



JOB DESCRIPTION: **Sliding Tandems**
PPE REQUIREMENTS: Proper Footwear (Closed Toed Shoes, Non-Slip Sole); Gloves; Safety Vest (Required)

DRIVER _____ **SIGNATURE** _____

TRAINER Brian Runnels **SIGNATURE** _____

FACILITY Online Training Center **DATE** _____

ENVIRONMENT: TRAFFIC; PEDESTRIANS; WEATHER; CONTOUR; LIGHTING; SURFACES; AVAILABLE SPACE; DAMAGE.

Sliding Tandems:

TASK STEP	TASK HAZARDS	HAZARD CONTROL METHOD
1.) Select a level surface to perform the task; set the Truck and Trailer Brakes, and exit the Truck.	Slip/Trip/Fall, Environmental, Weather	Evaluate Environmental Conditions; Look for Hazards; Please see JHA for Entering and Exiting the truck.
2.) Approach the rear of the Trailer, and inspect the Tandem Release Handle	Slip/Trip/Fall, Environmental, Weather	Evaluate Environmental Conditions; Look for Hazards; Visual Observation; PPE.
3.) Release slider pins by pulling release handle located in front of axles on left-hand side of trailer, and lock in place. On some trailers, the release handle needs to be pushed down.	Strain/Sprain, Contusion, Laceration, Slip/Trip/Fall, Environmental	Squat while keeping back straight and arms at the same level as the bar; Pull using legs and arms instead of shoulders and back to minimize sprains/strains.
4.) Approach, and enter the cab of the Truck.	Slip/Trip/Fall, Environmental, Weather	Look for Hazards; Please see JHA for Entering and Exiting the truck.
5.) Release Brakes; Move Truck forward or backward to slide the Tandem pins into the appropriate position; Secure Brakes before exiting the Truck.	Environmental, Weather	Evaluate Environmental Conditions; Look for Hazards.
6.) Exit the Truck (Repeat Steps 2 through 6 in order to move pins into the correct position if needed).	Slip/Trip/Fall, Environmental, Weather	Please see JHA for Entering and Exiting the truck.
7.) Approach Rear of Trailer and inspect the Tandem pins on both sides to verify that they are locked into position.	Slip/Trip/Fall, Environmental, Weather	Evaluate Environmental Conditions; Visual Observation; Look for Hazards.



JOB DESCRIPTION: **Drop and Hook**
PPE REQUIREMENTS: Proper Footwear (Closed Toed Shoes, Non-Slip Sole); Gloves; Safety Vest (Required)

DRIVER _____ **SIGNATURE** _____

TRAINER Brian Runnels **SIGNATURE** _____

FACILITY Online Training Center **DATE** _____

ENVIRONMENT: TRAFFIC; PEDESTRIANS; WEATHER; CONTOUR; LIGHTING; SURFACES; AVAILABLE SPACE; DAMAGE.

DROP:

TASK STEP	TASK HAZARDS	HAZARD CONTROL METHOD
1.) Select a Site.	Environmental	Choose a Solid/Level Location.
2.) Secure the Truck.	Possibility of Roll Away	Set the tractor brake; Put the tractor in reverse to release pressure on the Kingpin Lock; Set the trailer brake; Turn off the engine.
3.) Exit the Truck.	Slip/Trip/Fall, Strain/Sprain	PPE; See JHA for "Entering and Exiting a Truck".
4.) Prepare to Lower the Landing Gear.	Slip/Trip/Fall, Environmental	PPE; Be attentive while walking.
5.) Lower the Landing Gear.	Strain/Sprain, Contusion, Laceration, Slip/Trip/Fall, Environmental	PPE; Unlatch Handle; Select proper Gear; Inspect proper operation; See JHA for "Landing Gear Operation". (If high/low gear is inoperable, contact OTR for repair)
6.) Uncouple and Secure the Emergency Air Line/PigTail/Service Air Line.	Pinch Point, Laceration, Strain/Sprain, Contusion, Environmental	PPE; Ensure trailer brakes are set; Place lines in corresponding holders.
7.) Enter the Truck.	Slip/Trip/Fall, Strain/Sprain, Struck by, Environmental	PPE; See JHA for "Entering and Exiting a Truck".
8.) Release the 5th Wheel lock with Automatic	Strain/Sprain, Pinch Point, Contusion,	PPE; Awareness of Surroundings; See JHA for
9.) Separate/Disconnect the Tractor and Trailer.	Environmental, Sink, Rollover	Awareness of Surroundings.

