

Title: MS6-08 Use of Trailers

Company	Review Due
Contract	01/09/2024

Method Statement

Risk Assessment/COSHH	Title
RA016	On site parking of vehicles
RA017	Driving
VP RA	Vehicle and plant risk assessments
RA083	Trailers
Resources for the Activity	Two competent operatives, suitable tow vehicle, trailer, trailer board with tow vehicle registration.

Work Sequence

Checks and inspections

All plant trailers, regardless what company they are provided by, are added to the Fleet R2C compliance software, and must be subject to daily pre-use walk-round checks, which must be recorded on the R2C app. They are also subject to a 12 week safety inspection which are carried out/arranged by the Fleet Department. These safety inspections will also be recorded on the R2C compliance software.

Hitching and Unhitching Trailers

- a) All handling should be carried out using the dip and drive method and wherever possible, ensure you seek assistance from a suitably able colleague.
- b) Do not try and hitch or unhitch any trailer that is fully laden without the stabilizers and or jockey wheels set correctly.
- c) Become methodical about hitching up and unhitching so that you do not forget anything.
- d) If your vehicle mirrors do not give a good view past the trailer you should fit towing mirrors.
- e) Apply the trailer handbrake, remove any towball and electrical socket dust covers and security devices. Then wind the jockeywheel to the required height. Check the towball is lightly oiled (not greased)(if not being used with a head stabiliser).
- f) Get a banksman to stand with their hands showing you where the hitch is (place a broom against it if you are alone). Reverse slowly back. Your helper indicates if you are off line.
- g) Raise the front of the trailer by means of the jockey wheel assembly to the required height, roll trailer up to the rear of the towing vehicle.
- h) If the trailer has tandem axies, raise sufficiently to raise the front wheels clear of the ground to aid maneuverability.
- i) Do not attempt to manually lift the front of the trailer. Lower the trailer by means of the jockey wheel assembly onto the towball of the vehicle.
- j) Over the last foot or so, your helper should use their hands to show you the actual distance between towball and coupling head.
- k) If you have to stop a few inches short, judge how far back you are going by comparing the front wheels movement to something on the ground.
- l) Wind the jockey wheel down to lower the coupling head onto the towball.

Some coupling heads have a locking handle which stays up then automatically locks onto the ball, others have to be held up and may have an indicator to show when the ball is in place.