

HEALTH & SAFETY BULLETIN

Month: June 2025

Safety Tip: Dock Protocol – Loading/ Off-Loading

Drivers:

- Do not wear headphones when loading and unloading. Limit the use of headphones while driving also. Pay attention to your work.
- Count the cargo and note on BOL any damages or discrepancies.
- Stop playing on the phone or watching videos while on the dock – look up and be aware of your surroundings.
- If the building has automatic truck restraints installed – use them. If not, always use a wheel chock. If you don't have a wheel chock supplied to you already, let your supervisor know and you will be supplied with one.
- No jumping off the dock or walking out the ramp door – use the man doors to enter and exit the building
- Check to make sure the dock plate has been removed, and the dock door is closed, before leaving.
- Double check you closed your trailer/ truck doors.

Forklift Operators:

- Enter and exit trailers/ trucks slowly and with caution
- Ensure the vehicle is chocked and brakes are applied – how will you know? Ask the driver for confirmation or visually check. Your safety depends on it.
- If you feel unsafe loading/ off-loading a certain vehicle, or you note any safety defects that can potentially be dangerous, stop and ask a supervisor.

Watch out for each other.

Spotlight: This Month's Standard Operation Procedure (SOP) review:

- **SOP – Orientation Guide**

