DOCK PLATES/DOCK BOARDS

OPERATING/MAINTENANCE INSTRUCTIONS

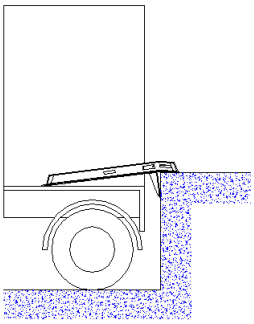
PURPOSE

Provide access across small gaps and/or height differences for loading/unloading.

OPERATING INSTRUCTIONS

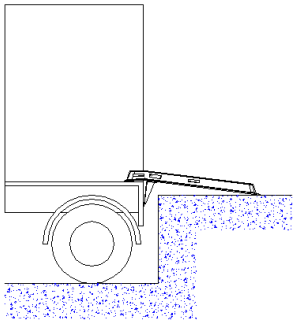
1. Ensure that the loading/unloading area is clear of obstructions.
2. Check to see that both the loading/unloading surfaces are stationary, restrained by wheel chocks or similar and correctly positioned.
3. Manoeuvre the Dock Plate/Dock Board into the correct position as shown in Figure 1.

CORRECT



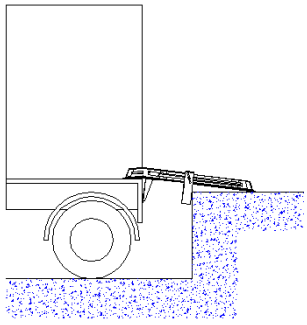
- Lip is larger than gap.
- Locking leg engages.

CORRECT



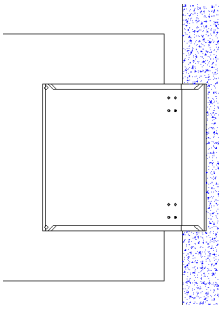
- Lip is larger than gap.
- Locking leg engages.

CORRECT



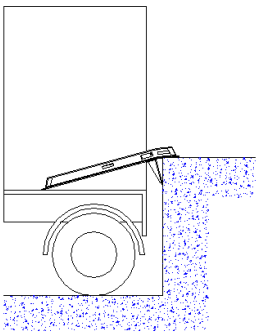
- Span locks in proper location preventing plate movement.

CORRECT

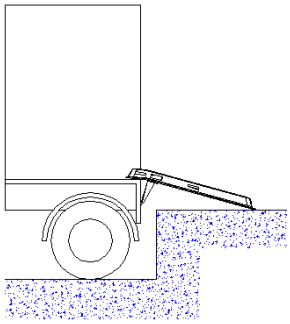


- Plate is centered on vehicle.
- Lip is fully supported.

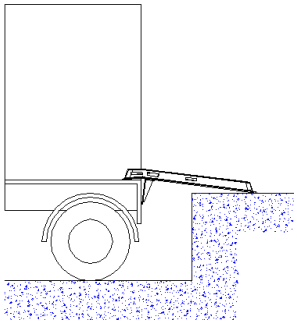
INCORRECT



INCORRECT



INCORRECT



INCORRECT

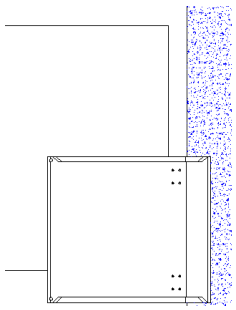


FIGURE 1

a) For Dock Plates/Dock Boards fitted with side curbs and castors, they can be lifted onto the castors by picking up the opposite side using the side curb as a grip, and wheeled into position. See Figure 2.

b) For Dock Plates/Dock Boards fitted with fork truck lifting handles, remove both of the handles from their stored position and insert into the slots provided. See Figure 3. Set the fork positions to match the fork handles. Pick up the Dock Plate/Dock Board with the fork truck and manoeuvre into position.

NOTE: Acceptable lifting loads for personnel are as follows:

- 1 Man up to 30Kg
- 2 Men or Wheeled Ramps up to 60Kg
- After 60Kg Mechanical lifting equipment is recommended.