HOOK:

TASK STEP	TASK HAZARDS	HAZARD CONTROL METHOD
1.) Position Truck in front of trailer.	Environmental	Awareness of Surroundings.
2.) Exit the Truck and Check for the correct Trailer height prior to backing under it.	Slip/Trip/Fall, Strain/Sprain, Struck by, Environmental	PPE; See JHA for "Entering and Exiting a Truck".
3.) Enter the Truck and back under Trailer.	Slip/Trip/Fall, Strain/Sprain, Struck by, Environmental, Damage to equipment, Contusion	PPE; See JHA for "Entering and Exiting a Truck"; Slow speed; Proper Alignment.
4.) Exit the Truck	Slip/Trip/Fall, Strain/Sprain, Struck by, Environmental	PPE; See JHA for "Entering and Exiting a Truck".
4.) Ensure that the 5th Wheel is Hooked.	Strain/Sprain, Pinch Point, Slip/Trip/Fall, Environmental	Visual Check; PPE.
5.) Inspect and Connect the Emergency Air Line/PigTail/Service Air Line.	Pinch Point, Laceration, Strain/Sprain, Contusion, Environmental	PPE; Connect lines in corresponding Fittings.
6.) Raise the Landing Gear.	Strain/Sprain, Slip/Trip/Fall, Pinch Point, Contusion, Environmental, Damage to Equipment	Awareness of Surroundings; PPE; Visual Inspection; See JHA for "Landing Gear Operation".
7.) Walk around the Truck and then Enter.	Slip/Trip/Fall, Strain/Sprain, Struck by, Environmental	PPE; See JHA for "Entering and Exiting a Truck".



JOB DESCRIPTION:
PPE REQUIREMENTS:

Entering & Exiting a Trailer
Proper Footwear (Closed Toed Shoes, Non-Slip Sole); Gloves; Reflect Vest (Required)

DRIVER _____ SIGNATURE _____

TRAINER Brian Runnels SIGNATURE _____

FACILITY Online Training Center DATE _____

ENVIRONMENT: TRAFFIC; PEDESTRIANS; WEATHER; CONTOUR; LIGHTING; SURFACES; SPACE.

Entering a Trailer:

TASK STEP	TASK HAZARDS	HAZARD CONTROL METHOD
1.) Prepare by Approaching Trailer	Slip/Trip/Fall, Environmental, Weather	Evaluate Environmental Conditions; Look for Hazards;
2.) Unlock/Open Door of Trailer	Slip/Trip/Fall, Pinch Point, Strain/Sprain, Loose Cargo, Environmental, Weather	Open door while standing on ground; Watch for Loose/Falling Cargo; Stand behind Left Door while opening Right; Do not try to catch falling Cargo; Be aware of High Wind Conditions.
3.) Secure Trailer Doors in Open Position	Slip/Trip/Fall, Pinch Point, Strain/Sprain, Environmental, Weather, Lock-Out.	Place Trailer Door Handles in the Closed Position; Secure Trailer Doors to side of Trailer; Be aware of High Wind Conditions.
4.) Entering a Trailer (With DOT Bumper extended to sides of Trailer)	Slip/Trip/Fall, Strain/Sprain, Environmental, Weather	Utilize 3 Points of Contact; Enter Trailer by using the DOT bumper for foot placement; Use the side of the trailer for grip; PPE.
5.) Entering a Trailer (Without DOT Bumper extended to sides of Trailer)	Slip/Trip/Fall, Strain/Sprain, Environmental, Weather	Crawl into rear of trailer using 4 points of contact

Exiting a Trailer:

1.) Exiting a Trailer (With DOT Bumper extended to sides of Trailer)	Slip/Trip/Fall, Strain/Sprain, Environmental, Weather	Utilize 3 Points of Contact; Exit Trailer by using the DOT bumper for foot placement; Use the side of the trailer for grip; PPE; Use CAUTION while exiting the Trailer backwards; Kneel on floor.
2.) Exiting a Trailer (Without DOT Bumper extended to sides of Trailer)	Slip/Trip/Fall, Pinch Point, Strain/Sprain, Environmental, Weather	Utilize 4 Points of Contact; Exit the rear middle of Trailer by using the DOT bumper for foot placement; PPE; Use CAUTION while exiting the Trailer backwards.
3.) Secure Trailer Doors in the Closed Position	Slip/Trip/Fall, Pinch Point, Strain/Sprain, Environmental, Weather	Unsecure Trailer Doors from the side of the Trailer; Secure Trailer Doors in the Closed Position; Be aware of High Wind Conditions.



JOB DESCRIPTION: **Entering & Exiting Truck**
PPE REQUIREMENTS: Proper Footwear (Closed Toed Shoes, Non-Slip Sole); Safety Vest (Required)

DRIVER _____ **SIGNATURE** _____

TRAINER Brian Runnels _____ **SIGNATURE** _____

FACILITY Online Training Center _____ **DATE** _____

ENVIRONMENT: TRAFFIC; PEDESTRIANS; WEATHER; CONTOUR; LIGHTING; SURFACES; SPACE.

