

## **MINIMUM GUIDELINES FOR LOADING AND UNLOADING**

While lumber is being loaded or unloaded, the driver will move to a safe distance from the truck and trailer.

The driver shall not approach the vehicle during loading or unloading without first getting the approval of the Company's person in authority.

Prior to loading and/or unloading, the truck driver will do the following:

1. Set the trailer in the proper position which includes setting the brake and trailer stands in the locked position and checking the truck and trailer tires.
2. Ensure that the necessary vertical side protective supports are in place and have been recently inspected for serviceability.
3. Drivers and employees should be required to wear personal protective equipment to include hard hat, safety shoes, and eye protection.
4. If at any time the banding/strapping is noticed to be loose or broken, the driver will not approach the load but will notify the shipping office or management immediately. Management will re-strap the load.
5. After the load has been placed on the trailer with the forklift in a position to prohibit loads from shifting, the trailer may be properly approached by the driver from the forklift/equipment side after getting the lift operator's attention. He may then further secure the load.

After securing and readying the load for transportation, the driver will visibly recheck the strapping and tie downs and side rail supports. The load may then be moved to the exit gate after the loading paperwork is completed.

Unloading will be done in the reverse order of the loading procedure.

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