

<b>Worksite:</b> Squamish Terminals	<b>Approved By:</b> H&S Committee	<b>Date Issued:</b> November 20, 2019	<b>Full Procedure reference:</b> PRO-005, version 4.2
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<b>Key Site Safety Requirements:</b>	<b>Personal Protective Equipment (PPE)</b>
<ul style="list-style-type: none"> <li>• Wear required PPE</li> <li>• Attend Tool Box talk - mandatory</li> <li>• Site Speed Limits 20km on dock, 10km in sheds</li> <li>• Seatbelts mandatory</li> <li>• No use of electronic devices while in active working areas</li> <li>• No smoking on site (designated area only)</li> <li>• Drug and Alcohol use strictly prohibited</li> </ul>	<ul style="list-style-type: none"> <li>• Hi-viz Vest</li> <li>• Safety Boots (6")</li> <li>• Type 2 Hard Hat (while on vessel, under boom, working with reach stacker)</li> <li>• Eye protection, hearing protection, gloves - recommended</li> <li>• Dust mask – if needed</li> </ul>

<b>Job Hazards Present:</b>
<ul style="list-style-type: none"> <li>• Slips, Trips, Falls on slippery / uneven surfaces</li> <li>• Pedestrians exposure to being struck by site traffic</li> <li>• Site vehicles / materials handling equipment striking other vehicles or stationary obstacles / equipment</li> <li>• Poor ergonomics while lifting, banding, pulling, pushing – overexertion, musculoskeletal injuries</li> <li>• Falling objects (equipment, cargo, debris, broken equipment, tools) – risk of being struck or crushed</li> <li>• Pinch Points – handling dunnage, banding</li> <li>• Truck driver falling from deck of truck</li> <li>• Materials handling equipment - unstable load – tipping/rolling</li> <li>• Cargo falling from forks – crush to pedestrian / jarring to driver</li> <li>• Sharp edges / slivers – handling dunnage</li> <li>• Exposure to elements (wind, sunburn, heat index, cold)</li> <li>• Dust</li> </ul>

<b>Procedure -Steel Coil Delivery to Truck</b>
<ol style="list-style-type: none"> <li>1. Use probe for all coil cargo with the exception of rebar coil which can be loaded using fork</li> <li>2. Lift truck driver lifts coils from the storage location and moves them to the truck location</li> <li>3. Driver tilts back mast, lifts up forks (or probe) and lowers the coils onto the truck bed where they are chocked in place by the Truck Driver</li> <li>4. Driver tilts the mast forward, lowers forks/probe and gently backs away from truck</li> <li>5. Coils are usually loaded only one high on the truck bed, as per drivers instructions</li> <li>6. Continue loading until the truck is fully loaded, truck driver secures load prior to leaving site</li> <li>7. Labourer removes chocks/dunnage from each section as it becomes available, stacking neatly and culling any damaged pieces. Once the storage area is emptied, labourer bands it and the lift truck driver moves it to the storage area</li> <li>8. All workers (including truck driver) must remain out of the bite.</li> </ol> <p><b>Safety Precautions</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The truck driver must not position load while standing on the deck of the truck.</li> </ul>

**Steel Coil – Delivery to Truck**

