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SIGNATURE

DATE

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REVIEWED BY: Shelley Cox

APPROVED BY: Darren Toner

ISSUE/REVISION INDEX

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RR	PA	SC	NM	EC		Originate date of creation

Issue Codes: RC = Released for Execution, RD = Released for Design, RF = Released for Fabrication, RI = Released for Information, RP = Released for Purchase, RPA = Released for Permit Application, RQ = Released for Quotation, RR = Released for Review and Comments.



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1.0 PURPOSE & SCOPE

This Work Instruction details safe work standards to be used when loading and unloading material. It shall apply to all employees, and to all contractors and visitors working on NAPG Project sites. The scope of this instruction is to establish the minimum requirements, measures and actions to be taken for the NAPG Projects.


NOTE: Freight operators must use **155 Balsam, Sudbury ON** for a GPS address entry. This address creates a route that avoids a low underpass that has been the location of transport trucks contacting a local overhead bridge.

2.0 ROLES AND RESPONSIBILITIES

Refer to NAPG-SAF-SPI-0005 for complete role and responsibility.

3.0 DEFINITIONS

Refer to NAPG-SAF-SPI-0005 for complete definitions.

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4.0 INSTRUCTIONS


4.1 Identified Hazards

The NAPG Project leadership has identified various potential hazards to personnel involved with the loading and unloading materials on vehicles for shipping. These potential hazards include, but are not limited to:

- a) Poor or incorrect hazard identification;
- b) Manual handling;
- c) Operational machinery and plant;
- d) Operator training;
- e) Vehicle safety standards;
- f) Communications;
- g) Load composition and characteristics;
- h) Weather Conditions;
- i) Vehicle, plant and personnel interaction;
- j) Lifting equipment;
- k) Equipment and vehicle inspections;
- l) Defective vehicles and mobile equipment;
- m) Designated loading and unloading area;
- n) Vehicle Speed and;
- o) Working at heights

4.2 Poor or Incorrect Hazard Identification (On Site Shipping and Receiving)

All Project personnel involved with loading and unloading material and equipment for any facility shall participate in and complete a Job Hazard Analysis (JHA). This shall occur prior to any task commencing and shall be reviewed by the respective contractor groups/crews supervisor and HSE personnel.

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For a JHA to be completed to a satisfactory standard, the following documentation shall be presented by the respective shipping company:

- a) Load composition: Describing load characteristics, individual material and equipment weights
- b) Shipping instructions;
- c) Relevant dangerous goods and hazardous material certificates. This includes the manufacturers Material Safety Data Sheet (MSDS) or Global Harmonized System GHS and other appropriate/associated information; and
- d) Rigging and lifting point certification (i.e. lugs and chains tagged and accompanied by certification)

After the relevant documentation (see above) has been checked, a comprehensive JHA shall be required.

The development of this JHA shall as a minimum involve the following personnel: responsible supervisor;


- 0 plant/crane/forklift operator;
- 0 riggers (as required);
- 0 vehicle/truck operator/driver; and
- 0 Any other person involved with the unloading or loading of material and equipment;

4.3 Manual Handling

When practical, mechanical lifting devices should be used for all material over **20 kg**. Where appropriate, methods such as pallets, boxes, crates and containerization should be used. Compliance with this procedure shall remove, or significantly reduce the potential risk exposure to employee when conducting unloading or loading material tasks.

Individual employees should not attempt repetitive, frequent or heavy lifting. Mechanical lifting equipment shall be made available for identified specific tasks as required. Mechanical lifting devices include, but are not limited to:

- a) Trolleys;
- b) Hydraulic lifts;
- c) Forklifts;
- d) Cranes; and
- e) Vehicle mounted 'HIABs' and/or similarly mounted lifting arms.

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4.4 Operational Machinery and Equipment

All machinery and equipment shall be authorized by NAPG Area Lead or designate prior to use on site. Once on site, the NAPG HSE Advisor shall ensure that all machinery and equipment are inspected, and prior to authorization in compliance with the Critical Risk Control Protocols.

4.5 Operator Training

All personnel operating light vehicles, machinery or mobile equipment shall be trained and verified competent.

Prior to designating any operator as competent, Contractors must verify and document all relevant and applicable licenses/qualification/training for each vehicle, machinery or piece of equipment that will be operated

Contractors shall appoint a competent authorized person to verify, conduct test and maintain records of such testing. All records provided to NAPG upon request.

As applicable, Operator and employee training in Working at Heights and Elevated Work Platforms (EWP's) are pre-requisites for any dedicated loading and unloading crews.

