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Do you have any safety ideas or news items to share with us? Please send to our email at: safetynews@transforce.com

Basics of Safe Material Handling

It's easy to relax and let your guard down once you arrive at a delivery site location. 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, keep these basics in mind to ensure your safety:

Use required personal protective equipment.

- ◆ Think of your toes in case something heavy drops. Always wear steel toed shoes when lifting or handling heavy objects.
- ◆ Think of your hands. Wear good strong gloves when you handle anything rough, sharp or splintery.

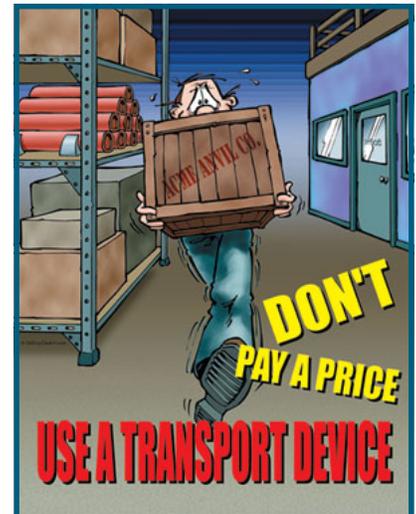
Be sure that your load is secure and balanced. It is imperative that materials are placed on any equipment in a safe and secure manner to avoid having the load shift, fall off, roll over, or impair the driver's vision.

Plan your route. Inspect the area for obstructions, holes, clearances or anything that puts you at risk for losing the load, accident or injury.

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 equipment to load and unload material. Dollies, carts, and pallet jacks should be used to move heavier loads.

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!



Safe Use of a Pallet Jack

Pallet jacks are commonplace tools for moving materials. These devices are controlled either manually or by electric and hydraulic systems, yet both require careful and safe use to prevent injury and damage to property.



Manual Pallet Jacks

Manual pallet jacks depend on the use of personal force to operate them. This includes loading it properly and ensuring the correct size for the forks of the jack are being used. Additionally, the load limitations for the jack must not be exceeded in order to avoid loss of control over the load as it is being moved. Moving the loaded pallet also requires safety and caution. By pushing the load, keeping the back and spine straight, the stronger and larger muscles and bones in legs are used to apply the force necessary to move the load. It is impossible to always push a pallet jack but pulling should only be allowed to position the pallet for moving not for actually moving the pallet around.

Electric Pallet Jacks

Powered pallet jacks use electricity to lift and move their loads. Electric pallet jacks require hands-on training to ensure that the operator has a good sense of their capabilities. Careful loading is required, as with any pallet jack. Gradual starts and stops are also recommended during operation to avoid load slippage. Trucks that are being loaded using an electric pallet jack must be blocked (chocked) to keep the vehicles from moving during loading.

General Safety Guidelines

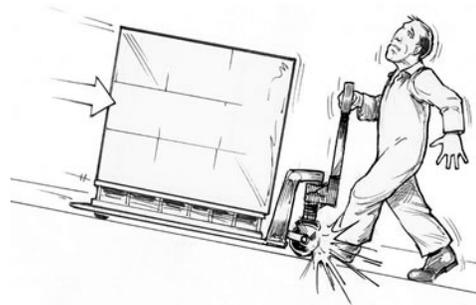
Here are some tips for drivers to keep in mind when using a pallet jack:

- ◆ Check the floor for ruts, bumps and other imperfections.
- ◆ Never place your feet under a pallet jack.
- ◆ If your view is obstructed, have a helper guide the load.
- ◆ Never exceed a pallet jack's load capacity.
- ◆ Don't use a pallet jack for human transportation.
- ◆ Push, don't pull, to use less effort; it is easier on the body.
- ◆ Stick to correct traffic lanes, and be alert to avoid collisions around corners.
- ◆ Be aware of pinch-point hazards to your hands.
- ◆ Use proper lifting techniques when loading and unloading.
- ◆ Store the pallet jack in an area where it will not be a tripping hazard when it is not in use.

In addition to the above, always:

Wear Proper PPE

Wear the appropriate personal protective equipment (PPE) when working with pallet jacks. Safety-toed footwear will prevent foot injuries caused by being run over by the wheels, being hit by materials falling from the jack or stubbing a toe on the jack. Wearing gloves will reduce the risk of cuts, bruises and blisters. Safety eye wear will prevent injuries from material strapping and hazardous chemicals being moved.



Inspect the Pallet Jacks

Cracked or worn wheels may cause the load to shift or become unbalanced. Damaged or inoperable controls may result in the jack not operating as required and can cause the load to become unresponsive or out of control. Familiarize yourself with the controls before attempting to move a load. Sudden shifts in the load may require a quick response, and there may be no time to find the correct control mechanism.

Inspect the Pallets

Using a damaged or defective pallet can have serious consequences. For example, it can cause a load to shift and fall, resulting in injury. It's important to inspect pallets before using them.

Road Safety – DOT Drug and Alcohol Regulations



As a commercial motor vehicle (CMV) driver you have the ultimate responsibility of operating your vehicle safely every day. Driver safety includes prohibiting the use of drugs and alcohol as they not only affect your physical skills but also affect your mood. Reaction time, coordination

and vehicle control can be greatly impacted. You also are held to a higher standard than non-CDL drivers. Federal DOT drug and alcohol regulations apply to you, regardless of what state you are licensed in, or operate in.

Following DOT regulations will ensure an alcohol-free and drug-free environment on highways and roads.

Please take note of the following points regarding the rules that you must follow as a CMV driver:

- ◆ Federal regulations require a driver to be relieved of all safety-sensitive functions for at least 24 hours if your blood alcohol count (BAC) is between .02 and .039. For a CMV driver, a BAC of 0.04 is considered above the legal limit.
- ◆ No alcohol consumption, *at all*, is allowed within *four hours* prior to performing a safety sensitive function. Safety sensitive functions includes driving, performing vehicle inspections, loading and unloading, performing vehicle repairs, and all time at an employer or shipper plant, terminal, facility, or other property waiting to be dispatched. You are not allowed to consume alcohol at ANY TIME while on duty.
- ◆ The use of ANY controlled substances is strictly prohibited, regardless of the state you reside in or are licensed in.

Congratulations to the Safety Quiz and Health & Fitness Idea Winners!

The following TransForce drivers submitted a correctly answered safety quiz from the Volume 6 Issue 3 safety newsletter and/or they submitted a health and fitness idea to use while on the road. Each won a \$50 Target gift card!

<u>Driver Name</u>	<u>Branch</u>
Ernest Altemus	Columbus
Bennie Brim	Detroit
Roger Gaines	Nashville
Mark Jocus	Harrisburg
James Kenney	Central NJ/Philadelphia
Al Lane	Nashville
Anthony Little	Raleigh
Marc VanDyke	Grand Rapids

Health & Fitness Ideas from TransForce Drivers

Al Lane responded to our health and fitness idea challenge and comments that before he goes on a run he gets plenty of rest, plans his route before departure, and allows for extra time to allow for delays. “This will allow you a relaxed, stress-free trip,” he states.

Mark Jocus also responded stating, “I’m gone all week so I plan my meals on Saturdays. I bring everything with me. No truck stop junk. Drink plenty of fluids.”



Thanks to all for participating!



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Want to Earn Some Extra Cash?

TransForce has a driver referral program. We're looking for more good drivers to fill both local and regional openings. If you know a driver that is looking for:

- ◆ Flexibility in work assignments
- ◆ Good steady weekly pay & company benefits

All it takes is a few words to another driver and you're in the money! Make a referral and earn up to \$300!

Contact your local branch for more details.