

SWP Purpose

Tools, equipment, and fuel are hauled to trail work sites as part of trail building and maintenance. This is typically conducted by quad trailer; however, this SWP addresses safe loading and hauling in a general sense and can be applied to quads, quad trailers, or truck beds and trailers. This safe work practice (SWP) is intended to help workers in following correct steps in loading and hauling materials. When done correctly, hazards will be controlled.

Scope

This SWP applies to any worker who loads and hauls materials during regular trail maintenance and building, or who assists in these tasks.

Responsibilities

Responsibilities apply to the Trip Manager/Volunteer Lead, all workers, and the Health and Safety Committee.

It is the responsibility of the Trip Manager/Volunteer Lead to

- Communicate to workers the importance of taking due care and following correct steps in loading and hauling materials.
- Reinforce to workers that any recommended controls must be applied consistently
- Require that this SWP be implemented for all instances of loading and hauling, whether quad, quad trailer, or other vehicle.

It is the responsibility of the Workers to

- Know the proper approach and steps to loading and hauling.
- Ensure recommended controls are implemented and used appropriately.
- Immediately report any concerns to the Crew Lead.

It is the responsibility of the Safety Committee to

- Maintain this Safe Work Practice
- Perform periodic audits to assess that these requirements/SWP are being acted upon.
- Reinforce that recommended controls are to be implemented and used appropriately.

Hazards

Hazards relative to loading and hauling may be due to environmental conditions such as trail conditions, temperatures, precipitation, terrain and location, time of day/visibility.

Hazards may also be caused by a lack of appropriate tools, including quad straps/tie downs, fuel containers, etc.

Hazards due to worker behavior include drowsiness/fatigue, distractions within or around the vehicle, psychological factors such as stress, lack of familiarity with the vehicle, the materials, the task, or the trails/terrain. Safe lifting should be practiced during this task.

Poorly loaded materials can result in property damage/loss as well as safety incidents (e.g. quad rolling, trailer detaching, etc.).

Controls

Controls may include elimination/substitution, engineering, warnings, administrative, and/or PPE.

- Wear gloves when loading materials, to reduce risk of cuts, abrasions, bruising.
- Inspect the hauling vehicle, trailer, and materials for condition. Address any defect prior to loading.
- Park the vehicle/trailer on stable and level ground. Engage parking brakes and consider placement of chucks at wheels if terrain is necessarily sloped.
- Turn the vehicle off. Turn on hazard lights.
- If within parking area or roads, ensure that the vehicle is being loaded in a safe location; consider placement of cones or other warning devices to limit risk to public.
- Check tire pressure on vehicles and/or trailers; ensure that these are appropriate for the vehicle, the load, the temperature, and trail conditions/trail cover.
- Inspect trailer hitches prior to use. Ensure that these are in good condition, that the hitch has been secured, that chains are attached as a safety measure, and that brake lights are working consistently.
- For heavy/complex loads, this task is best completed with two individuals who can spot each other during the activity. Ensure that safe lifting techniques are applied consistently.
- Load the vehicle/trailer. Take care when packing loads, to ensure that the vehicle load is balanced. Unbalanced loads increase the risk of tipping.
- Store light containers on top, heavier ones on the bottom.
- Do not overload the capacity of the vehicle, refer to owner's manual.
- This is also a good time to inspect the materials you are loading; damaged materials should be fixed/replaced/left behind.
- Materials must not extend above the sides of the truck box.
- Materials must be covered to protect them from unfavorable weather conditions.
- Ensure that loads are well-secured with quad straps/tie downs or other means. Check the load's security before moving and intermittently during transport, to ensure that shifting has not occurred.
- Secure materials from movement using a cargo net, straps, or rope. The use of bungee cords to secure material is not permitted.
- In the event of a vehicle collision or rollover, materials must be secured in a manner to prevent injury to the driver and passengers.
- Compressed gas cylinders shall be secured in an upright position

- Flag loads which extend beyond the bed of vehicle or trailer.
- To transport fuel or other flammable/dangerous materials, ensure that the container meets current TDG requirements and manufacturer’s guidelines. This is relative to both container type and size.
- Ensure that all containers are securely closed.
- Ensure that containers are situated safely and are not at risk of puncture or abrasion during transport.
- Do not overload. It is safer to complete two trips with lighter loads than one heavy load at risk of tipping, damaging the load/vehicle/trailer, or bogging down the vehicle/trailer.
- Ensure that the load does not extend outside of the trailer in a manner which will increase the risk of impact on trees/brush. This is also important for maintaining trailer and vehicle stability on uneven ground. Avoid areas of slope, if possible, to limit the possibility of vehicles being unstable/rolling.
- Follow safe driving rules/guidelines while hauling. Check the load intermittently, if weather conditions change, more frequently in steep or challenging terrain.

Training

Workers must be adequately trained for vehicle use (licensed, vehicles insured/licensed). On the job/scenario or demo-based training is useful. If a worker is involved in an accident, training should be reviewed.

Resources, References, Definitions

Revision History

<u>Revision</u>	<u>Date</u>	<u>Description of Change</u>	<u>Personnel Involved</u>
REV 0	Feb 2020	New SWP	D Yanchula
Rev 1	Feb 2023	Reviewed – No change	D Yanchula