

LOADING/UNLOADING PROCEDURE CHANGE

DUE TO THE NEED TO STRAP AND SECURE LOADS WE ARE MAKING A SLIGHT CHANGE TO THE CURRENT LOADING/UNLOADING PROCEDURE IN ORDER TO MAKE IT EASIER FOR DRIVERS TO STRAP DOWN THEIR PALLETS. DRIVERS WILL NOW BE PERMITTED ONTO THE REAR OF THEIR VEHICLES DURING LOADING.

THE UPDATED PROCEDURE IS AS FOLLOWS:

- WEATHER PERMITTING, **ALL CURTAINS ARE TO BE OPENED AND SECURED BEFORE ENTERING THE WAREHOUSE.**
- IF WEATHER DOES NOT PERMIT, CURTAINS MAY BE OPENED AND SECURED INSIDE THE WAREHOUSE BUT **NO FORKLIFTS WILL BEGIN LOADING/UNLOADING UNTIL ALL DRIVERS ARE BACK IN THEIR CABS OR ON THE BED/LOADING AREA OF THEIR VEHICLE.**
- ALL DRIVERS ARE TO WAIT AT THE WAREHOUSE ENTRANCE UNTIL WAVED IN BY A FORKLIFT DRIVER.
- **HAZARD WARNING LIGHTS ARE TO BE SWITCHED ON WHEN MOVING OR WHEN ABOUT TO MOVE.**
- DRIVERS ARE PERMITTED TO BE ON THE BED/LOADING AREA OF THEIR VEHICLE DURING LOADING SO AS TO BE ABLE TO PLACE STRAPS OVER THE PALLETS AS THEY ARE BEING LOADED.
- **DRIVERS MUST MAKE THE FORK LIFT DRIVER AWARE OF WHERE THEY INTEND TO BE FOR THE DURATION OF THE LOADING (BED/LOADING AREA OR CAB, NOT A MIXTURE OF BOTH).**
- **DRIVERS ARE TO STAY WELL CLEAR OF THE PALLET BEING LOADED UNTIL THE FORK LIFT HAS LOADED THE PALLET AND MOVED AWAY FROM THE VEHICLE.**
- **DRIVERS ARE TO WAIT IN THEIR CABS OR ON THE BED/LOADING AREA OF THEIR VEHICLE UNTIL ALL THE VEHICLES IN THE WAREHOUSE HAVE BEEN LOADED & SCANNED.**
- IF UNLOADING ONLY, DRIVERS ARE TO REMAIN IN THEIR CABS.
- IF SECURING LOADS/CLOSING CURTAINS **OUTSIDE** THE WAREHOUSE

ONCE ALL THE FORKLIFTS HAVE FINISHED LOADING, DRIVERS MAY EXIT THE WAREHOUSE WITH HAZARD LIGHTS SWITCHED ON.

- IF SECURING LOADS/CLOSING CURTAINS **INSIDE** THE WAREHOUSE

DRIVERS MAY EXIT THEIR CABS WITH HAZARD LIGHTS SWITCHED ON WHEN **ALL OF THE FORKLIFTS HAVE FINISHED LOADING AND HAVE BEEN SWITCHED OFF.**

- **YOU MAY THEN PULL OUT OF THE WAREHOUSE IN SINGLE FILE WITH HAZARDS ON (NO GOING AROUND THE VEHICLE IN FRONT).**