	<b>Rules for safe loading</b>		<b>P05J07v.1</b>	
	<b>Instructions</b>			
<b>Pipelife Eesti AS</b>	Compiled by K. Lembit		Oct 31, 2019	Copy No.
	Approved by K. Kungla		Oct 31, 2019	

## 1. OBJECTIVE

The objective of these Instructions is to observe the principles for safe loading and unloading of goods and other cargo during loading work.

## 2. LIABILITY

The following persons are liable for performance of and adherence to these Instructions:

- Pipelife Eesti AS workers that perform loading work (e.g. Forklift Operators);
- Non Pipelife Eesti AS workers, drivers of a means of transport, tanker truck drivers, carriers, couriers, contractors, suppliers, resellers etc. that load/unload, fasten, and transport goods and other cargo in means of transport.

## 3. RISK FACTORS


- 3.1 **Falling cargo** – possible injuries to head, whole body. Working with a hoisting device, loading cargo, and performing other work, remain at a safe distance and if there is a risk of injuring the head, wear a protective cap or helmet.
- 3.2 **Slipping, falling, collision with another means of transport** – possible traumas of varied degrees of severity: bone fractures, damage to the muscular system. The loading zone must be sufficiently spacious and provide for good visibility. The asphalt or other surface coating in the loading zone must be smooth and clean. Only wear protective shoes suitable for relevant work. Observe and keep a safe distance with moving loaders and means of transport. When reversing, make sure using eye contact / voice signals / sound signals / hand gestures that all involved parties have noticed and can safely pass by one another. To ensure visibility, wear a safety vest in a bright color.
- 3.3 **Work at height** – possible severe traumas, falling from the means of transport. To climb higher, use only proper lifts: stairs, ladders. Do not use random aids. Do not jump off from a lifting aid or means of transport. A ladder must be used to climb into and out of a means of transport into which cargo is being loaded. Entering the cargo compartment is prohibited when it has already been loaded with cargo.

**Not fastening cargo loads may damage the goods and endanger the person performing loading work. The driver of the means of transport is liable for any damage to the goods. Failure to fasten cargo, arrogant behavior, disregard of safety rules, and failure to wear safety shoes and brightly colored safety vest by the driver of the means of transport will bring about termination of or refusal to commence with loading by us.**

## 4. SAFE ARRIVAL AND PARKING OF MEANS OF TRANSPORT

- 4.1. Upon arrival, the driver of a means of transport first parks the means of transport behind the warehouse barrier in a manner that will not hinder other road users; thereafter, the driver of the means of transport, wearing safety shoes and a brightly colored safety vest, walks up to the warehouse office and informs the warehouse office staff as pertaining to the cargo the driver is there to pick up or unload, providing the number of relevant means of transport.
- 4.2. The warehouse office registers the number of the means of transport and gives further instruction.
- 4.3. All drivers of moving means of transport that arrive on these premises and park in the indicated zone are to review these Instructions.
- 4.4. All persons on Pipelife Eesti AS premises must wear safety shoes and a brightly colored safety vest. Wearing of protective cap or helmet and protective gloves is recommended during loading and removal / putting up of the tarp and side boards.
- 4.5. Drivers of means of transport must ensure the following:
  - the means of transport onto which cargo is about to be loaded should not start moving;
  - the handbrake should be on;
  - the engine should be switched off.

**On our premises, cargo will not be loaded to or unloaded from means of transport the sides and back of which cannot be opened. During loading the cargo not allowed to fall on the means of transport. Dump trucks will not be loaded.**

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## 5. SAFE LOADING

### 5.1. LOADING

5.1.1. Goods may be transported to loading zones using a forklift, an electric platform cart, or a handcart, first making sure the means of transport is safe and in good working order technically.

5.1.2. Loading and unloading must be performed in adherence to the following instructions:

5.1.2.1. Goods are loaded onto the means of transport from the sides or back. Releasing the cargo straps, make sure to stand in a safe zone to avoid the cargo falling on and injuring someone.

5.1.2.2. Performing loading work and while in the area where goods may possible fall, wearing a safety cap or a helmet is recommended even if the cargo is securely fixed.

