

LOADING AND UNLOADING

Date Revised:	March 2021	Overall Task Risk Rating:	Before Controls	С	After Controls	С		
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



- 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

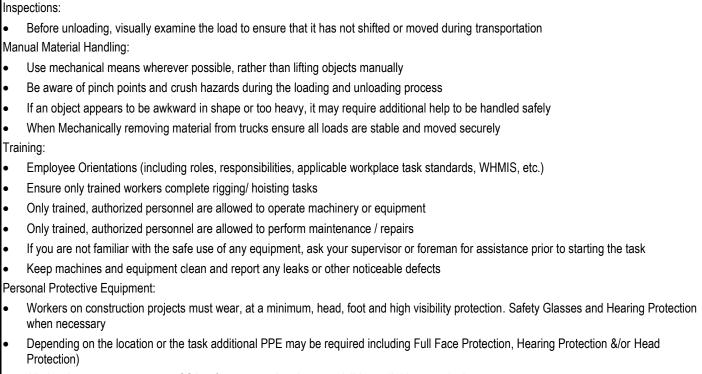
Signal Person:

• 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





• All signal persons must wear a CSA safety vest so that they are visible to all drivers and others

Materials must not block access, egress, doorways and aisles

JOB HAZARD AND RISK ANALYSIS RISK RATING SYSTEM C High risk of injury or equipment / pro					
TASK HAZARDS	RATING BEFORE CONTROLS	TASK CONTROLS	RATING BEFORE CONTROLS		
 Lack of, or Improper, Training and Education 	С	Only trained workers are to complete rigging/ hoisting tasksMachine Operators must be authorized and trained	С		
Poor Site Planning	С	 Designated storage and loading/unloading areas to be defined during the preliminary project stages 	С		
Struck by Equipment, Reversing Equipment, and Active Roadways	С	 Ensure all vehicles / equipment with an obstructed view of their path of travel are assisted by a signal person 	С		
Improper Lifting	С	Use proper material handling and mechanical techniquesAvoid highly repetitive motion	с		
PPE Not Worn	С	 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 			
Inappropriate Material Storage	С	 Ensure Material is not stored in access/egress corridors or areas Store and/or stack material in such a manner as to prevent tipping 	С		