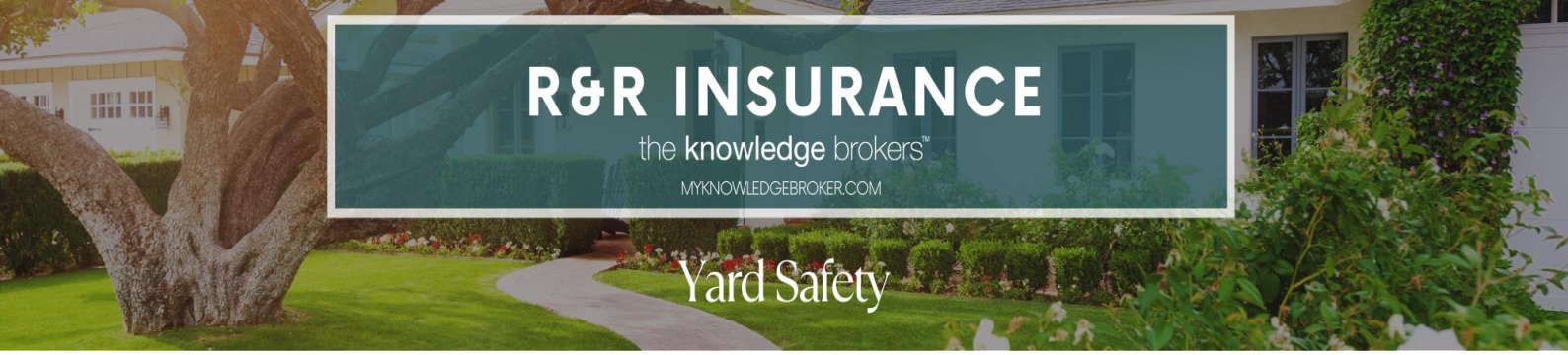


SAFETY GUIDELINES AND REQUIREMENTS

Regulatory Reference: 29 CFR 1910.178

Topic: Yard and dock safety protocols when working in and around trailers with powered industrial trucks (PITs) during the loading and unloading processes. A combination of truck controls and driver controls **must** be used.

Current Safety Requirements:

Truck Controls - Require **2** of the following **when operating forklifts on trailers:**

Truck Controls	Wheel Chocks	Dock locks/Truck Restraints	
			

And Driver Controls – Require **1** of the following **when operating forklifts on trailers:**

Driver Controls	"Pull the Keys"	"Hold the Driver"	Glad hand lock	Drop the trailer	Stop Sign
					

Safety Procedure (procedure may vary based on equipment used at the facility):

Revised procedures when loading/unloading trailer at dock:

1. Verify trailer is properly lined up with the dock door.
2. ***Truck Control*** Engage mechanical trailer restraint set (Dock Lock) – verify contact is made with the ICC bar with the dock lock or contact is made in front of the wheels with the global wheel restraint.
3. Move chain, barrier, or gate of designated dock.

4. Open dock door when trailer is in place.
5. Verify inside communication lights are operating properly – green when loading/unloading.
6. Retrieve BOL/paperwork – hold paperwork until 100% completion of loading/unloading process.
7. ***Truck Control*** Wheel chocks in place (both sides of trailer) **(verify)**
8. ***Truck Control*** Trailer air brake lock applied (Glad Hand Lock)
9. *Verify one ***Driver Control*** is in place:
    a. "Glad Hand Locks" – The trailer air brakes are locked out preventing the trailer from being moved.
    OR
    b. "Pull the Keys" – Maintain control of driver's keys on a key control board until completion of load/unload process. OR
    c. "Hold the Driver" – Driver waits in designed driver waiting area.
    OR
    d. "Drop the Trailer" – Trailer is decoupled from truck – jack stand required under all dropped trailers.
10. Verify outside communication lights are operating properly – Red when loading/unloading.
11. Dock apron clean, dry, and clear of obstacles.
12. Engage dock leveler/dock plate – ensure contact is made with trailer.
13. Inspect trailer condition before entering – floor, side, and ceiling.
14. Check for adequate overhead clearance before entering with forklift.
15. Load/unload materials.
16. ***Truck Controls*** When a trailer load/unload is complete – unlock trailer and remove truck controls.
17. ***Driver Controls*** Return driver keys, allow driver in designated waiting area to return to truck, or allow driver to attached trailer.
18. Sign and return BOL/paperwork to driver after 100% completion of unlock process.

Hazards Associated with Trailer Entry:



Early Departure & Trailer Creeping



Trailer Popup



Trailer Upending