

# Hitching trailers SWMS 11

Names of staff that have read and understand this SWMS: **Stephen Bayley, Angus Cullenward, Daniel Bayley, Ashley Morrison, David Smith**

Unhitching a trailer steps:

- Insure the trailer is on level securer ground
- Install wheels chocks
- Lower the jack
- Take the safety pin and the plug out but leave the safety chains on
- Clip safety pin on somewhere secure
- Insure the chain are dangling on the ground to make a sound if there not connected
- Raise the jack so that it is higher than the tow ball
- Undo the safety chains if it is safe to do so

Hitching a trailer

- Back up to the trailer when you are in place turn the car off and put it in park
- Wheels to the kerb
- Install wheel chocks
- Apply hand brake
- Lower the jack so that the hitch sits on the tow ball and clicks on
- Install safety pin
- Connect the safety chains and make shore they are crossed
- Connect plug/s
- Take the chocks out and store securely
- Walk around vehicle and ensure everything is correctly connected
- Double check everything before moving off.

The persons (employees, subcontractors and others) that have sent back there digital signatures have:

1. been involved in the hazard/risk assessment and the determination of the hazard/risk controls applicable to their tasks, duties and responsibilities
2. had all hazards and risk controls have been communicated to them
3. and are fully aware of and understand the hazards/risks and safety risk controls and rules required
4. agreed to all the hazard/risk controls
5. agreed to and understand their Duty of Care to themselves and others
6. agreed that they are the person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools.



