

Date Created:		Safe Work Procedure			Ref No:
Completed By:					
Describe the activity or tasks/work process. Safety critical Task: <input checked="" type="checkbox"/>			Opening Trailer Doors		
Location of process being carried out?			Various Locations <ul style="list-style-type: none"> • Shipper / Receiver's location • Yard • Warehouse • Residence 		
Identify the persons at risk:	Drivers: <input checked="" type="checkbox"/>	Mechanics: <input type="checkbox"/>	Office Staff: <input type="checkbox"/>	Yard Person: <input type="checkbox"/>	Other: <input type="checkbox"/>
Assigned hazard rating <i>(Examples: 1,2,3 – A,B,C – High, Moderate, Low)</i>	Moderate	Hazards <i>(List Identified Hazards)</i>	<ul style="list-style-type: none"> • Slips, trips and falls • MSI's • Pinch points • Uncontrolled swinging door • Environment (wind, snow, ice) • Shifted load • Falling cargo • Traffic • TDG products (load dependent) • Biological hazards (load dependent) 		
PPE required	<ul style="list-style-type: none"> • Gloves • Hi-Vis vest • Safety footwear 				
Training / Certification required	Class 1 driver's license				
Steps to perform the task/ work process safely	<p style="text-align: center;">Opening Trailer doors</p> <p>Swing Doors (Barn Doors)</p> <ol style="list-style-type: none"> 1. Start with the lead door (right side door) 2. Partially release the door latch 3. Push against the trailer door <ol style="list-style-type: none"> a. The door should move slightly back and forth with no resistance b. If you feel pressure, it is likely freight has shifted and is against the door 				



	<ol style="list-style-type: none"> c. Seek assistance if your load has shifted against the trailer door 4. If you feel no resistance, continue opening the door cautiously 5. Release the latch completely and swing the door open <ol style="list-style-type: none"> a. Watch for snow and ice falling from the top door frame during winter conditions b. Be cautious during windy conditions, do not stand in front of the swing path c. If cargo does start to fall out of the trailer, move out of the way and let it fall d. Do not try to catch the falling cargo 6. After opening the door, secure it to the connection point on the side of the trailer <ol style="list-style-type: none"> a. Securing the trailer door will prevent it from unexpectedly swinging 7. Visually inspect inside the trailer to ensure the load is not against the left door 8. Release the left door latch and open the door if the load is secure 9. After opening the door, secure it to the connection point on the side of the trailer 		
Steps to perform the task/ work process safely	<p>Roll up doors</p> <ol style="list-style-type: none"> 1. Before opening, push against the panels of the door <ul style="list-style-type: none"> • The door should move slightly back and forth • If the door feels stiff, it is likely freight has shifted and is against the door • Seek assistance if you are unsure 2. Release the door latch 3. Slowly lift the door up enough so that you can look inside 4. Visually check for fallen freight 5. If clear, it is now safe to open the door completely 		
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