

Situational Awareness: Driver Loading and Unloading a Flatbed Trailer

Company Training Checklist & Policy Statement

Purpose:

(INSERT COMPANY NAME) is committed to maintaining and promoting a safe, healthy, and injury free environment to all employees and contractors. This policy endorses efforts which ensure the quality of safety by emphasizing incident and accident prevention and the control of risks in the working environment through situational awareness. No task is so important and no service so urgent that it cannot be done safely.

Goal:

To reduce and eliminate injuries to drivers during the loading and unloading a flatbed truck. Lift trucks are often used to load and unload cargo. Lift trucks includes forklifts, side loaders, walkie stackers, rough terrain forklifts, or any other type of powered industrial trucks (cranes or lifting equipment).

Procedures:

The following are requirements of drivers while loading and unloading a flatbed truck.

- Communication is key. It is the driver's responsibility to communicate with the lift truck operator your intentions and processes before the loading or unloading starts.
- A reflective vest is always required. Acceptable colors are yellow or orange. Drivers are required to put the vest on prior to exiting the tractor.
- If the shipping location has a designated area for drivers to stand during the loading and unloading process, the driver is required to follow the shipping location instructions.
- If the shipping location does not have a designated area to stand, the next safest place for drivers to wait is in the cab of the truck. However, if the driver is required to stand outside the truck or place dunnage, the driver should be as close to the cab of the truck as possible. Never be on the opposite side of the load from the lift truck. Always maintain line of site with the lift operator.
- If the lift truck operator moves to the opposite side of the trailer, the driver is required to move to the same side with the lift truck and maintain a line of sight.

Responsibility and Accountability:

I acknowledge that I have received a written copy of the company Loading and Unloading a Flatbed Trailer policy. I fully understand the policy and agree to abide by the terms, and that I am willing to accept the consequences of failing to follow the policy that has been put in place for my safety.

Training:

I have watched the "Driver Loading & Unloading Near a Lift Truck" training video. Driver Initial _____

I have watched the "Shift Happens, Don't Let It Happen to You" training video. Driver Initial _____

Signatures:

Print Driver Name

Driver Signature

Date

Print Manager/Trainer Name

Manager/Trainer Signature

Date