











Date Revised:	March 2021	Overall Task Risk Rating:	Before Controls	C	After Controls	C
Description:	Activities performed during the loading and unloading of trucks.					
Location(s):	Shop, Asphalt Plant & Construction Sites					
Associated Documents: Manual Material Handling WTS, Driving and Vehicle Operation WTS, Hazardous Agents WTS, Noise WTS, Traffic Control WTS, Hoisting and Rigging WTS						

RED FLAGS (HOLD WORK UNTIL CORRECTED):

Note:

- Do not commence the task if the proper equipment to load / unload the material is not present
- If assistance is required but not currently accessible, do not start the loading / unloading task

PERSONAL PROTECTIVE EQUIPMENT (CSA APPROVED)

									
Head Protection	Foot Protection	High-Vis Protection	Hearing Protection	Hand Protection	Eye Protection	Respiratory Protection	Skin Protection	Face Protection	Fall Protection
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note:

- When in the Shop one must adhere to the minimum Shop PPE Requirements: Safety Boots
- When onsite one must adhere to the minimum site requirements (i.e. Safety Boots, Hard Hat & High Visibility Protection. Safety Glasses and Hearing Protection when necessary)
- Additional PPE may be required depending on the site of the loading and offloading (including Full Face Protection, Hearing Protection and/or Hand Protection)

SAFE WORK PRACTICES (SWP)

General Loading/Unloading:

- Ensure truck is on firm and level ground
- Check for energized overhead power lines and ensure that the dump truck operator is aware of the hazards
- Upon completion of dumping, lower the box completely and proceed
- Secure equipment and tools before moving mobile equipment
- No part of a load should be used to assist personnel to climb onto or from a truck, flat-deck or trailer
- Flag around trailers and crane swing area to prevent entry by other personnel not involved in offloading or loading process, or station a spotter to inform other trades of your activities

Safety Devices:

- All trucks must be equipped with working back up beepers
- Do not tamper with or remove any safety devices

Signal Person:

- Ensure vehicles operating in reverse are assisted by a competent signal person

Traffic Control:

- Implement a traffic control plan if truck loading/unloading is required in active roadways
- For more detail, refer to the Traffic Control WTS

Material Storage:

- Materials must be stored in such a manner that they will not tip, collapse or fall
- Objects or materials are not to be projecting from loads in a dangerous manner



- Materials must not block access, egress, doorways and aisles

Inspections:

- Before unloading, visually examine the load to ensure that it has not shifted or moved during transportation

Manual Material Handling:

- Use mechanical means wherever possible, rather than lifting objects manually
- Be aware of pinch points and crush hazards during the loading and unloading process
- If an object appears to be awkward in shape or too heavy, it may require additional help to be handled safely
- When Mechanically removing material from trucks ensure all loads are stable and moved securely

Training:

- Employee Orientations (including roles, responsibilities, applicable workplace task standards, WHMIS, etc.)
- Ensure only trained workers complete rigging/ hoisting tasks
- Only trained, authorized personnel are allowed to operate machinery or equipment
- Only trained, authorized personnel are allowed to perform maintenance / repairs
- If you are not familiar with the safe use of any equipment, ask your supervisor or foreman for assistance prior to starting the task
- Keep machines and equipment clean and report any leaks or other noticeable defects

Personal Protective Equipment:

- Workers on construction projects must wear, at a minimum, head, foot and high visibility protection. Safety Glasses and Hearing Protection when necessary
- Depending on the location or the task additional PPE may be required including Full Face Protection, Hearing Protection &/or Head Protection)
- All signal persons must wear a CSA safety vest so that they are visible to all drivers and others

JOB HAZARD AND RISK ANALYSIS		RISK RATING SYSTEM	
TASK HAZARDS	RATING BEFORE CONTROLS	TASK CONTROLS	RATING BEFORE CONTROLS
<ul style="list-style-type: none"> • Lack of, or Improper, Training and Education 	C	<ul style="list-style-type: none"> • Only trained workers are to complete rigging/ hoisting tasks • Machine Operators must be authorized and trained 	C
<ul style="list-style-type: none"> • Poor Site Planning 	C	<ul style="list-style-type: none"> • Designated storage and loading/unloading areas to be defined during the preliminary project stages 	C
<ul style="list-style-type: none"> • Struck by Equipment, Reversing Equipment, and Active Roadways 	C	<ul style="list-style-type: none"> • Ensure all vehicles / equipment with an obstructed view of their path of travel are assisted by a signal person 	C
<ul style="list-style-type: none"> • Improper Lifting 	C	<ul style="list-style-type: none"> • Use proper material handling and mechanical techniques • Avoid highly repetitive motion 	C
<ul style="list-style-type: none"> • PPE Not Worn 	C	<ul style="list-style-type: none"> • Drivers must wear the appropriate construction PPE if they get out of their truck in construction area (CSA Boots, High Visibility Vest & Hard Hat. Safety Glasses when necessary) • All signal persons must wear a CSA safety vest so that they are visible to all drivers and others 	C
<ul style="list-style-type: none"> • Inappropriate Material Storage 	C	<ul style="list-style-type: none"> • Ensure Material is not stored in access/egress corridors or areas • Store and/or stack material in such a manner as to prevent tipping 	C