

Tractor Trailer Safety



Safety Bulletin No. 1

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Tractor Trailer Safety Guide

This guidance document defines minimum requirements and procedures to protect employees during truck loading / unloading. Facilities should provide training for everyday use of trailer inspection reports, jack stand use and to practice techniques that will help prevent and reduce injuries during truck loading and unloading process. Proper training / awareness will help detour injuries / incidents with trailers.

Facilities should address state, local, and country requirements in addition to these minimum requirements. Where conflicts occur, follow the most stringent requirements.

The following should serve as documentation of the trailer loading and unloading safety program and associated procedures. *Note-drivers are to stay out of high traffic areas. Mark suitable areas for waiting.*

PROCEDURES

A. Chemical Tankers Loading/Unloading At Coating Chemical Storage Tanks. Perform applicable inspection items per the inspection form and turn in to supervisor when complete.

The following procedures will apply to the loading or unloading of chemical tankers and freight trucks.

1. An employee shall be in attendance at all times while chemical tanker trucks or trucks of hazardous materials are being unloaded.
2. Crawling under chemical tanker trucks, other than connecting or disconnecting bottom unloading line, is prohibited.
3. Employees shall wear all PPE, including eye, foot, and hand protection, when performing loading/unloading work
4. Never perform work atop chemical tanker trucks unless adequate fall protection equipment and procedures are used.
5. When transferring flammable materials, ensure the chemical tanker truck is properly grounded, and turn off all pagers and cell phones.

B. Over The Road Truck Trailer Loading At Shipping. (Loading Rolls Of Paper) Perform applicable inspection items per the inspection form and turn in to supervisor when complete.

The following procedures will apply to the loading of paper rolls on over-the-road freight trucks.

1. Inform drivers of the procedures for securing trailers. Once trailer is secured the driver is to wait in his/her truck until dock light turns from red to green which indicated the trailer has been loaded and the driver can come back to shipping office to get paperwork.
2. Two forms of control are required. Forms of Control are: Dock locks, glad locks, securing driver keys in a lock box, placing a warning sign in front of tractor and/or on driver's side mirror. Wheel chocks are not an adequate form of control. However, wheel chocks will be used to secure trailers in addition to the two forms of control before loading begins.

- It is required that rear wheels be chocked on both sides of trailer. Where applicable, shipping uses dock locks and glad locks to secure trailers, the driver will place glad lock on the trailer. Once the locks are verified and the key is in the Shipping Dock personnel's possession, the loading process can begin.
 - Only commercially manufactured chocks should be utilized (the use of boards, stones, bricks, etc. is prohibited).
 - Chocks must have a minimum width of 7".
 - Use manufactured wheel chocks, not shop-made wedges.
 - Regardless of who is responsible for placing the chocks (the truck driver or facility personnel) any employee that will be entering the truck/trailer bed should visually inspect for the presence of chocks and glad locks prior to entry.
3. Visually verify the integrity of the trailer's ICC bar and positive latching of the dock mounted restraint device.
 4. Inspect the trailer:
 - Inspect the area under the rear wheels of the trailer to ensure there is no ice or debris that could cause trailer slippage. Take any necessary corrective actions or relocate the trailer before loading or unloading begins.
 5. Ensure the visual warning lights are working correctly.
 - Instruct the truck driver on use of flashing warning lights:
 - Red Light:
Indicated that the trailer restraint device is attached and forklifts are going in/out of trailer.
 - Green Light:
Indicated that is safe to move the trailer into dock and okay to move trailer once loaded.
 6. Require a visual inspection to ensure two forms of control are in use prior to using a powered industrial truck to load/unload a trailer.
 7. Make sure lift trucks used to load trailers have operational spotlights or dock mounted lights and are in use.

Dropping a trailer

8. Always place portable jack stands in addition to the forward landing gear of spotted trailers (trailers that are not attached to their tractor) when loading and unloading to prevent potential tipping.
9. Now the trailer can be loaded.

C. Truck Trailer Unloading at Paper Dock (Scrap) Perform applicable inspection items per the inspection form and turn in to supervisor when complete.

The following procedures will apply to unloading scrap from over-the-road freight trucks.

