



Truck/Trailer Loading and Unloading Checklist

Date: _____ Company Picking Up or Delivering Equip/Mat'l: _____

Supvr./Lead Person: _____ Truck Driver Emergency Phone Number: _____

Location: _____

Type of Trailer: Box: ☐ Flatbed: ☐ Low Boy: ☐ No Trailer, Truck Only: ☐ Trailer #: _____

Type Mobile Equipment Needed to Load/Unload Truck:

Fork Truck: ☐ Crane: ☐ Other (Identify): _____ Lifting Permit/Critical Lift Required? YES ☐ NO ☐

➤ Only one piece of pipe can be picked at a time because of the potential for pinch points and damage to the material.

➤ If the load arrives at the site and cannot be unloaded safely, **notify management immediately**.

Hazards

YES	NO		YES	NO		YES	NO	
☐	☐	Wet Truck Beds	☐	☐	Load Shifted during transit	☐	☐	Overhead Electrical Lines
☐	☐	Stored Energy – Chain binders	☐	☐	Weather Conditions	☐	☐	Dirt or Debris on Truck Bed
☐	☐	Stored Energy – Ratchet straps	☐	☐	Ground Cond./Loading Area	☐	☐	Broken pallets
☐	☐	Sharp edges or splinters	☐	☐	Other work nearby	☐	☐	Other (Identify): _____

FLRA (Please Initial below once complete)

NOTE: All Personnel involved in the loading/unloading process must have signed a FLRA that is appropriate for the job task. If you answer "NO" to the question below, then it is considered a job scope change and a new FLRA must be completed.

☐ ☐ Does the current FLRA cover the hazards associated with the loading/unloading of this truck/trailer?

Taglines (Please Initial below once complete)

_____ I have verified that the tag lines are attached to the load and not to the chokers (except for shakeout hooks).
_____ I have verified that the tag lines are longer than 12', have no knots and are 5/8" diameter or larger.
_____ I have attached a tag line to each end of the pipe or steel (if it is 20' in length or greater).

If Using a Crane (Please Initial below once complete)

_____ I have verified the weight of the load, the approximate weight is _____.
_____ I have verified that the crane is set up according to the manufacturer's recommendations.
_____ I have verified that the crane outriggers are fully extended and down on mats.
_____ I have verified that the crane tires have a minimum of 1" ground clearance when leveled on the outriggers.
_____ A flag person with a hi-visibility orange vest and flag will walk in front of the crane while it is relocating.
_____ Cranes are not allowed to pick and carry their loads.
_____ A forklift can be used to assist a crane while unloading.

Loading/Unloading (Please Initial below once complete)

_____ The vehicle being loaded/unloaded is turned off and the wheels are chocked.
_____ I have verified that a step ladder is being used for access to and egress from the trailer and it is secured before use.
_____ I have instructed the loading/unloading employees to stay off the trailer (unless deemed absolutely necessary).
_____ I have identified any damaged trailer boards and/or decking components and guarded them appropriately.
_____ If the trailer must be accessed, I have identified walking paths free of obstructions, tripping hazards, etc. Notify your supervisor/lead person to determine acceptable methods if a safe means of navigating the trailer cannot be achieved.
_____ If the trailer is equipped for pipe stakes, I have inspected the rails for cracks and have installed stakes before any bindings are loosened or any loading/unloading begins.
_____ Once the material is rigged, all employees will be off and clear of the trailer while it is lifted.
_____ A trailer will not be moved unless the load is secured in a safe manner.
_____ No load will be dropped on the trailer or the ground.
_____ Notify your supervisor immediately of any damage that occurs to material or equipment while loading or unloading.

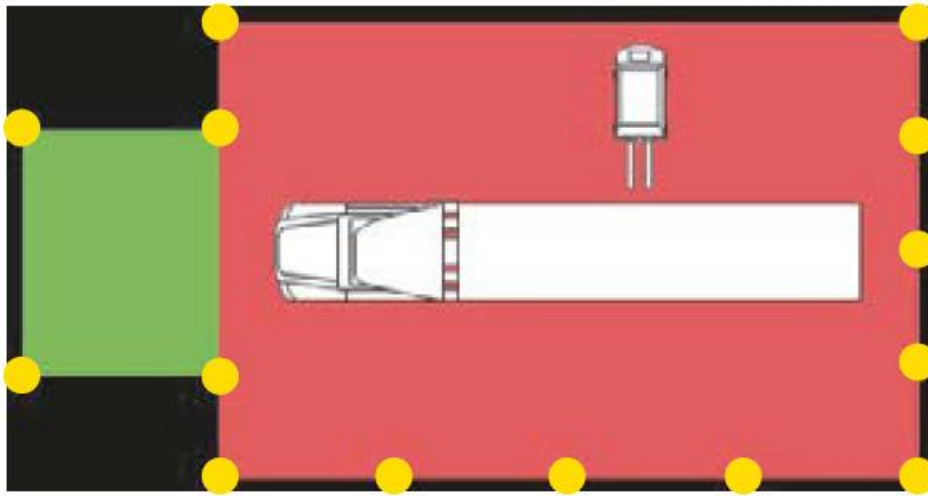
Instructing the Driver (Please Initial below once complete)

_____ I have instructed the driver to exit the cab and stand in the designated safe zone during the loading/unloading. I
_____ have instructed the driver that they will not participate in the loading/unloading activities.

No material will be loaded or unloaded until the supervisor/lead person has reviewed this checklist with the crew and signed it.

Supervisor/Lead Person Signature

Operator Signature



- Barrier, bollards, witches hats, painted lines
- Safety zone
- Exclusion zone - no pedestrians while mobile plant operating