4.6 Vehicle Standards


All vehicles on site shall comply with the guidelines as detailed in the HSE Plan and vale Critical Risk Control Protocols. This includes those modification or fitting of equipment.

Requesting additional vehicle modifications shall be the responsibility of the Area Construction Manager. Approval for vehicle modification shall be approved by project engineering after ensuring the vehicle manufacturer has been consulted and responds in writing, that the proposed modification does not interfere or impede on the vehicles operational/engineered capacity or intent.

4.7 Communications

Wherever possible all communications between parties involved in loading or unloading activities shall be either by clear, precise hand signals or NAPG approved two way radios. Two-way radio communication channels during loading and unloading shall be concise and ensure directions are not misinterpreted. This will be achieved through the designation of two-way radio channels. All instructions issued over radios are to be repeated by the receiving party

The loading and unloading of materials is not to progress unless the methodology and general work scope and an approved JHA is in place and reviewed by crew.

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4.8 Load Composition and Characteristics

All loading and unloading of materials should occur at designated dispatch and receivable points. NAPG Expediting is advised 48hrs+before a shipment leaves the suppliers premises and is sent the Packing List which includes a breakdown of the material due to arrive. It also outlines the number of items, and the weights and dimensions of each separate piece.


If there are any special loading/offloading instructions, the supplier advises them on the Packing List

The expeditor then generates the Expediting Report, attaches the suppliers packing list, and distributes to site services to evaluate the weights/dimensions and arrange the appropriate equipment needed to offload safely and by project standards.

4.9 Shipping Agent

The following requirements are to be adopted by all transport and shipping agents for transport of material and goods throughout all phases of the Project:

- a) Unit weight marked on units (individual and collective)
- b) Load centre of gravity to be marked on each unit (when required through assessment)
- c) Method of restraining load during transportation (blocking and bracing)
- d) Decide on method of transport and unloading,
 - o Flat racks (where approved lifting equipment is available);
 - o Cradles (where approved lifting equipment is available);
 - o Pallets;
 - o Crates;
 - o Boxes;
 - o Containers (where approved lifting equipment is available);
 - o Unitizing (where approved lifting equipment is available);
 - o Strapping (corrugated iron) making the sheets into one unit; and
 - o Shrink-wrapping (boxes or pallets) making the small boxes into one unit.
- e) Utilized speciality transport options e.g. tilt tray transport, container side loader etc.; and
- f) Ensure that the method for unloading is compatible with the equipment at the site.
- g) Clear traffic management plan with route defined, directions provided by contractor or NAPG Area Lead, shipper to include adherence to Traffic Management Plan Procedure

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4.10 Receiving Crew.

The following requirements are to be adopted by the receiving crew; crews on receipt of materials and goods throughout all phases of the Project:

- a) Review manifest to check on weights of material and equipment;
- b) Review JHA;
- c) Conduct FLHA/StepBack and ensure all members of the crew receiving the goods understand the work methods for unloading;
- d) Ensure that the method for unloading identified is compatible with the equipment for unloading which is at the receivable point;
- e) Conduct vehicle and equipment pre-start inspection on relevant machinery (i.e. forklifts and cranes etc.);
- f) Identify and control potential exposures to falls from heights;
- g) Inspect loads, pallets and materials prior to handling;
- h) Remove all material to ground level after operator has inspected and deemed the risk is managed prior to distribution etc. (i.e. containers removed from transport vehicles and placed at ground level before items are removed etc.);
- i) Where necessary conduct lift study under supervision and guidance of crane/lift superintendent and;
- j) Use the appropriate PPE for the task. (identified in JHA and MSDS where applicable)

4.11 Lifting Equipment


Cranes and Lifting Equipment procedure shall be reviewed prior to any hoisting and lifting.

All lifting equipment is to be tagged and certified in accordance with the NAPG Project quarterly inspection requirements

Equipment or material, which has designated lifting points, is to be accompanied with the correct certifications and testing documentation.

Materials with designated lifting points not accompanied with the correct tags, certification and testing documentation, must not be removed using the lifting points. Should this occur the NAPG Area Construction Lead is to be notified and shall arrange an inspection of the suspect lifting points.

The requirements for certification and testing documentation shall be applied to all lifting equipment such as flat racks, containers, cradles and bolsters etc.

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4.12 Designated Loading and Unloading Area.


To ensure loading and unloading operations are conducted without interference from adjacent activities, mobile machinery, equipment and personnel, the contractor shall establish a designated loading/unloading area.

The designated area shall be clearly marked, and sign posted as a restricted area.

