

## Pre-offload meeting sheet

The load driver can use the items on this sheet to guide their pre-offload discussion with the site foreman or other personnel.

### Stop work authority

- Reiterate that everyone involved has stop work authority.

### Surface conditions

- Has the offload area ground compaction been checked? Does it need matting?
- Are there areas that should be avoided (for example, because of soft soil)?

### Communications and personnel positioning

- What method will the site crew use to communicate with the driver and PEVOs?
- Who is the designated signal person who will direct the movement into and out of the offload area, and where will they be located?
- If additional personnel are needed, such as PEVOs or a spotter, where will they be positioned?
- If anyone will need to work at heights that create a fall risk, what can be done to reduce the risk of slips, trips, and falls?

### Weather

- Are there any safety risks related to high winds or adverse weather? What steps can be taken to reduce or eliminate weather-related hazards?
- If the weather situation is variable or changing, who is monitoring it?
- At what point should a “stop work” be called?

### Positioning the truck for offloading

- Where should the truck and trailer be positioned for offloading? How should it be oriented under the crane(s) (if applicable)?
- Is there enough room for the driver to maneuver the load to this position? Are there any trucks, components, or other equipment that may be in the way and should be relocated?
- What steps will be involved in offloading?
- Will the truck need to pull out from under the load? (This should not require anyone to work under a suspended load.)

## **Crush zone safety protocols**

- Discuss how the load driver will need to pull into position, set the visual indicator(s), and set wheel chocks and perform a lockout (if feasible) BEFORE the crew starts climbing on equipment.
- If a lockout is feasible, discuss who will be putting their locks on the lock box.
- Discuss the “all clear” process. Who will let the load driver know that the site crew is clear of the trailer?

## **After offloading**

- If the load is on a Schnabel/dolly combination, discuss what assistance the driver will need to remove and reconnect the dolly. What equipment will be used, and what will the steps of the process be?
- If assistance is needed to stack or collapse the trailer, who will be involved? Will any other equipment be necessary? Discuss how this will be done and what may be different or non-standard about this particular tractor and trailer.
- What route should the driver take to exit the offload area when offloading is complete?