risk of impact trauma to the head.

Working in confined spaces on dock levellers

- Only competent persons should be allowed access to work under dock levellers.
- The biggest hazard when working under dock levellers is the risk of crushing should the dock leveller fall due to hydraulic failure. To remove the risk of uncontrolled movement due to hydraulic failure as above the safety prop should always be engaged. If this is not achievable safety props will need to be installed prior to any works being carried out.
- Where risk assessment requires the work to be a two-person operation on the dock leveller, a safe system of work and communication must be implemented.

Completion of work

- Reinstate power supply and operate dock leveller ensuring all safety features operate accordingly.
- Ensure all tools and equipment are removed from work area.
- Park the dock leveller in its home position ensuring there are no trip hazards present due to uneven platform.
- Remove all out of order notices and barriers and engineers work van if applicable.
- Inform client or client representative work is complete.

For any clarification of this information sheet contact your company Safety Advisor or the LEIA Safety and Training Manager.



REFERENCES:

BS EN 1398:2009 Dock levellers. Safety requirements

BSI Shop:

<https://shop.bsigroup.com/ProductDetail?pid=000000000030118770>

Federation Europeene de la Manutention - Thorough Examination of Dock Levellers

Online:

https://www.fem-eur.com/wp-content/uploads/2015/12/EE-11_002.pdf