

Safety Flash

All... the following guidelines should be reviewed and followed when loading/unloading materials from trucks/trailers:

Loading/Unloading Material (Trucks, Trailers, Forklifts, Cranes, Etc.)

You

1. Look at your work area to identify the operating area for the loading/unloading equipment, material staging/placement area, and the truck/trailer staging area.
2. Make a detailed JHA (step-by-step plan) to load/unload material. Make sure everyone involved (i.e. you, flaggers/spotters, equipment operators, and especially the **truck driver**) know exactly what their individual task/responsibility is and how, when, and where they are supposed to perform that task.
3. Work your plan. If something changes, or new hazards arise, stop. Assess your plan and make everyone involved aware of the changes.
4. Look at how you can be injured. Stay out of the line-of-fire of straps, binding, material, and tools used to unbind and un-strap material and equipment. Watch out for pinch points and areas that put you between operating equipment and trucks/material.
5. Make sure you are in the right position, and, makes sure everyone is too. **Watch out for the truck driver. Once he is done unstrapping his load, he should be in the cab of his truck. MAKE SURE HE OR SHE IS BEFORE YOU DO ANYTHING.**

Truck/Trailer/Unloading Equipment

1. Stage trucks, trailers, and equipment in the best way possible.
2. Inspect truck and trailer for hazards on top of, under, or around the truck and trailer to ensure nothing falls when being loaded/unloaded, and to make sure no personnel or any object or material is ran into or run over.
3. Make sure the wheels are blocked on the trucks and trailers to be loaded/unloaded.
4. Only the truck driver should un-strap his load. Stay clear of the truck until the task of removing all strapping, binding, rigging is complete. **Once complete, ensure the truck driver is in the cab of the truck or absolutely clear of loading/unloading operations.**
5. Place flaggers in positions where they can see their areas clearly. Communicate with truck drivers and equipment operators.

Signals, Barriers, and Barricades

1. Protect onsite personnel with flaggers and spotters in the area where loading/unloading is taking place. Keep out unnecessary personnel.
2. Put up temporary barricades if needed.

3. Alert other work groups and organizations of activities before you start so they can avoid or stay clear while loading or unloading of materials in taking place.
4. Use flaggers for every piece of equipment and every truck involved with the task if needed.

Procedure for Loading/Unloading Trucks/Trailers

1. Assess the area that you are going to use for the task.
2. Identify where the truck/trailer is going to be parked. Identify where you are going to place material once it's unloaded. Identify travel routes and travel paths for equipment, vehicles, and personnel.
3. Make a detailed JHA (step-by-step plan) so everyone knows what their job is and how they are supposed to do it. Identify all potential hazards and control them.
4. Block the tires on the truck or trailer once it is parked.
5. Check the load on the truck to make sure it's stable and loaded correctly.
 - a. Look for material and objects that may fall once it's unstrapped.
6. **The truck driver is the only person involved in unstrapping his load.** Stand clear and away from the truck while this task is being performed. Stay out of the line-of-fire of potential flying objects such as cheater/sleeper bars used to case tension off of straps, binding, rigging, and boomers.
 - a. Make sure the truck driver has all the proper PPE (Hard Hat, Steel Toe Boots, Gloves, and Long pants, shirt suitable for job, safety glasses, and hearing protection if needed).
 - b. Make sure the truck driver uses the right tool for the job.
7. **Once the truck driver unstraps the material, makes sure he is wither in the cab of the truck, which is preferred, or out of the area where the task is being performed.**
8. Assess the load and material after the straps and/or binding have been removed to identify shifting, potential falling objects, and *other hazards*.
9. Use standards (boards, poles, and pipe, steel) on the side of the truck to protect the load from being pushed off the opposite side during loading or unloading operations.
10. Use a ladder that is either tied off or held by someone else to get up and down from the truck or trailer.
 - a. When loading or unloading is being done, get off of the truck or trailer.
11. Make sure the flaggers are positioned so they can see the entire area that the task is being performed in.
12. Use the right equipment and tools for the task.