1. Inform drivers of the procedures for securing trailers. Once trailer is secured the driver is to wait in his/her truck until dock light turns from red to green which indicated the trailer is empty and ready to be swept.
2. Two forms of control are required. Forms of Control are: Dock locks, glad locks, securing driver keys in a lock box, placing a warning sign in front of tractor and/or on driver's side mirror. Wheel chocks are not an adequate form of control. However, wheel chocks will be used to secure trailers in addition to the two forms of control before loading begins.
 - Only commercially manufactured chocks should be utilized (the use of boards, stones, bricks, etc. is prohibited).
 - Chocks must have a minimum width of 7".
 - Regardless of who is responsible for placing the chocks (the truck driver or facility personnel) any employee that will be entering the truck/trailer bed should visually inspect for the presence of chocks prior to entry.
3. Visually verify the integrity of the trailer's ICC bar and positive latching of the dock lock.
4. Inspect the trailer:
 - Inspect the area under the rear wheels of the trailer to ensure there is no ice or debris that could cause trailer slippage. Take any necessary corrective actions or relocate the trailer before loading or unloading begins.
 - Use manufactured wheel chocks, not shop-made wedges.
5. Ensure visual warning lights are working correctly.
 - Instruct the truck driver on use of flashing warning lights:
 - Red Light:
Indicated that the trailer restraint device is attached and forklifts are going in/out of trailer.
 - Green Light:
Indicated that is safe to move the trailer into dock and okay to move trailer once loaded.
6. Require a visual inspection to ensure proper installation of dock leveler and dock locks prior to using a powered industrial truck to load/unload a trailer.
7. Make sure lift trucks used to unload trailers have operational spotlights or dock mounted lights.

8. Place portable jack stands in addition to the forward landing gear of spotted trailers (trailers that are not attached to their tractor) when loading and unloading to prevent potential tipping.
9. Trailer can be unloaded.

Opening trailer doors with load of scrap paper:

1. All trailers are opened on roadway/parking lot in front of paper dock unloading area. The truck driver will look at trailer doors to make sure both doors are properly latched and that they aren't bulging from bales leaning against the doors. If doors aren't properly latched or if doors are bulging, contact an employee for assistance.
 - An employee can be struck by or crushed by falling material when doors are opened.
 - An employee can be struck by a swinging door due to material pushing on the doors.
2. While standing behind the left door, release the latch(s) on the right door.
 - Where applicable, trailer doors can be affixed with a strapping device, allowing the doors to only open a small amount in the event of an unstable bale.
3. Standing behind the left door, carefully open the right door. Check to see if cargo is leaning toward, or against, either door. Is cargo stable?
 - If "NO", contact authorized department employee.
 - If "YES", secure the right door, look inside the trailer to be sure nothing is leaning against the left door. If load is stable, unlatch and open the left door. If there is concern for anything falling from the trailer, contact authorized department employee for assistance.

SAFETY NOTES: NEVER OPEN BOTH DOORS AT THE SAME TIME—ask for assistance if doors cannot be opened one at a time. Always stand at the outside edge of the doors as you swing the doors around to secure.

**D. Over The Road Truck Trailer Loading At Paper Dock (Loading Scrap Back On A Trailer)
Perform applicable inspection items per the inspection form and turn in to supervisor when complete.**

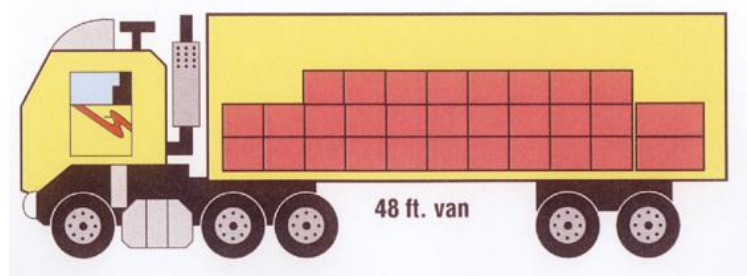
The following procedures will apply to the loading over-the-road freight trucks back with paper scrap.

