

SWP Purpose

Equipment and tools often need to be loaded and moved from jobsite to jobsite. Unsafe loading and trailering can result in personal injury and property damage. This safe work practice (SWP) is intended to help workers in following correct steps in loading and trailering. When done correctly, hazards will be controlled.

Scope

This SWP applies to any worker who is involved in loading and trailering.

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 trailering equipment on the job.
- Reinforce to workers that any recommended controls must be applied consistently
- Require that this SWP be implemented for all vehicles/equipment.

It is the responsibility of the Workers to

- Know the proper approach and steps to both loading and hauling equipment.
- Ensure recommended controls are implemented and used appropriately.
- Immediately report any infractions or incidents 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 trailering equipment may be due to environmental conditions such as setting and location, weather conditions, time of day/visibility.

Hazards may also be caused by a lack of appropriate tools or traffic control warning devices.

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 or the task. Safe lifting should be practiced during this task.

Controls

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

- Select a level and stable loading area; avoid slopes, areas with debris (e.g. deadfall), mud or other areas of poor traction/stability.
- Put on the parking brake.
- If necessary, block the wheels as well, although this suggests a sloped location. Selection of a more appropriate location is recommended.
- Check the trailer deck for traction hazards.
- Lower the ramp, following manufacturer's instructions.
- Align the machine with the ramps and drive slowly onto the truck deck.
- Use a spotter while driving up the ramps.
- Once the machine is in place on the truck deck, apply the equipment parking brake, lower cutting edges/booms, if present. Shut down the equipment and remove the key to a safe place.
- Secure the machine using quad/ratchet straps, chains, etc.
- Remove the ramps and secure them.
- Check the deck for debris and clean off any potential projectiles.
- Drive the truck/trailer a short distance and recheck the straps/restraints in case of loosening or settling. On long trips or in cases of changing weather (i.e. rain, snow), check frequently.
- Tighten as necessary.
- If parking/leaving the truck with the machine on board, consider use of locks to prevent theft. Parking vehicle with rear to wall will also prevent theft.

Training

Workers must be adequately trained. 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