Entering Truck:

TASK STEP
Prepare to Enter by Approaching Truck
Unlock/Open Door of Truck
Entering Truck
Secure Door

TASK HAZARDS
Slip/Trip/Fall, Environment, Weather
Slip/Trip/Fall, Environment, Weather
Slip/Trip/Fall, Strain/Sprain, Environment, Weather
Weather

HAZARD CONTROL METHOD
Evaluate Environmental Conditions; Look for Hazards;
Open door while standing on ground; Be aware of High Wind Conditions.
Utilize 3 Points of Contact; PPE.
Be aware of high winds

Exiting Truck:

Prepare to Exit Cab of Truck
Open Door of Truck

Leg Numbness, Environment, Weather
Strain/Sprain, Weather

Utilize Sleeper to stretch legs by either standing or lying down; Evaluate Environmental Conditions; Be aware of Weather Conditions; Dress Appropriately for Weather
While opening door with one hand, the other must be used for support; Be aware of high winds

Exiting a Truck:

TASK STEP
Exiting the Truck
Secure Door

TASK HAZARDS
Slip/Trip/Fall, Strain/Sprain, Environment, Weather
Slip/Trip/Fall, Strain/Sprain, Environment, Weather

HAZARD CONTROL METHOD
Utilize 3 Points of Contact; PPE.
Close door while standing on ground; Be aware of High Wind Conditions.



JOB DESCRIPTION:
PPE REQUIREMENTS:

Fueling
Proper Footwear (Closed Toed Shoes, Non-Slip Sole); Gloves; Safety Vest (Required)

DRIVER _____ SIGNATURE _____

TRAINER Brian Runnels SIGNATURE _____

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ENVIRONMENT: TRAFFIC; PEDESTRIANS; WEATHER; CONTOUR; LIGHTING; SURFACES; SPACE.

FUELING:

TASK STEP	TASK HAZARDS	HAZARD CONTROL METHOD
1.) Position Vehicle	Clearance, Objects in Path, Lighting, Uneven Surface, Environment	Conduct a visual observation; Check the mirrors; Turn 4-way flashers on; Ensure proper positioning of equipment.
2.) Secure Vehicle	Rolling, Fire, Theft	Set the brakes; Turn off the ignition; Remove the key from the ignition; Lock the vehicle if it will be unattended.
3.) Exit Vehicle	Slip/Trip/Fall, Environment	Utilize 3 Points of Contact; PPE; Dress Appropriately for Weather; See JHA for "Entering and Exiting a Truck".
4.) Remove Fuel Cap; Insert/Secure Nozzle	Spill, Split/Kink in Hose Struck by, Strain/Sprain, Contusion, Slip/Trip/Fall, Environment	PPE; Watch for Fuel spills.
5.) Fuel	Spill, Slip/Trip/Fall, Splash Back, Pinch	PPE; Watch for Fuel spills.
6.) Remove/Secure Nozzle, and Replace Fuel Cap	Spill, Slip/Trip/Fall, Pinch, Environment	PPE; Watch for Fuel spills.
7.) Enter Vehicle	Slip/Trip/Fall, Environment	Utilize 3 Points of Contact; PPE; See JHA for "Entering and Exiting a Truck".



JOB DESCRIPTION:
PPE REQUIREMENTS:

Landing Gear Operation
Proper Footwear (Closed Toed Shoes, Non-Slip Sole); Gloves; Safety Vest (Required)

DRIVER _____ SIGNATURE _____

TRAINER Brian Runnels SIGNATURE _____

FACILITY Online Training Center DATE _____

ENVIRONMENT: TRAFFIC; PEDESTRIANS; WEATHER; CONTOUR; LIGHTING; SURFACES; AVAILABLE SPACE; DAMAGE.

Raise/Lower Landing Gear:

TASK STEP	TASK HAZARDS	HAZARD CONTROL METHOD
1.) Approach Nose of Trailer	Slip/Trip/Fall, Environmental, Weather	Evaluate Environmental Conditions; Look for Hazards.
2.) Inspect and Engage Landing Gear Crank	Strain/Sprain, Contusion, Laceration, Slip/Trip/Fall, Environmental	Visual Observation; Secure Handle; PPE.
3.) Operate Landing Gear Crank	Strain/Sprain, Contusion, Laceration, Slip/Trip/Fall, Environmental	Keep your body at a 45 degree angle to the Trailer, and arms length away from handle to avoid injury if handle slips from hand.
4.) Secure Landing Gear Crank	Strain/Sprain, Contusion, Laceration, Slip/Trip/Fall, Environmental	Secure Handle; PPE.