Before loading bales

1. Inspect the trailer before loading to make sure the trailer is safe and clean
2. Make sure bales are of good integrity and have adequate wires
3. Know the safe, acceptable load patterns

What to know while loading bales

1. **ALWAYS** turn the last row of bales lengthwise to prevent bales from falling/shifting against the door during transit. The last row of bales must be no more than 2 high. *SEE DIAGRAMS BELOW FOR EXAMPLE OF BACK BALE LOAD PATTERN.*



2. **Never** put a stack of three bales next to a stack of 1 bale.
 - Stack bales squarely for easy offloading and storage. Do not load on pallets.
 - Do not place small bales on the bottom with large bales on top.
 - Do not place high density bales on top of low density bales.
 - Bales often expand inside vans -- leave room to unload safely. Do not stuff vans.
3. Inform drivers of the procedures for securing trailers.
4. Two forms of control are required. Forms of Control are: Dock locks, glad locks, securing driver keys in a lock box, placing a warning sign in front of tractor and/or on driver's side mirror. Wheel chocks are not an adequate form of control. However, wheel chocks will be used to secure trailers in addition to the two forms of control before loading begins.
 - Rear wheels must be chocked on trailer.
 - Only commercially manufactured chocks should be utilized (the use of boards, stones, bricks, etc. is prohibited).
 - Chocks must have a minimum width of 7".
 - Regardless of who is responsible for placing the chocks (the truck driver or facility personnel) any employee that will be entering the truck/trailer bed should visually inspect for the presence of chocks prior to entry. If dock locks are not/ can not be used, a forklift is not allowed to enter the trailer.

5. Visually verify the integrity of the trailer's ICC bar and positive latching of the dock mounted restraint device.
6. Inspect the trailer:
 - Inspect the area under the rear wheels of the trailer to ensure there is no ice or debris that could cause trailer slippage. Take any necessary corrective actions or relocate the trailer before loading or unloading begins.
 - Use manufactured wheel chocks, not shop-made wedges.
7. Ensure the visual warning lights are working correctly.
 - Instruct the truck driver on use of flashing lights:
 - Red Light:
Indicated that the trailer restraint device is attached and forklifts are going in/out of trailer.
 - Green Light:
Indicated that is safe to move the trailer into dock and okay to move trailer once loaded.
8. Require a visual inspection to ensure proper installation of dock leveler and dock locks prior to using a powered industrial truck to load/unload a trailer.

Example of reasons loads can be rejected:

- **Acceptable load patterns are not followed**
 - **Bottom bales break and let stacks fall during unloading.**
 - **Quality is poor or dangerous materials are present.**
9. Make sure lift trucks used to load trailers have operational spotlights, where possible dock mounted lights supplement the lift truck lights.
 10. Place portable jack stands in addition to the forward landing gear of spotted trailers (trailers that are not attached to their tractor) when loading and unloading to prevent potential tipping:
 11. Trailer can be loaded.

Dropping a trailer:

1. Place portable jack stands in addition to the forward landing gear of spotted trailers (trailers that are not attached to their tractor) when loading and unloading to prevent potential tipping:
 - a. Inspect dolly wheel supports for excessive wear.

E. Unloading Roll Truck Using Mobile Crane. Perform applicable inspection items per the inspection form and turn in to supervisor when complete.

1. Prior to loading/unloading a machine roll onto a flatbed trailer a Load Assessment must be completed to ensure the mobile crane can complete task.
2. No unloading operation, including removal of gates, and releasing tension in load securing devices is to commence until the Load Assessment has been completed.
3. Any identified hazards and the corrective actions required to be taken, must be identified while completing Load Assessment.
4. Pedestrian exclusion zones are to be set using red danger tape.
5. No one is to enter these pedestrian exclusion zones during the loading/unloading operation unless the forklift or crane operator has signaled that it is safe to enter and the forklift or crane operation has ceased all movement, engine is shut down.
6. The truck driver is to remain outside the exclusion zone in a designated location (safety zone) during the unloading operation unless instructed by the loading/unloading operator.
7. Trucks are to be loaded/unloaded on level surface or safe surface that is level as practicable.
8. Truck wheels are to be chocked and truck stable.
9. Truck engine must be switched off, keys removed from the ignition
Employees must be alert of their surroundings with active moving equipment. (for example when using a crane or fork-lift truck).
10. Employees can also be injured during manual handling operations (often when a load is too heavy or sharp or otherwise awkward.

F. Powered Industrial Truck Use in Loading/Unloading.

1. Do not use powered industrial trucks to open or close trailer doors.
2. Properly secure dock locks and dock levelers/plates.
3. Dock levelers/plates should have a friction surface and substantial contact with loading platforms to prevent the forklift from slipping.

