

# In the Safety Zone™

*A newsletter dedicated to safety awareness*

TRANSFORCE, INC.

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## THE 3-POINT RULE

### Slips and Falls are Preventable!

Falling while getting into or out of heavy equipment, a truck or tractor cab, hooking up air and electrical lines, or mounting or dismounting trailers is a sure way to get seriously hurt. An insurance industry study showed more than 80% all workplace accidents are the fault of the person injured. That same study showed that falls from vehicles produced injuries that were almost 25% worse than other types of injuries. These injuries can mean major shoulder, back and ankle pain and they can take a long time to heal.

### WHAT IS THE 3-POINT RULE?

The biggest cause of falls from vehicles is failure to follow the **3-point rule**, a time tested safety technique proven to reduce to slips and falls. Three of the four critical points of your body (two hands and two feet) should be used to support you. Three points should be in contact with the vehicle while entering or exiting. Not only does it prevent falls, it reduces strain on your knees.

### WHAT CAN YOU DO TO AVOID FALLS?

No matter what type of access system your vehicle has available, use the **3-point rule** to significantly reduce the chance of slips or falls. Always make sure that *three* of your *four* points are in contact with the vehicle at all times—two hands and one foot, or two feet and one hand.

The **3-point rule** allows you to have maximum stability and support, thereby reducing the likelihood of slipping and falling. Be a winner; use the **3-point rule** each and every time you enter or exit your vehicle. You can greatly improve your safety by following the rules below:

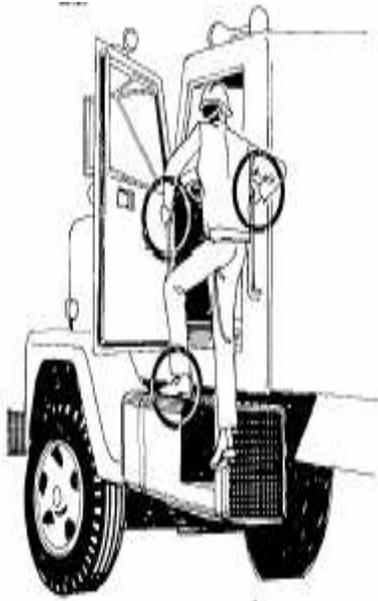
### DO'S

- Wear shoes with good support.
- Enter and exit facing the cab.
- Slow down and use extra caution in bad weather.
- Get a firm grip on rails or handles with your hands.
- Look for obstacles on the ground below before exiting.

### DON'Ts

- Don't climb down with something in your free hand. Put it on the vehicle floor and reach up for it when you get down on the ground.
- Don't rush to climb out after a long run. Descend slowly, to avoid straining a muscle.
- Don't *ever* jump out. You may land off balance or on an uneven surface, and fall.
- Don't use tires or wheel hubs as a step surface.
- Don't use the door frame or door edge as a handhold.

Falls can produce serious and painful injuries. The professional driver knows the do's and don'ts of getting in and out of vehicles and practices the **3-point rule** every day.



### Inside this issue:

Report All Accidents Promptly	2
Mental Checklist for Handling Materials	3
Safety Quiz	3

## Report All Accidents Promptly

### Know Your Responsibilities and Avoid Further Injury

At TransForce, we are committed to doing everything possible to provide our drivers with a safe work environment. As a TransForce driver, you are expected to perform your job in the safest manner possible. Sometimes, despite everyone's best efforts, accidents do happen. When they do, it's important to know your responsibilities for reporting on-the-job accidents and injuries.

#### Accident and Injury Reporting

On-the-job accidents and injuries are to be reported immediately, even if they appear to be minor. Immediate reporting affords us the earliest opportunity to have medical treatment provided to you. Providing you with immediate care is our highest priority since it decreases the risk of further injury and starts the healing process. For example, if you twist your ankle while exiting a truck, you are more likely to suffer from swelling if the ankle goes untreated. Increased swelling can cause unnecessary pain and restricts movement. If you suffer any injury other than a minor cut, bruise or bump, you are required to have a medical evaluation at a designated immediate care facility.