5.1.2.3. Before releasing the cargo straps, evaluate whether the cargo will remain stable after the cargo straps are released. If there is a risk or if you suspect that the cargo package is unstable, the straps should not be released and logistics staff should be immediately notified for arrangement of safe unloading of the goods.

5.1.2.4. During unloading, workers performing the loading work and the driver of the means of transport are permitted to stand only at a safe distance from the area into which the cargo may potentially fall. If the driver of the means of transport or any workers are in a danger zone, it is mandatory to warn them and not to perform any loading work until said persons have moved to a safe area.

5.1.2.5. When unfastening the tarp cover, the driver of the means of transport is prohibited from throwing the cargo strap across the goods or cargo before having made sure this is safe to do and there are no persons in the danger zone.

5.1.2.6. **It is prohibited to lift, support, or catch falling cargo with hands.**

5.1.2.7. **It is prohibited to stand or climb under the fork of a forklift or lifted cargo or to stand close to such fork or cargo.**

5.1.2.8. **It is strictly prohibited to lift human being with a forklift.**

5.1.2.9. All means of transport must be equipped with cargo straps and means to protect the cargo against contact with the metal parts of the semi-trailer.

5.1.2.10. Caution must be exercised at all times during loading work so as not to be injured by sharp edges and to secure the safety of self and other persons. Where the flat of the hands may be damages, protective gloves must be worn. The weight, shape, upper surface, lifting conditions, and position before and after lifting of the cargo as well as the number of times the cargo would be lifted must be thought through as thoroughly as possible so that no danger would be caused during lifting.


5.1.2.11. Goods must be packed on pallets or in containers. Goods must be positioned on pallets properly, as tightly tied so that upon lifting and hauling the goods would not break down or crumble. So as to avoid any risk during lifting, goods must be duly packaged and prepared for hoisting. Goods, materials, and raw materials must be positioned so that they do not extend over the edge: the placement must ensure that there is no risk of falling. Having placed the goods in position, make sure the cargo remains in place stably. Long goods must be loaded and stored horizontally.

5.1.2.12. A ladder must be used to get on or off a means of transport that is being loaded. The supports of portable ladders must be slip-proofed by fastening to the upper and lower ends of the ladder whichever means that prevent the ladder from slipping or by employing other anti-slip measures. Using collapsible or telescope ladders, their individual parts must be connected to one another. Mobile (pushable) ladders must be positioned stably and they should not move while climbing.

5.1.2.13. If cargo is loaded or unloaded (using manual forklift or hydraulic hoist) in a means of transport that includes a wheelbarrow, only technically fit wheelbarrows may be used. The weight of the cargo must not exceed the lifting capacity of the hydraulic hoist. Cargo must be transported slowly and evenly, without any sudden thrusts and only if the cargo is placed on the platform (fork) securely, stably, and evenly.

5.1.2.14. The hoist driver must make sure that the center of gravity of the cargo coincides with the hoist's longitudinal axis and that the cargo does not extend over the fork for more than 1/3 of the length of the fork. When larger goods that do not fit on standard forks are lifted, fork extensions must be used. It is prohibited to transport goods, the center of gravity of which lies close to the tip of the forks.

5.1.2.15. The hoist driver and the driver of the means of transport must make sure there are no foreign objects or people in the vicinity.

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5.1.2.16. Entering the cargo compartment is prohibited when it has already been loaded with cargo.

5.1.2.17. It is prohibited to work in life-threatening areas, to climb under or stand close to lifted cargo or to jump down from the means of transport.

5.1.2.18. Performance of loading work is prohibited if the worker, visitor, contractor and/or another person is not observing the safety requirements enforced by the company, is positioned in the area where the cargo is loaded or may potentially fall, and/or is not wearing required personal protective equipment. In such an event, relevant worker must employ measures to stop said hazardous behavior and situation so as to prevent any damage to health, and notify their immediate supervisor without delay of the relevant situation.

