

Truck Fall Equipment Inspection checklist

04/08

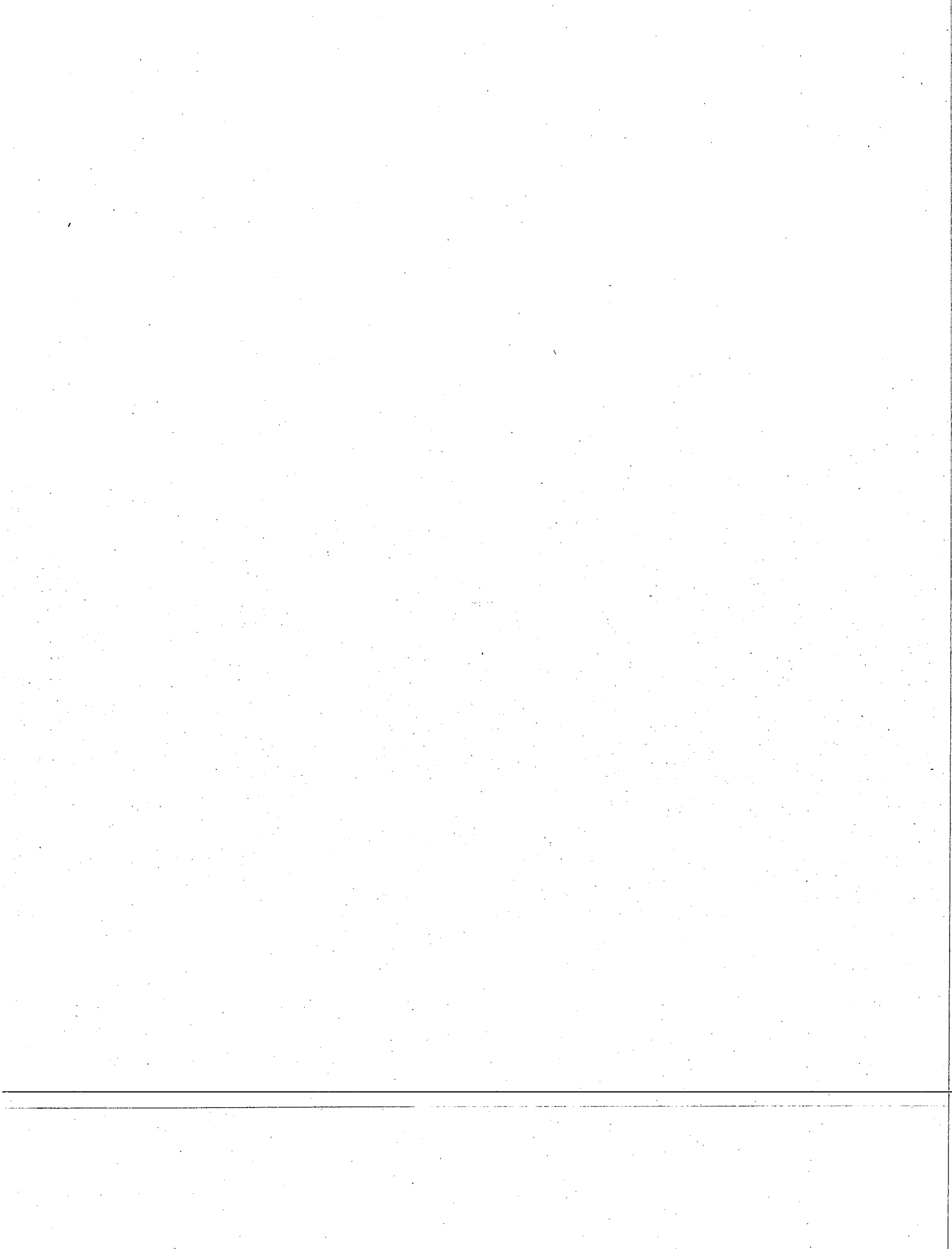
Must be completed prior to each use

Date								
Inspector								
User								
Harness #								
1. Inspect D ring- round, springs, no damage								
2. Plastic- no damage								
3. Webbing- no abrasions, cuts, dirt, stitching								
4. Buckles-free moving, not bent/distorted								
5. Grommets- round, intact								
6. Stitching- intact, loose ends								
7. Clean- no heavy dirt/oils etc.								
8. Labels- intact, inspection date								
Retractor #								
1. Hook- double action, spring response, dirt								
2. Pay out ok								
3 Cable not frayed								
4. Tag line ok								
Portable Ladder								
1. Mechanism- opens, stable								
2. Traffic cones- available								
System OK to use?								

