

Worksite: Squamish Terminals	Approved By: H&S Committee	Date Issued: October 23, 2019	Full Procedure Reference: PRO-002, version 3.1
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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 with reach stacker) Eye protection, hearing protection, gloves - recommended Dust mask – if needed

Job Hazards Present:
<ul style="list-style-type: none"> 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 while working with dunnage – overexertion, musculoskeletal injuries Collapsing load - risk of being struck or crushed Materials handling equipment - unstable load – tipping/rolling Truck driver falling from deck of truck Pinch Points Sharp edges / slivers Exposure to elements (wind, sunburn, heat index, cold) Dust

Procedure – Steel Beam Delivery to Truck

Delivery to Truck

1. Driver lifts the bundles from the pile and moves them to truck location.
2. Ensure all workers and truck driver are in a safe location.
3. Driver lowers bundles onto dunnage on the truck bed, tilt mast forward, lower forks and gently backs away from truck. Avoid damaging truck and trailer.
4. If loading 2 or more tiers high on the truck, Truck Operator places dunnage between the second and subsequent tiers
5. Continue this procedure until truck is fully loaded.
6. Labourer removes 4x4 dunnage from each section as it becomes available, stacking 4x4's neatly and checking and culling any damaged pieces.
7. Once a bundle of 4x4's is complete the Labourer bands it and the Forklift Operator moves it to a storage area.
8. Truck Operator secures load prior to leaving site.
9. All workers (including truck driver) must remain out of the bite.

Safety Precautions

- 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.
- The truck driver must not position load while standing on the deck of the truck.

Steel Beam – Delivery to Truck



Driver lowers bundles onto dunnage on the truck bed, avoid damaging truck and trailer



Driver tilts mast forward, lower forks and gently backs away from truck



Truck Driver guides load from safe position on the ground



Truck Operator places dunnage between the second and subsequent tiers