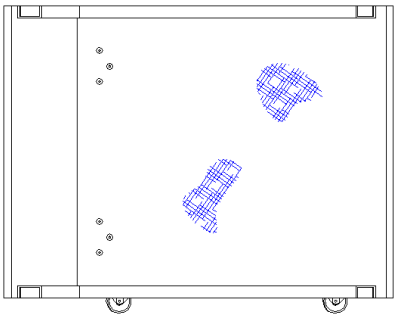


FIGURE 2

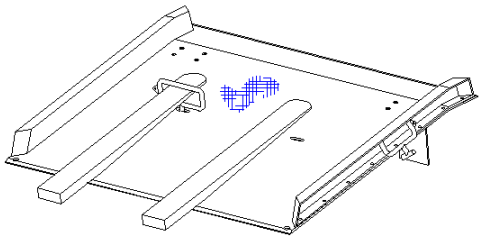


FIGURE 3

4. Check that the Dock Plate/Dock Board lip lies flat on the raised loading surface and that the locking legs will restrict any movement, which would result in the Dock Plate/Dock Board falling from either surface and thus preventing an accident.
5. Loading/unloading may commence.
6. Upon completion of the loading/unloading remove the Dock Plate/Dock Board and remove the wheel chocks before any movement of the vehicle is allowed.
7. 7. After use store the Dock Plate/Dock Board in a safe and readily accessible location for further use.

MAINTENANCE INSTRUCTIONS

1. **CHECK EVERY MONTH:**

a) That a serial plate stating the equipments capacity is attached.
b) The edges for burrs or damage which may cause injury to personnel whilst using the equipment.
c) All nuts and bolts to see that none are loose or missing.
d) The side curbs (if fitted) to ensure they are properly attached to the Plate or Board with no cracks or damage to the welds.
e) The Board/Plate for cracks including welds which would reduce the operating capacity of the equipment.
f) The locking legs to ensure that they are not damaged or missing, otherwise Plate movement may occur potentially leading to unsafe working conditions.
g) That any castors/wheels fitted are in good condition.
h) The lifting handles (if fitted) are in good condition.

If any of the above checks are unsatisfactory, **do not use the equipment** until your maintenance department is consulted and the problem is rectified. This will prevent further damage and unsafe practices from occurring.

2. Surfaces should be kept free from oil and/or dirt build up to avoid traction loss to persons and/or equipment whilst in use.

RISK ASSESSMENT

As with all equipment and operations, it is vitally important that a full and thorough risk assessment is carried out prior to using and/or maintaining the leveller.

Thorworld cannot carry out the risk assessment for you as there will be many areas specific to your site which will need to be considered, we have however detailed below the main hazards associated with the use of the leveller. The list is by no means exhaustive, and the proposed solutions should be considered in relation to your operation – a solution that works for one company, may not be suitable for another (It is advised to keep a written record of any risk assessments).

Normal Operation

The following hazards should be considered and assessed prior to using the leveller in a normal (un)loading operation.

Trapping of personnel between leveller and vehicle

Whilst positioning leveller onto the vehicle there is a risk of crushing any person stood infront / below the leveller.

Risk of leveller disengaging from lorry / vehicle

Always ensure the noseplate of the leveller is fully engaged and supported by the rear of the trailer. Ensure that the noseplate is engaged a minimum of 150mm on the rear of the trailer.

There is a risk of the vehicle pulling away whilst (un)loading is in operation.

It is essential that the trailer to be loaded/unloaded is suitably chocked / locking in position to ensure it does not move away from the loading bay. We have a number of ways this can be completed including.

- Use of wheel chocks.
- Removal of drivers keys whilst (un)loading is in operation.
- Air hose locks which prevent the trailer from moving unless unlocked and released.
- Vehicle Wheel Locks.

Please ask your Thorworld representative if you would like more information regarding these.

Leveller Falling/Dropping

When not attached to vehicle: There should be no load applied to the leveller unless the nose plate is securely supported on a vehicle.

When connected to vehicle: Thorworld do not recommend (un)loading an articulated trailer where no tractor unit is present due to the risk of tipping. If it must operate like this, Thorworld suggest that the 5th wheel be suitably supported with our Trailer Safety Support, or an alternative support. Caution must be taken when loading / unloading the first / last loads respectively as the trailer can tip. In this situation. If possible, the back of the trailer should also be supported with a Trailer Safety Support at a suitably strong point or by other means.

Other points to consider

- The Total Load should not exceed the rated capacity
- In line with the above, warning signs should always be displayed on the leveller
- It is important that the speed limit on the leveller is not exceeded, i.e. 8km/hr (5mph), or as designated on the signage clearly seen on the side of the leveller.
- General trapping, crushing, manual handling etc hazards associated with maintenance