G. Training Affected Employees.

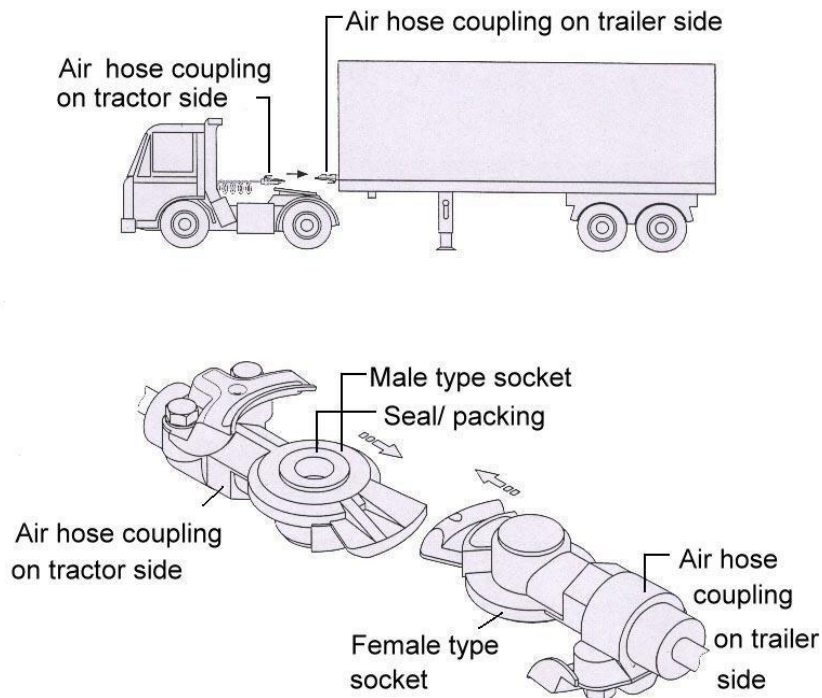
1. Ensure that shipping and receiving supervisors are familiar with regulations
2. Train employees to understand known hazards associated with truck loading/unloading and the requirements of this procedure.
 - An employee can be struck by or crushed by falling material when doors are opened.

- An employee can be struck by a swinging door due to material pushing on the doors.
 - Do not allow pedestrians in trailers while a forklift is loading/unloading, there is an increased chance of crushing injury to pedestrian in tight spaces.
 - Do not climb up/down the docks, use the proper ladder or stairs provided, do not place any part of body outside of the dock door.
3. Document training and maintain training records.

H. Verify Compliance.

- Periodically review program effectiveness, procedures, and implementation.
- Check records including training, preventative maintenance, in-house inspection, and third-party certification records.
- Evaluate employee knowledge of proper procedure use through periodic observations, inspections and interviewing.

I. Glad Locks.



Trailer Inspection Checklist

It's critical that an inspection of the trailer be made **every time** before beginning to load or unload. The checklist below will be used for trailer inspection.

IF ANY OF THE FOLLOWING IS NOT ACCEPTABLE, DO NOT ENTER THE TRAILER – CONTACT YOUR SUPERVISOR.

1. Acceptable <u>floor</u> condition (no holes, no protruding nails, no loose floorboards, floor is solid not “spongy”)	Acceptable Yes ___ No ___
2. Acceptable <u>body rail</u> condition (no gaps in body rails, no cracks, no bowing, no broken welds or missing fasteners)	Yes ___ No ___
3. Acceptable <u>cross members</u> (no bends, no twists, no bowing, no broken welds or missing fasteners)	Yes ___ No ___
4. Acceptable <u>trailer sides</u> (no gross or exaggerated bowing, no bulges, no cracks, no holes)	Yes ___ No ___
5. Acceptable Interstate Commerce Commission (ICC) bar (intact, able to be secured by dock lock) <i>NOTE: ICC bar is located on the back of the trailer and is what the dock lock will attach to. See photo 1 on next page.</i>	Yes ___ No ___
6. Acceptable <u>landing gear</u> (no missing pads, support frame not damaged, no air or hydraulic leaks, crank handle is secure)	Yes ___ No ___
7. Acceptable <u>doors</u> (not damaged, latch works properly from outside)	Yes ___ No ___
8. Acceptable <u>roof condition</u> (no bows, no holes, no damaged structural members)	Yes ___ No ___
9. Acceptable <u>trailer jacks</u> if tractor not attached and trailer tipping is possible (Jack must be vertical and tight up to apron) See photo 2 on next page.	Yes ___ No ___
10. Tandem axles on trailers equipped with moveable axles are slid to the rear most position.	Yes ___ No ___

Photo 1: ICC Bar



Photo 2: Trailer Jack



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