- a) Delineated work areas: Using proper barricading and tagging;
- b) One-directional roads: Through the implementation of adequate signage and designated employee training;
- c) Designated Personnel: Through recruitment, selection and training only authorized personnel shall be allowed to enter the designated loading and unloading area;
- d) Specific PPE: Standard PPE requirements;
- e) Radios: Approved radio frequency and channel for radios designated to crane crews and other personnel within the restricted area;
- f) Designated Equipment: This may include EWP's, forklifts, lifting equipment, mobile anchor points (for personnel rigging and working at height etc.); and
- g) Semi-permanent facilities: This includes the use of scaffolding to create both stationary and mobile semi-permanent loading docks, access ways and working areas, with full handrails and anchor point system, for use with vehicles such as transports and the like.
- h) When loading or unloading transport truck at a height greater with 1.8 meter, then worker shall adhere to the requirements as stated in Working at Heights Procedure.
- i) Controls identified in the FLHA, JHA and PMRA processes.

4.13 Loading and Unloading Checklist

To ensure loading and unloading operations are conducted according to the requirements outlined in this procedure, the Loading and Unloading Checklist must be completed and signed off before the task begins. See Appendix A


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5.0 REFERENCE


PTP-00813	Vale Critical RAC activity
NAPG-SAF-SPI-0005	NAPG H&S policy
NAPG-SAF-SPI-0022	Traffic Plan
NAPG-SAF-SPI-0008	Cranes and Lifting Equipment
Local (host site)	ZES (Isolation Lockout and Tagging)
NAPG-SAF-SPI-0009	Working at Height
NAPG-SAF-SPI-0007	Personal Protective Equipment
NAPG-SAF-FRM-0017	Lifting Equipment Inspection Register
NAPG-SAF-FRM-0015	Equipment Inspection
NAPG-SAF-SPI-00XX	Temporary Site Access
NAPG-SAF-FRM-0012	On the Spot Lift Plan form

NOTE:

NAPG-SAF-SPI-0021	Working in adverse weather
NAPG-SAF-SPI-0023	Mobile Equipment
NAPG-RA-SPI-0001	JHA procedure
NAPG-RA-SPI-0003	FLHA Procedure
NAPG-SAF-SPI-0002	Emergency Response Procedure
NAPG-SAF-SPI-0017	Surface Barricading

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6.0 APPENDIX A – LOADING AND UNLOADING CHECKLIST

	LOADING/OFFLOADING-CHECKLIST	Project No.:	Subject:	Sequential:	Rev.:
	NORTH ATLANTIC PROJECTS GROUP	NAPG-HSE-Program NAPG-SAF-FRM-0019 DM:143595	:	:	:

Project-Location:		Date:			
Supervisor-signature:					
CHECKLIST:		YES	NO	N/A	
1. → Identify and utilize the proper equipment for the load (Forklift, loader, crane, etc). SPECIFY:		:	:	:	
2. → Inspect the delivery truck or trailer upon showing up and prior to offloading: -- → Check for proper dunnage and spacing -- → Place the truck or trailer in an even area -- → Chalks securing both side of the load or material in place -- → Inspect the deck of the trailer or truck for wear ad holes -- → Loads ad materials are properly secured and loaded evenly		:	:	:	
3. → Access to deck of trailer or truck such as: -- → Aluminum steps being utilized on trailer or cab -- → Portable steps will be in use -- → Platform ladders tied back and secured to the trailer (least preferred option) -- → 5 points harness		:	:	:	
4. → Truck Driver: -- → Wearing 100% of the PPE required, if not, driver will remain in truck or safe area -- → Driver will maintain truck when loading or offloading		:	:	:	
5. → Exclusion zone/Dead zone: -- → Place on the opposite side of the trailer -- → 10 feet minimum or 10 feet plus 3 feet beyond maximum load height -- → Exclusion Zone installed correctly with signage prior to loading/offloading -- → No access to the exclusion zone during loading/offloading operations and -- → Using the steel post (roll of preventers) for pipe and similar loads with roll potential (as required)		:	:	:	
6. → JHA: -- → JHA written up and reviewed prior to operation -- → Crews involved in the surrounding areas included in JHA -- → Driver, if part of the activity, included in JHA/Daily task sheet review -- → JHA reviewed by Foreman		:	:	:	
7. → Crane is being used: YES or NO -- → Designed signalman or radioman -- → Rigging has been inspected and is in good operating conditions -- → Rigging is rated for the load -- → On the spot lift plan is filled out and signed by everyone involved		:	:	:	
8. → Forklift/Telehandler is being used: YES or NO -- → Flagman as needed -- → Equipment inspected and in good conditions -- → Forks reach the load properly -- → Appropriate attachment (no rigging off the forks)		:	:	:	
Employee-sign-offs:					
		:			
		:			
		:			
Comments:					

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