

What are the hazards and how might they harm?



Crush injuries, bruises, abrasions and cuts as a result of entrapment



Injuries, including bruises, sprains and fractures as a result of falls



Impact injuries as a result of being hit by falling objects



Back and muscle strain from manual handling



Slip injuries caused by spillages or wet surfaces



Trip injuries caused by obstructions

What PPE should the individual wear?



What other precautions should be taken?



Clean up spillages immediately

Tail lifts

Safety Task Card
STCGE 43

Unit Managers – use page overleaf to list any hazards and control measures specific to your site which are not listed below

Safe System of Work

1. You must have received training specifically for the tail lift being used, in addition to this task card..
2. You must wear PPE, including protective gloves, reinforced toe capped shoes and a high vis vest or jacket. Head protection is recommended.
3. Include the tail lift in your pre-use vehicle checks and report any defects.
4. The vehicle engine must be switched off and the key removed before loading or unloading.
5. Ensure the vehicle is parked on level ground and that there is sufficient space for the tail lift to be operated.
6. Make sure there are no pedestrians in the area when operating the tail lift.
7. Keep hands, feet and clothing away from moving parts so that they do not become entrapped.
8. If using a fixed or extension remote control to raise/lower the tail lift stand back and keep feet clear.
9. Engage the brakes on trolleys and roll cages where fitted and use the flip up trolley stops if these are available.
10. Always lower and raise the tail lift smoothly, avoiding jerky, sudden movements.
11. Check that the tail lift is clean and free of debris or other contamination.
12. Always use the flip up trolley stops if these are available.
13. Never jump onto or off a raised tail lift from any height.
14. Do not use the tail lift in strong winds or in the hours of darkness and take extra care in wet conditions.
15. Use safe manual handling practices when loading and unloading and follow the steps on the reverse of this task card.
16. Clean-up any spillages immediately.

Continued on reverse

If you have any concerns, stop and speak with your line manager before proceeding.

List any additional hazards or risks you have identified, and control measures required to manage these.

Tail lifts continued

Safety Task Card
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Safe System of Work

16. Unloading:

- Raise the tail lift so that it is flush with the interior of the vehicle.
- Ensure the weight of goods being moved to the tail lift doesn't exceed the safe working load.
- Always push roll cages, trolleys or a pallet truck onto the tail lift and NEVER pull items out of the vehicle.
- Ensure manual handling aid brakes are engaged and that the load is stable.
- If using a pallet truck, the forks must be fully lowered.
- Stand behind or to the side of loads when lowering the tail lift.
- Do not leave the tail lift unattended when loaded.

17. Loading:

1. Lower the tail lift so that it is flush with the ground.
2. Move the load onto the tail lift, ensuring that the load is stable and roll cage breaks engaged.
3. Stand behind or to the side of the load when raising the tail lift, leaving at least 10 cm to the trap point between the tail lift and vehicle interior.
4. Raise the tail lift so that it is level with the vehicle interior.
5. Pull the load into the vehicle interior.
6. Secure the load with suitable and sufficient weight restraining pack straps.

If you have any concerns, stop and speak with your line manager before proceeding.