











Date Revised:	March 2021	Overall Task Risk Rating:	Before Controls	C	After Controls	C
Description:	Activities performed during the loading and unloading of trucks.					
Location(s):	Shop, Asphalt Plant & Construction Sites					
Associated Documents: Manual Material Handling WTS, Driving and Vehicle Operation WTS, Hazardous Agents WTS, Noise WTS, Traffic Control WTS, Hoisting and Rigging WTS						

RED FLAGS (HOLD WORK UNTIL CORRECTED):

Note:

- Do not commence the task if the proper equipment to load / unload the material is not present
- If assistance is required but not currently accessible, do not start the loading / unloading task

PERSONAL PROTECTIVE EQUIPMENT (CSA APPROVED)

									
Head Protection	Foot Protection	High-Vis Protection	Hearing Protection	Hand Protection	Eye Protection	Respiratory Protection	Skin Protection	Face Protection	Fall Protection
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note:

- When in the Shop one must adhere to the minimum Shop PPE Requirements: Safety Boots
- When onsite one must adhere to the minimum site requirements (i.e. Safety Boots, Hard Hat & High Visibility Protection. Safety Glasses and Hearing Protection when necessary)
- Additional PPE may be required depending on the site of the loading and offloading (including Full Face Protection, Hearing Protection and/or Hand Protection)

SAFE WORK PRACTICES (SWP)

General Loading/Unloading:

- Ensure truck is on firm and level ground
- Check for energized overhead power lines and ensure that the dump truck operator is aware of the hazards
- Upon completion of dumping, lower the box completely and proceed
- Secure equipment and tools before moving mobile equipment
- No part of a load should be used to assist personnel to climb onto or from a truck, flat-deck or trailer
- Flag around trailers and crane swing area to prevent entry by other personnel not involved in offloading or loading process, or station a spotter to inform other trades of your activities

Safety Devices:

- All trucks must be equipped with working back up beepers
- Do not tamper with or remove any safety devices

Signal Person:

- Ensure vehicles operating in reverse are assisted by a competent signal person

Traffic Control:

- Implement a traffic control plan if truck loading/unloading is required in active roadways
- For more detail, refer to the Traffic Control WTS

Material Storage:

- Materials must be stored in such a manner that they will not tip, collapse or fall
- Objects or materials are not to be projecting from loads in a dangerous manner

- Materials must not block access, egress, doorways and aisles

Inspections:

- Before unloading, visually examine the load to ensure that it has not shifted or moved during transportation

Manual Material Handling:

- Use mechanical means wherever possible, rather than lifting objects manually
- Be aware of pinch points and crush hazards during the loading and unloading process
- If an object appears to be awkward in shape or too heavy, it may require additional help to be handled safely
- When Mechanically removing material from trucks ensure all loads are stable and moved securely

Training:

- Employee Orientations (including roles, responsibilities, applicable workplace task standards, WHMIS, etc.)
- Ensure only trained workers complete rigging/ hoisting tasks
- Only trained, authorized personnel are allowed to operate machinery or equipment
- Only trained, authorized personnel are allowed to perform maintenance / repairs
- If you are not familiar with the safe use of any equipment, ask your supervisor or foreman for assistance prior to starting the task
- Keep machines and equipment clean and report any leaks or other noticeable defects

Personal Protective Equipment:

- Workers on construction projects must wear, at a minimum, head, foot and high visibility protection. Safety Glasses and Hearing Protection when necessary
- Depending on the location or the task additional PPE may be required including Full Face Protection, Hearing Protection &/or Head Protection)
- All signal persons must wear a CSA safety vest so that they are visible to all drivers and others

JOB HAZARD AND RISK ANALYSIS		RISK RATING SYSTEM	
		A High risk of injury or equipment / property damage.	
		B Medium risk of injury or equipment / property damage.	
		C Low risk of injury or equipment / property damage.	
TASK HAZARDS	RATING BEFORE CONTROLS	TASK CONTROLS	RATING BEFORE CONTROLS
<ul style="list-style-type: none"> Lack of, or Improper, Training and Education 	C	<ul style="list-style-type: none"> Only trained workers are to complete rigging/ hoisting tasks Machine Operators must be authorized and trained 	C
<ul style="list-style-type: none"> Poor Site Planning 	C	<ul style="list-style-type: none"> Designated storage and loading/unloading areas to be defined during the preliminary project stages 	C
<ul style="list-style-type: none"> Struck by Equipment, Reversing Equipment, and Active Roadways 	C	<ul style="list-style-type: none"> Ensure all vehicles / equipment with an obstructed view of their path of travel are assisted by a signal person 	C
<ul style="list-style-type: none"> Improper Lifting 	C	<ul style="list-style-type: none"> Use proper material handling and mechanical techniques Avoid highly repetitive motion 	C
<ul style="list-style-type: none"> PPE Not Worn 	C	<ul style="list-style-type: none"> Drivers must wear the appropriate construction PPE if they get out of their truck in construction area (CSA Boots, High Visibility Vest & Hard Hat. Safety Glasses when necessary) All signal persons must wear a CSA safety vest so that they are visible to all drivers and others 	C
<ul style="list-style-type: none"> Inappropriate Material Storage 	C	<ul style="list-style-type: none"> Ensure Material is not stored in access/egress corridors or areas Store and/or stack material in such a manner as to prevent tipping 	C