

Worksite: Squamish Terminals	Approved By: H&S Committee	Date Issued: July 21, 2021	Full Procedure Reference: PRO-033, version 1.0
----------------------------------------	--------------------------------------	--------------------------------------	----------------------------------------------------------

Key Site Safety Requirements:	Personal Protective Equipment (PPE)
<ul style="list-style-type: none"> • Wear required PPE • Attend Tool Box talk - mandatory • Site Speed Limits 20km on dock, 10km in sheds • Seatbelts mandatory • No use of electronic devices while in active working areas • No smoking on site (designated area only) • Drug and Alcohol use strictly prohibited 	<ul style="list-style-type: none"> • Hi-viz Vest • Safety Boots (6") • Type 2 Hard Hat (while on vessel; under boom; working around reach stacker; under raised forks) • Eye protection, hearing protection, gloves - recommended • Dust mask – if needed

Job Hazards Present:

- Slips, Trips, Falls on slippery / uneven surfaces.
- Pedestrians exposure to being struck by site traffic
- Site vehicles / materials handling equipment striking other vehicles or stationary obstacles / equipment.
- Poor ergonomics overexertion, musculoskeletal injuries (laboring, rigging, lifting, banding, pulling, pushing)
- Falling objects (equipment, cargo, debris, broken equipment, tools) – risk of being struck or crushed
- Overhead hazards – hook, frame, slings, cargo, equipment, gear
- Moving cargo - Collapsing load - risk of being struck or crushed
- Bag loops failure – crushed by cargo
- Materials handling equipment - unstable load – tipping/rolling
- Pinch Points, Sharp edges / slivers
- Exposure to elements (wind, sunburn, heat index, cold, Dust)

Procedure – Bagged Tires Delivery to Truck

- 1) Management provides Foreman with location of start (a “section”).
 - 2) Crew is dispatched to section where the Foreman will discuss operational plan with crew to ensure Longshoremen understand operation, safety and PPE.
 - 3) Fork lift operator accesses pile, labourer opens loops on the determined number of bags, forklift driver positions forks in the loops. Driver lifts the bagged tires from the storage location and moves them to flatbed truck location.
 - 4) Driver tilts back mast, lifts forks up and moves bagged tires onto the flatbed truck. The Driver then tilts the mast forward, lower forks and gently backs away from truck.
 - 5) Bagged tires are loaded one-two high on the truck bed. **Note:** Continue this procedure until truck is fully loaded. Truck Operator secures and tarps load prior to leaving site.
 - 6) Bags can be loaded bag on bag, bag on frame but not frame on frame
 - 7) If a bag fails, tires should be collected up and set aside. Any bag failures should be reported to the Foreman and Superintendent.
- CAUTION:**
- The Foreman, Labourer, Checker and Truck Driver must not stand at the side of the truck while it is being loaded. If direction has to be given to the Forklift Operator it must be done from a safe position.
 - Remember – If needed, bags can be loaded bag on bag, bag on frame but not frame on frame

Damage

Watch for and report:

- Torn bags
- Exposed tires
- Damaged loops
- Open bags
- Excessively worn bags
- Damaged frame
- Any other potential damage

Stockpiling

- Bagged tires in frames are not to be stacked.
- Bagged tires without frames only to be stacked more than 1 high if stable enough and safe to do so.
- If needed for stockpiling, Bags can be loaded bag on bag, bag on frame but not frame on frame.