Motor vehicle accidents and incidents involving damage to equipment or property also require immediate reporting. If you're involved in a motor vehicle accident, make certain that you take down all relevant information, assess the damage and take pictures if there is a camera available to do so. Never admit fault or leave the scene of an accident. You are **required** to contact both TransForce and the Customer immediately when vehicle accidents and incidents occur. In addition to practicing safe behaviors, know what your responsibilities are to remain a driver in good standing:

#### Driver Responsibilities

To ensure your safety, you must:

- Avoid unsafe acts
- Wear your seat belt!
- Display a high degree of safety awareness by using safe work methods
- Take time to evaluate any package before attempting to lift or maneuver it
- Ask for help when lifting heavy/bulky packages
- Use proper lifting techniques
- Comply with all other safety policies/regulations
- Immediately report all driver accidents, incidents and work-related injuries and illnesses, regardless of severity, no later than the end of your shift.

Be safe and practice safety everyday!



## Make a Mental Checklist for Handling Materials Safely

While it's important to focus on safe driving, it is easy to relax and let your guard down once you arrive at your destination. Many accidents and injuries occur as the materials or goods are being delivered. Remember, handling materials involves *both* manual labor *and* equipment to make the process easier. Whether you are moving materials manually or mechanically-you need to be mentally prepared. You have pre and post-inspection checklists to use as a part your safety arsenal. Add a mental checklist before lifting and moving materials –and keep these thoughts in mind to ensure your safety:

- **Be sure that your load is balanced.** Whether handling materials manually or using equipment, a balanced load will significantly reduce the risk of accident or injury.
- **Secure the load.** Are all the straps secure? Is there evidence of wear or fraying on the straps? *Never attempt to deliver a load that is not secure.*
- **Plan your route.** When moving a load, always look at least ten feet ahead in the direction you are traveling and also try to visualize the path for at least two corners ahead of you.
- **Prepare for placement.** Before you pick anything up, you must be prepared to set it down. If you are handling material, you don't want to hold it longer than necessary.
- **Use all available safety equipment to load and unload material.** That's why you have it!
- **Don't block your vision.** You should always be able to see where you are going.



When moving materials and goods from one place to another, planning and preparation are the keys to avoiding accidents and injuries!

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### TFI Driver Incentive Program –Take the Quiz and Win a \$50 Gift Card!

1. You don't need to think about how to carry a load before you move it. T F
2. It's okay to move a load that is not secure. T F
3. You should prepare for the placement of a load before you move it. T F
4. You should never face a cab that you are entering or exiting. T F
5. The main cause of most falls from trucks is failure to use the 3-point rule. T F
6. Having two hands and one foot on your truck as you enter it is an example of the 3-point rule. T F
7. It's okay to use the truck tires as a step surface when entering or exiting your truck. T F
8. On-the-job accidents should be reported immediately after they occur. T F
9. It's okay to leave the scene of an accident as long as you report it immediately. T F
10. Immediate reporting of all driver accidents, incidents and work-related injuries is your responsibility. T F

To qualify for the drawing, complete the quiz and return it via fax, email or mailing. Only TransForce drivers are eligible to participate. You must be a driver in good standing (no accidents, injuries or performance issues) at any time during the year to qualify. Qualified drivers can win up to 3 times per year. The names of 20 TransForce drivers will be randomly selected to win \$50.00 Target gift cards. All mailings should be addressed to: TransForce, Inc, 6551 Loisdale Ct, Ste., 801 Springfield, VA 22150 Attn: Safety. Email: [safety@transforce.com](mailto:safety@transforce.com); fax: 703-838-5585 Attn: safety. All entries must be received or postmarked by September 12, 2010.

Name: \_\_\_\_\_ Branch: \_\_\_\_\_