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SAFE OPERATING PROCEDURES

Loading/Unloading Freight

SOP 11A-13

Hazard Review		
Lifting	Slip, Trip and Fall	Heat Stress
Crushing Injuries	Overhead Hazards	
Required Personal Protective Equipment (PPE) (Based on job specific hazard review)		
Safety Shoes	Gloves	

1. Ensure that all trucks or trailers are securely chocked prior to entering with a forklift.
2. Ensure that the hydraulic dock levelers are properly positioned on the bed of the trailer to allow for safe entry.
3. Forklift speeds must be at a minimum to avoid damage to trailers and material. When ramps are wet or icy, special attention is required to avoid slipping or sliding.
4. Care must be taken to avoid hitting pedestrians who may be in the work area.
5. When loading trailers, ensure that all pallets are secured with stretch wrap and properly loaded to avoid shifting while being transported. Use chains or straps to guard against shifting.
6. All heavy pallets should be placed in the front of the trailer to avoid being thrown forward during quick stops.
7. All hazardous material must be properly marked and placards displayed on the trailer to indicate hazardous contents.
8. All forklift operators must be qualified and approved prior to loading or unloading any trailers. Operators should make sure trailer door/dock door are opened all the way before operating forklift.
9. Do not load pallets or hand trucks in a manner that blocks vision when moving loads.
10. Driver of truck being loaded or unloaded must be made aware of when the job is complete to prevent pre-movement of the truck.

Related SOP's	
General SOP's.....Chapter 10	Warehouse.....11A-38
Forklift 12A-6	Truck, Tractor and Trailer.....12A-36