Fall System Rules of Use

04/08

1. No one weighing over 300 lbs can use this system. Max number of persons on the system is 2.
2. Any vehicle to be accessed must be centered under the main beam.
3. **No one is to jump off of the vehicle or test the system**, this will decertify the equipment and require that it be removed from service.
4. Body belts are not to be used with this system, only COI provided full body harnesses are allowed.
5. Any component found damaged or non functional must be tagged/ removed from service and reported to EHS.
6. The provided ladder must be used to access elevated truck beds.
7. When attached to the retractor, operators are not allowed to walk into the drive way where the retractor line could become entangled with passing vehicles.
8. While using the retractor it must be positioned directly above the user to prevent "arc" falls.
9. This system must be used on all raised trucks 4' or higher with open sides.
10. Truck drivers must remove the retractor hook from the harness if they must get into the vehicle to reposition it.
11. System users are not to be left unattended
Care must be exercised to ensure that the retractor line does not become entangled with materials being loaded or off loaded.
12. ~~Traffic cones are to be placed at 45 degrees from the front and rear truck bumpers, in the driveway.~~



COI Fall Prevention Training Quiz

Name

Trainer

Date

Company

True or False

- | | | |
|--|---|---|
| 1. The fall system only has to be used for truck beds 4 feet or higher? | T | F |
| 2. You can use your own harness if it is more comfortable? | T | F |
| 3. You must be trained to use the COI system? | T | F |
| 4. You can still get hurt from falling while using the harness and retractor? | T | F |
| 5. It does not matter where the trolley is as long as you are hooked up to it? | T | F |
| 6. It is better that the harness fits too snug than too loose ? | T | F |
| 7. Any malfunction or damage to the equipment should be reported immediately? | T | F |
| 8. For quick unloading jobs it is ok to leave the leg straps unbuckled? | T | F |
| 9. You must be trained every time you come to COI and need to use the system? | T | F |
| 10. It is ok to walk around moving vehicles with the retractor on as long as they are moving slowly? | T | F |
| 11. I understand the Rules of Use | T | F |

Score

Pass

Fail (review correct answers)

JOB SAFETY ANALYSIS

JOB Truck Fall Prevention System	PREPARED BY: Ken Meholic, Armen Sarkissian
OCCUPATION: Material Handlers	PARTICIPANTS: Bob Butler, Jose Moro
DEPARTMENT: EHS, Receiving 04/9/08	

REQUIRED PERSONAL PROTECTION EQUIPMENT: Fall harness provided by COI,
--

SEQUENCE OF BASIC STEPS	POTENTIAL HAZARDS	RECOMMENDED SAFE PROCEDURE
	<p>List potential hazards at each step. Identify each potential hazard by using the acronyms below.</p> <p>SB Struck By CO Caught On CB Contacted By CB Caught Between SA Struck Against F Fall CW Contact With SO Strain/Overexert TI Trapped In E Exposure</p>	Describe specific precaution in detail for each step and each potential hazard. Question the basic job method and incorporate sound precautionary practices in the procedures below. Focus on people, processes, and product.
Site and Vehicle Preparation	SB,	<p>Truck must be positioned directly under the main beam, with load centered between supports. Centered on the yellow line. Shut off vehicle engine, brake set 2 cones placed 45degrees off front an rear vehicle bumper , towards the center of the drive</p> <p>If the vehicle is equipped with load bed side guard gates they should be removed now FROM GROUND LEVEL, and placed in a safe location.</p>
Prepare equipment		<p>A COI representative must open the equipment cabinet, and select the harness</p> <p>Note: only COI harnesses are allowed for use on this device COI rep must also remove any materials from the unload area that would interfere with safe unloading</p>
Inspection of the Harness and Retractor		<p>COI employee will take the Truck Fall Prevention Equipment Inspection Checklist and complete the inspection of the harness and retractor to be used. This will be done along with the vehicle driver who will initial the inspection document. See inspection checklist kept in the Reference book.</p>
Training of the vehicle operator on use of the harness and system	F	<p>If the vehicle operator has <u>not been trained</u> on how to put on the harness and attach the retractor, the COI rep will take time to review the training checklist in detail and</p>

JOB SAFETY ANALYSIS

		<p>administer the quiz. If a vehicle operator indicates that they have been trained, this must be verified by the COI rep by looking at the training log. All operators must receive training annually.</p>
<p>After use</p>		<p>The COI rep must collect all equipment from the site (ladder, cones and harness) and return equipment to the storage locker and lock it.</p>
<p>Basic Rules of Use</p>		<ol style="list-style-type: none"> 1. No one over 300 lbs can use this system. 2. Max number of persons on the system is 2. 3. No one is to jump off of the vehicle or test the system, this will decertify the equipment and require that it be removed from service. 4. Body belts are not to be used with this system, only COI provided full body harnesses are allowed. 5. Any component found damaged or non functional must be tagged/ removed from service and reported to EHS. 6. The provided ladder must be used to access elevated truck beds. 7. When attached to the retractor, operators are not allowed to walk into the drive way where the retractor line could become entangled with passing vehicles. 8. While using the retractor it must be positioned directly above the user to prevent "arc" falls. 9. This system must be used on all raised trucks with open sides. 10. Truck drivers <u>must remove the retractor hook</u> from the harness if they must get into the vehicle to reposition it. 11. System users are not to be left unattended 12. Care must be exercised to ensure that the retractor line does not become entangled with materials being loaded or off loaded.

