

Loading / Unloading Mats

Facility:	Written By:	Approved By:	Date Created:	Date of Last Revision

<i>Hazards Present:</i>	<i>PPE or Devices Required:</i>	<i>Additional Training Required:</i>
Vehicle damage	Steel toed boots	
Vehicle malfunction	Eye protection	
Other workers and equipment	Hand protection	
Airborne particles		

Safe Work Procedure:

- 1) Supervisors and/or management will ensure that all operators are competent and properly trained.
- 2) The operator shall perform a pre-operational check of their equipment and be familiar with the operator's manual and operating procedures.
- 3) Complete a hazard assessment of the work area prior to beginning work at the site.
- 4) When loading/unloading mats off/on the trucks, ensure the area is clear and that the driver remains in his truck. Be sure that the mats are centered on forks or firmly grasped in grapple when maneuvering around or above the trailer.
- 5) Never swing mats or operate the equipment above the truck cab or above people.
- 6) When backing away from or swinging away from truck/trailer, ensure the area is clear before moving, always being mindful of blind spots.
- 7) Move equipment carefully and gently when placing or taking off the mats from the trailer, as damage can easily be done to the trailer deck.
- 8) After all mats are moved, safely park equipment with all attachments lowered to the ground.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<p>Guidance Documents/Standards:</p> <p>MB Workplace Safety & Health Act & Regulations:</p> <p>6 Personal Protective Equipment 16 Machines, Tools and Robots 22 Powered Mobile Equipment</p>	<p>This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years</p> <hr/> <p>Reviewed By WSH Committee:</p> <p>Date:</p>
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