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| Revision #:  Written by: | Date: Month DD, YYYY  Approved by: |
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| Related Documents: | * Owner’s Manual of vehicle/tractor and trailer | |
| When to use this SWP: | Protecting workers from injuries associated with the use various types of trailers such as during hitching and unhitching and while driving. | |
| Hazards & Risks: | * Runover * Pinning * Rollover * Loss of load or loose load * Trailer disconnects | |
| Personal Protective Equipment: | CSA approved equipment as per owner’s manual   * Steel toes * Safety glasses * Gloves * High Visibility Clothing | |
| Training Requirements: | * Training by a competent experienced person * Practice driving of tow vehicle and trailer under low stress conditions | |
| Communication Process: | * Know the towing capacity for both the two vehicle and trailer. Know the trailer being towed. Use a spotter, if available, and communicate the loading/unloading and hitching and unhitching steps. | |
| **Equipment & Supplies:** | * First Aid Kit * Fire Extinguisher * Cell/Smart Phone or two-way radio | |
| 1. Read the Owner’s Manual for the tow vehicle and trailer to be towed. 2. Check gross vehicle weights for the tow vehicle and trailer. 3. Have proper hitch for designated trailer and tow vehicle. 4. Inspect the tow vehicle and trailer before use and hitching. 5. Ensure tow vehicle is attached to trailer before loading the trailer. 6. Inspect chains for weak links/damage. 7. Ensure you have all locking pins. 8. Breakaway cable in good condition. 9. Light cable/plug in good condition, if available. 10. Light and brake inspection. All lights working. 11. Secure loads. 12. Have additional person guide back up, when available. 13. Have additional person check hook up before driving, if available. 14. Report damage/problems/repairs immediately to the farm owner.   **Loading & Unloading Trailer:**   1. Ensure wheels are chocked. Load manually or with a loader. If livestock, use gates or shoot. 2. Place material and animals with weight evenly distributed and centered over axles. 3. Secure load with rachet straps or chains not bungee cords. Inspect rachet straps and chains before securing load. if unloading, release straps and chains. If livestock, tie animals in place. 4. Once load is on trailer, a minimum of 2 ratchet straps should be used per object and in opposing directions. 5. Straps must go over top of load and be secured tightly to ensure maximum downward force and must be connected to adequate tie-down points. Once all straps are in place check to ensure load is secure and add straps, if necessary. 6. Before unloading livestock, untie them before opening the back door.   **Hooking up Trailer:**   1. Conduct a pre-trip inspection for the vehicle and trailer prior to hooking up the trailer. Document the pre-trip inspection on the Vehicle Inspection Checklist. 2. Ensure trailer hitch is rated for weight and is the proper hitch for the trailer in use. 3. Truck must be equipped with traffic cones or similar warning device in the event of an emergency. 4. The driver of the truck should wait for spotter, if available, to adjust height of trailer to proper level and give the ok. 5. Follow spotters, if available, signal while checking mirrors for any others in area. 6. When trailer is positioned, put truck in park, remain in truck with foot on the brake. 7. Once the spotter, if available, has lowered the trailer onto the hitch, turn off the vehicle. 8. Ensure vehicle is in park and turned off before making further connections. 9. Ensure hitch is locked in place and locking pin is attached. 10. When connecting chains, they must be attached to opposing tie in point, so they cross under the tongue. Breakaway cable must be attached to truck securely. Ensure plug is in fully and secure. 11. Once all connections have been made, driver does a final inspection of hookup 12. Spotter to check signal, brake and hazard lights are working. If any lights are not working, tag out trailer and discontinue use and bring issue to the farm owner. 13. Check for loose straps and no over hanging from the trailer. Confirm hook up of lights, chains and break away cable. Remove tire chocks.   **Wheel Dumps/Dump Trailers**   1. Follow the general safe work practices above. 2. Conduct a pre-trip inspection before operation. 3. Check pins are in the tailgate are fully engaged and secure by the pin keeper. 4. Check tailgate latch assembly and tailgate release. 5. Ensure tailgate is securely latched before driving. 6. Remove loose dirt, debris, snow and ice from trailer surfaces to prevent become loose on highway and creating a hazard to other drivers. 7. Ensure tires are inflated to the correct PSI. 8. Check the dump controls are in good operating condition. 9. Check for hydraulic leaks. 10. Before raising the dump body, check for overhead clearance and workers in the work area. 11. Ensure dump body is lowered and locked in position before driving. 12. Ensure the body raises and lowers slowly and smoothly. 13. Do not leave the dump body in the raised position at the end of the work day. 14. Do not carry passengers in the dump body. 15. Do not drive the PTO engaged. 16. Ensure hoist control is locked and in the neutral position before driving. 17. Do not load the dump body on soft or unlevel ground due to risk of tipping. 18. Load the box from front to rear and distribute load as evenly as possible. 19. If loading with a loader, load from the center of the dump body sides. 20. Keep the load lower than the sides of the dump body. 21. Tarp or cover the load. 22. When dumping loads, pull forward gradually until empty or correct amount released. | | |
| EMERGENCY PROCEDURES: | | In case of emergency, contact 911 and the farm owner immediately. Remove yourself from harm’s way and ensure no one else is at risk. |