

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 • Falling objects (equipment, cargo, debris, broken equipment, tools) – risk of being struck or crushed • Overhead hazards – hook, frame, slings, cargo, equipment, gear • Collapsing load - risk of being struck or crushed • Materials handling equipment - unstable load – tipping/rolling • Pinch Points • Sharp edges / slivers • Exposure to elements (wind, sunburn, heat index, cold, dust)

Procedure - Steel Beam Receiving from Vessel

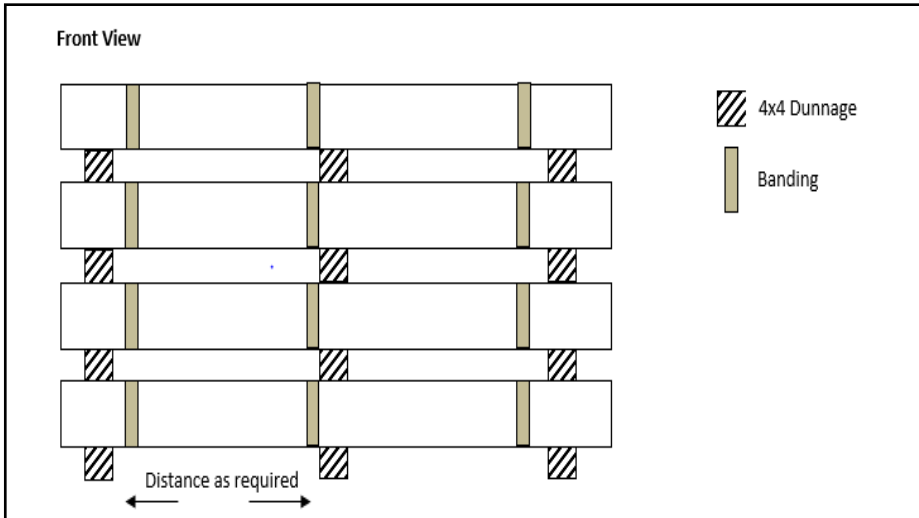
1. Labourer lays 4x4 dunnage in laydown area, (#depending on length of beam)
2. Driver use forklifts to remove beam from shipside bunk to laydown area
3. Driver sets bundle down on dunnage, labourer will guide driver
4. 2nd, 3rd, 4th tier, ensure 4x4 dunnage is placed directly above dunnage below
5. Extra dunnage may be required to further stabilize any portion of each row/pile as required
6. Lengths will vary within pile - Anywhere from 35' to 65' lengths (20' lengths are kept separate – too small to mix with larger lengths)
7. Each tier must be supported by tier of equal or greater width
8. If different sizes, should be stacked with smaller widths on top
9. Different lengths acceptable provided dunnage is correctly placed (no further than 10 feet between dunnage)
10. Piles must be level and straight
11. Height of stack should not exceed depth
12. Ensure individual tiers do not overlap
13. Dunnage should be placed at each end and equally in between
14. Ensure each piece of dunnage is fully supported in compression (do not bridge voids)
15. Piles should be stepped down on the front and back faces to four feet high
16. All broken bundles must be set aside and only stowed 1 tier high or re-banded before stowing in main pile

Safety Precautions

Primary Hazard: Pile stability during stockpiling

- Front and back face of the piles should not exceed 4ft in height
- Workers on foot around the working pile maintain 10ft distance from front and back of pile
- If higher front or back face is necessary, required safe distance must be increased accordingly
- Stockpile minimum 3ft from safety walkways
- Dunnage should not be lifted above shoulder height, for high rows, lower load and place dunnage on load, adjust dunnage once load in place

Correct storage



Extra dunnage may be required to further stabilize any portion of each row/pile as required. Lengths will vary within pile (anywhere from 35' to 65' lengths – 20' lengths are kept separate – too small to mix with larger lengths). (Various lengths not shown in diagram).



X

Incorrect - Collapsing Piles



✓

Step down piles on front and back faces to 4ft or less



✓

Dunnage is placed directly above the dunnage below