

**PICK UP AND
TRANSPORT OF A LOAD
USING A TAILGATE TRUCK**

Safe Work Procedure

Safe Work Procedure		PICK UP AND TRANSPORT A LOAD USING A TAILGATE TRUCK																																	
Department / Area: Logistics and Supply Chain Management	Approved By: Regional Manager Logistics and Supply Chain Management	Date Created: ??? 2014	Review / Revised date:																																
Potential Hazards: Fill in those that apply		Personal protective equipment / devices required / other safety considerations																																	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">H</td> <td style="text-align: center;">M</td> <td style="text-align: center;">L</td> <td style="text-align: center;">risk for injury</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Awkward postures (overreaching, twisting)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Forceful exertions (pushing heavy carts)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Pinch points</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Materials falling</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Surfaces causing falls-elevated surfaces, wet/ice</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Moving machinery-doors on trucks, moving the lift</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Other- Traffic Accidents</td> </tr> </table>		H	M	L	risk for injury	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Awkward postures (overreaching, twisting)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Forceful exertions (pushing heavy carts)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pinch points	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Materials falling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Surfaces causing falls-elevated surfaces, wet/ice	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Moving machinery-doors on trucks, moving the lift	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other- Traffic Accidents	<ul style="list-style-type: none"> • Appropriate non slip footwear • Gloves • Carts • Truck with lift 	
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		Training / Reference Information																																	
		<ul style="list-style-type: none"> • SCHIPP Module 1 training • Department Orientation • Department Manual • Class 5 Driver's License 																																	
<p>Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement strength in a body part. Report these to your supervisor.</p>																																			
Employers must ensure that workers are trained and follow this safe work procedure																																			
Steps to perform this task safely:																																			
<ul style="list-style-type: none"> • Check lift weight limits on vehicle. • Lower lift on vehicle (Being careful not to pinch fingers). Make sure the lift is on level ground. Keep other employees or people a few feet away from the lift when it is in operation. • Push cart onto the truck lift. • Make sure the load is secure on the lift using caster locks or a railing on the lift itself before lifting. • Stand on the lift with the cart and operate the lift to raise the cart to the box of the vehicle. Be aware of your position on the lift so you do not slip and fall off the edge. • Remove castor locks and then push the cart into the box of the vehicle. • Secure the load in the box of the laundry truck. Use cargo straps to secure the load. • Exit box and standing on the lift, lower the lift. Ensure that the lift is on ground level prior to exiting. • Close truck box door and secure the lift. • Transport load to the facility. Practice defensive driving. • At destination unload truck. • Open the back door of the vehicle and make sure the area is clear and unobstructed. (Keep other employees or persons away from the back door when it is in operation). • Engage the lift and stand on edge closest to the controls. (Make sure you have good footing on the lift as it may be wet or snow-covered). Raise it to the vehicle box. • Un-secure the carts in the vehicle box and push the carts onto the lift. Make sure the load is secure on the lift before lowering, use caster locks or a railing on the lift itself. • Lower the lift to the ground. Ensure the lift is on level ground. • Pull the cart off the lift taking care not to tip the cart. If the cart should tip, step back and let it fall. Do not risk injury by trying to catch the cart. • Push the cart/load into the facility. • Close the door of the truck and return the truck lift to the secure position. Be careful not to pinch fingers. • Return truck to garage / designated parking space. 																																			



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