Process for COI trainers and Truck Drivers

1. Determine if driver has been trained at COI , check training log
If **not previously trained** do the following:

A. Review the process for putting on the harness (see door poster) and JSA.

Watch and explain putting on harness and attaching retractor

B. Demonstrate conducting the pre use inspection, complete the form, both persons sign.

C. Review **Safe Rules of Use**

D. Give quiz to operator, review results, mark pass or fail, if pass, enter information into training log.

2. If driver has been trained before at COI, they must conduct the peruse inspection form for the equipment.

JOB SAFETY ANALYSIS

JOB Truck Fall Prevention Harness/retractor training	PREPARED BY: Ken Meholic, Armen Sarkissian
OCCUPATION: Material Handlers	PARTICIPANTS: Bob Butler, Jose Moro
DEPARTMENT: EHS, Receiving April 8, 2008	

REQUIRED PERSONAL PROTECTION EQUIPMENT: Fall harness provided by COI,
--

SEQUENCE OF BASIC STEPS	POTENTIAL HAZARDS	RECOMMENDED SAFE PROCEDURE
	<p>List potential hazards at each step. Identify each potential hazard by using the acronyms below.</p> <p> SB Struck By CO Caught On CB Contacted By CB Caught Between SA Struck Against F Fall CW Contact With SO Strain/Overexert TI Trapped In E Exposure </p>	Describe specific precaution in detail for each step and each potential hazard. Question the basic job method and incorporate sound precautionary practices in the procedures below. Focus on people, processes, and product.
		See JSA for positioning of truck Notify your trainer if you have any personal or physical conditions that would prevent you from safely using this equipment.
FULL BODY HARNESS		Allow straps to hang, loosen any that are fully adjusted. D ring must be worn on the back.
1. Lift harness by D Ring		
2. Put on harness like a coat		Make sure that straps are not tangled up
3. Adjust the leg straps		Put each strap thru the buckle and adjust. Do not make it too tight, Should be able to get your hand under it. Should be a little tight. Remove sharp object from your pockets. When finished, tuck the loose ends into the leg straps to prevent them from catching on equipment.
4. Connect the chest strap		Adjust the chest strap across mid chest and tight enough that you can only get a fist under it. If it is too loose it can choke you while suspended.
5 Adjust the shoulder straps		Make them comfortable, not too tight but snug.
6. Retractor Hook		Check the retractor by slowly paying out the line as well as quickly pulling it to activate the clutch function.

JOB SAFETY ANALYSIS

		<p>With the harness on, remove the tag line from Retractor #1 (single person use), use your hand to open latch mechanism , reach around and connect the hook to the D Ring.</p> <p>Be careful not to hook your clothing.</p> <p>Make sure that you do not have a false engagement. If in doubt have someone check.</p> <p>Do not let go of the hook until you are sure, it is properly attached.</p> <p>Raise the remaining tag line to its upper most position, so that it does not interfere with your movement.</p> <p>When attached, make sure that the trolley moves along and is above you at all times.</p>
		Make sure you register this training on the training log in the binder

To:xxxxxx

Alcoa is a leader in industrial safety and preventing occupational injuries.

In the past few years we have observed an increase in truck driver falls from flat bed trailers during the loading /unloading and tarping of loaded materials while on Alcoa property. Some of these incidents have resulted in fatal injuries.

As a result, all Alcoa locations have now instituted fall protection systems for all truck drivers who must perform tasks 4 feet above the ground, this now applies to the City of Industry location.

This letter is to inform you of our new requirement for all your drivers who will be servicing our site at 110 and 135 North Unruh , City of Industry , Ca. .

Affectively immediately we now require all drivers who must **work 4 feet above the ground** to use our full body harness and fall protection device.

Our personnel will advise your drivers of how and when this device must be used, and will train your operators on the safe use of the full body harness and retractor device. All training will be documented. In addition, a portable ladder will be provided as an extra measure of safety for your personnel so that they will no longer need to climb up or jump down from truck beds.

The only restrictions on the safe use of this device is that it is limited to persons weighting less than 300lbs. and those that don't have any other physical conditions preventing them from wearing a full body harness per manufacturer's instructions.

Training in the use of the equipment will take 15minutes or less and should not significantly add time to the materials delivery process. Training only needs to be conducted annually for each driver, not each time of use.

We hope that you will agree that protecting your personnel from this fall exposure is a benefit to your company as well.

Please convey this message with your support, to your delivery personnel so that they may anticipate the requirement when on site.

If you have questions, I invite you to contact me directly.

Best regards,

Ken Meholic, Certified Safety Professional
Manager Environmental , Health and Safety
Alcoa Fastening Systems, City of Industry Operations