Safe Work Practices

Truck and Tractor Trailer Operation

1. Purpose
   General Awareness

2. Definitions
   None

3. Hazards
   - Backing up
   - Speeding
   - Animal on roadway
   - Fatigue
   - Distraction

4. Prerequisites
   Any person that drives a Company XYZ truck will have the proper class of drivers’ license. Class 1 for operating any tractor-trailer combinations and a Class 3 for operating any truck with three axles. Even though it is not required by law, TAMS requires a Class 3 license for driving the signal axle 5 tons (Mack). An air brake certificate is also required.

   All operators are to obey all rules of the roads, obtain all necessary permits, and drive defensively.

5. Precautions
   None

6. Work Practice
   Pre-Trip Inspections Check and post trip – Which is a requirement by National Safety Code.
   - Each driver is directly responsible and accountable for the safe operation and to properly maintain his or her equipment. This is the law.
   - With this responsibility in mind the driver must inspect the unit before taking it on the road. The inspection itself is made up of 3 parts:
     - Under the Hood
     - In the Cab
     - The walk around (circle) check
   - The details of the inspections will vary somewhat depending on the type of unit or combination you are operating but generally the inspection should include:
     - Under the hood:
       - Check radiator for leaks, coolant level and proper fitting cap
       - Check fan for bend blades, loose mounting,
- Check oil and other fluid levels
- Check battery for electrolyte level, cracks, and excessive corrosion
- Check air cleaner
- Check quickly for obvious breaks or loose connection in electrical systems, coolant hoses and vacuum hoses
- Check inspection sticker when last certified and current CVIP.

- In the cab:
  - Check feel and operation of brake and clutch – free play
  - Check horn
  - Check adjustment of rear view mirrors
  - Check operation of all lights - by getting in and out of the cab, or by getting a helper
  - Check engine for ease of starting and smooth operation

- With the engine started:
  - Check all brakes (include pressure build up time and maximum allowable pressure drop on full application) – check travel of slack adjusters
  - Check operation of all instrument panel gauges
  - Check operation of windshield wipers
  - Check for unusual noise in clutch and transmission when clutch pedal is depressed and released with engine running and transmission in neutral
  - Extra Equipment
  - Fire extinguisher and flares
  - First Aid Kit
  - Vehicle Registration and other required paperwork
  - Tools properly secured

- Walk around:
  - A systematic circle check of the unit shall be made before starting on any trip. Details of the check can, of course, be varied by generally the principal of making a complete circle should be followed in all cases.
  - Note: Wheels must be choked and parking brake applied.
  - Check vehicle for damage to lights, clearance cluster, bumper, fenders and mud flaps
  - Check for tire damage, wear, proper inflation and missing valve caps. Check wheel lugs and nuts
  - Check springs for sag, U-bolts for tightness, pintle hitches for signs of cracks and under vehicle for signs of fluid leaks
  - Check rear view mirrors and mirror mountings,
operation of doors, door handles and latches
  o Check fuel and fuel levee, air vent and proper fitting cap
  o Check tarps, lashing, tailgates, placards, safety chains, and rear doors

- Fifth Wheel:
  o Check fifth wheel mounting
  o Check operation and position of fifth wheel locking handle and ensure fifth wheel is properly closed or open
  o Check air lines for proper connection and condition
  o Check light cables for connection and condition

- Other Driver Performed Inspections:
  o Rest/Check Stop Inspections
  o These stops have two purposes. First, they allow the driver to rest and change routine, thereby reducing fatigue and maintaining alertness. Secondly, they give the driver a chance to check his unit after it has been on the road for a while to ensure that everything is operating as it should.
  o Rest/Check stops are to be conducted at intervals throughout the day as required by the National Safety Code every 4 hours
  o Rest Stop Checks should include:
    - Visual check of all light for cleanliness and operation
    - Audible check for air leaks
    - Tire, and wheel checks
    - Visual check of the unit for broken or unsecured items
    - Check placard placements

- Post-trip Inspection/Report:
  o After completing the run, the driver shall perform a post-trip inspection of the unit to ensure any flaws are identified so that repairs can be completed before these units are again required on the road.
  o Your report should also include any problems you may have discovered during the run.
  o It can be frustrating, time-consuming and costly for all concerned if problems are left undetected until the next load is ready to be moved. **If stopped you would be written up as out of service and not allowed to move until repairs are done.**

**Uncoupling and Coupling Semi-Trailers**

- To Uncouple:
  - Park tractor and trailer in a straight line
- Secure tractor with parking brake or maxi
- Set trailer brakes and block wheels
- Lower landing gear – drain air out of trailer prior to
  deck off have pads under lading gear to ensure
  lading wont sink.
- Unlock fifth wheel
- Disconnect electrical connection and air lines securing
  them to tractor
- Move tractor slowly ahead until fifth wheel clears the
  trailer – drop air out of tractor

To Couple:
- Visually check fifth wheel to assure the jaws are in the
  unlocked position
- Back up tractor in line for hook-up with the trailer and
  stop before contracting the fifth wheel
- Connect air lines from tractor to trailer and block trailer
  wheels to the rear
- Fill trailer air reservoir and set trailer brakes
- Back tractor until trailer connection is made after first
  checking to match the height of the fifth wheel and
  that of the trailer
- Visually check to assure fifth wheel jaws are properly
  locked around the trailer pin
- Before moving the unit, set trailer brakes and pull with
  the tractor to make sure you have a good hook-up. If
  you see, during this test that there is a noticeable
  slack, correction should be made – notify supervisor
- Raise landing gear and hook up electrical connections
- Remove wheel chocks

Transporting Dangerous Goods

- In the interest of public safety both the Federal and
  Provincial governments have passed legislation related
  to the handling, storage and transportation of various
  dangerous goods.
- Regulation in this regard state that no person shall
  handle, offer for transport or transport dangerous goods
  unless they are trained or working under direct
  supervision of a person who has been trained.
- All TAMS Drivers will have completed a Transportation of
  dangerous good courses before transporting any
  dangerous goods.
- NOTE: refer to Transportation of Dangerous Goods Act
  and Regulations book for more information on
  transporting dangerous goods.

National Safety Code

The National Safety Code is an agreement between Federal
and Provincial Jurisdictions to establish minimum performance
standards for all commercial vehicles and their operators.
This code and the provision of this code became effective
January 1, 1989.
- The provisions of the National Safety Code are
applicable to:

- Vehicles having a gross vehicle mass (GVW) if 4500 kg or greater
- Any bus having a seating capacity of 10 or more (excluding the driver)
- The Drivers of these vehicles
- Farmers, cord wood cutters and fisherman operating 2 or 3 axle trucks are exempt from most provisions of the code except as they apply to the “road-side inspection” requirement.
- This inspection will be a random check conducted by law enforcement agencies or other authorized personnel who will use the standards outlined in “The Commercial Vehicle Safety Alliance Standard”

- What the Code Means to the Driver:

  - All drivers must obey the “hours of work” regulation. Each driver must keep an accurate “log” of his “on-duty”, “off duty” and “driving” hours for at least 4 days prior of being on shift.
  - There are a number of “variations” to the information shown above and for further information about this code you should contact the Safety Branch of Alberta Transportation and Utilities.
  - Driver must report all moving violations and collisions to their employer regardless of where those incidents occur.
  - Employers must obtain an abstract of the driver’s driving record, before hiring and at least on a yearly basis thereafter.

7. **Interpretation & Updating**

   The Safety Manager shall ensure interpretation and updating of this best practice.