5.1.2.19. **Pulling, lifting, and adjusting by hand cargo that has been positioned badly or unstably, sticking (so as to perform adjustments) hands in stacks, boxes, the cargo compartment of a means of transportation etc. is prohibited.**

## 5.2. SAFE POSITIONING OF CARGO IN MEANS OF TRANSPORT

### 5.2.1. Loading order of different goods

If different goods are loaded, the below loading and goods positioning order should be observed:

- Cast iron and concrete products should, if possible, be loaded first and carefully so as not to damage other goods (such products should be protected and separated from the remaining cargo);
- PE pressure pipes;
- PVC sewage pipes;
- PP stormwater drainage pipes;
- Coiled PE pipes. **Forklift fork protection must be used to lift PE coils;**
- indoor sewage pipes;
- Coiled PE pipes on pallets;
- Drainage pipes,
- Parts packed in boxes.

### 5.2.2. Central principles of goods positioning

- Goods are stacked up, starting from the heaviest and largest separate packages.
- Goods are placed across the cargo compartment (from edge to edge) in the direction of movement of the means of transport.
- Pipes longer than 2 m must be fastened with cargo straps in at least two places.

## 5.3. FASTENING GOODS, CARGO

5.3.1. **When loading is finished, the driver of the means of transport must press closed and fix the cargo straps so that they would be sufficiently tight, i.e. so that the goods would remain stable in position, at the same time making sure the straps are not overly tight so as to prevent any damage to the quality of the goods.**

5.3.2. Before throwing the cargo strap across the goods or cargo, it must be made sure this is safe to do and there are no persons in the danger zone.

5.3.3. Laying horizontal side boards in elevated places that are difficult to reach, special hooks/tools must be used.

5.3.4. Laying vertical side posts, it must be made sure that they are technically fit and safe.


5.3.5. Before closing the tarp cover, it must be made sure that all preceding actions have been sufficient in ensuring stable transport of the cargo.

## 5.4. ISSUE OF DOCUMENTS

When loading is finished, the driver of the means of transport must drive the means of transport out of the premises of Pipelife Eesti AS, park the means of transport behind the warehouse barrier, and thereafter, wearing safety shoes and a brightly colored safety vest, walk up to the warehouse office to collect relevant loading documents.

## 6. SAFE UNLOADING

6.1. Before removing the tarp cover, the side boards, and side posts, it must be made sure that the cargo is stable. The driver of the means of transport must fasten the tarp cover in a manner that would prevent it from slipping during loading.

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## 7. SAFE TRANSPORT OF GOODS

7.1. Unloading and transporting goods with a hoist, the principal rules for safe loading as well as a safe speed on the premises and in the loading zone must be observed.

## 8. SAFE MOVEMENT ON PREMISES

8.1. Any means of transport are driven on Pipelife Eesti AS premises observing traffic rules applied to traffic on public roads as well as road signs and horizontal road marking.

8.2. **The maximum allowed speed of a means of transport on the premises is 10 km/h.**

8.3. On Pipelife Eesti AS premises, the below requirements are to be observed:

- a) Exiting a means of transport on Pipelife Eesti AS premises, one must wear safety shoes and a brightly colored safety vest. It is strictly prohibited to be present on the premises without said personal protective equipment.
- b) A driver of a means of transport that drives past locations where people gather, factory doors, or intersections of pedestrian paths and hoist roads, enters or exits through a gateway must slow their speed and let pedestrians pass.
- c) Pedestrians must wear safety shoes and a brightly colored safety vest while on the premises.
- d) Hoist drivers and drivers of other means of transport must let pedestrians pass. Before stepping on the road, pedestrians must make sure that walking on the road is safe and that hoist drivers and drivers of other means of transport will let them pass.

## 9. SAFE LOADING OF LARGE-DIAMETER (ø 500 mm and larger) PIPES

9.1. In the case of pipes the diameter of which exceeds 500 mm, loading and unloading instructions must be observed especially closely so as not to damage the pipes.

9.2. The driver of the means of transport fastens the pipes to the means of transport, using previously prepared cargo straps.

## 10. LOADING TO AND UNLOADING FROM TANKER TRUCKS

10.1. Before unloading, the tanker truck driver must connect the tanker truck's ground terminal to the grounding spot and circle the tanker with safety cones.

10.2. The tanker truck driver must wear safety shoes and a brightly colored safety vest when unloading.