

# F R E E M A N

## AUDIO VISUAL OPERATIONS STANDARD

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### TRUCK LOADING & UNLOADING



#### General Safety Guidelines

- **Safety must be a top priority at all times. If exercised properly, keeping "Safety First!" can save employees from unnecessary pain and save Freeman significant money.**
- **It is the role of every supervisor, employee, and laborer "To provide a safe and secure work environment for our employees, and prevent injury to all persons at Freeman, our customers, and friends, whether at the office or warehouse, in hotels, or at show site" (Safety Mission Statement).**
  - Smoking is prohibited inside trailers or anywhere in the warehouse; smoking is allowed in designated areas only.
  - Drug or alcohol consumption is absolutely prohibited, as is arriving for work under the influence of either.
  - Horseplay is prohibited anywhere on dock areas or during truck loading and unloading.
  - All employees should be reminded to contact supervisors immediately in the event of an accident, and of the phone number for the local facility emergency response team.
  - Gloves should be worn, if available, to protect hands.
  - Every employee's focus must be on the job at hand and eliminate distractions as much as possible.
    - Wearing earpieces (radio headphones, Bluetooth, etc.) is prohibited.
    - Cell phones should be ignored or turned off during loading/unloading. If a supervisor is expecting a phone/2-way call, they should remove themselves from active participation in loading/unloading to prevent a potential distraction.
    - Employees must always be aware of their surroundings and be on the lookout for potential dangers.
  - Too many people in the area of loading/unloading can be as dangerous as not enough people. Loaders/unloaders must be aware of others in proximity to them to avoid accidents.
  - Safe lifting principles must be observed by all persons at all times.
  - Equipment must never be thrown into or from trucks at any time.
  - Special caution and attention must be used when working around and moving equipment on dock plates and ramps.
- **All crew members must comply with all safety rules or supervisor instructions. Non-compliance will result in dismissal from job-site and immediate report to union steward or local supervisor.**
- **Each and every crew member must attend the safety meeting and sign a safety meeting attendance sheet.**

## General Loading/Unloading Guidelines

- *A Freeman supervisor/coordinator is expected to oversee and lead every loading and unloading process. No other persons should be directing the process at any time – there can only be “one chief.”*
- *All workers must understand and observe their role as a stacker (in truck) or a pusher.*
- *No equipment must ever be loaded/unloaded until the supervisor/lead stacker calls for it.*
- *At no time should a case marked “Do not tip” or “Must stay on wheels” be flipped on their side for loading purposes under any circumstances. This especially applies to large LCD and PDP displays, amp racks, and chain motors.*

## Loading Guidelines

- *As the cost of trucking continues to rise, trailers must be loaded as “high and tight” as possible.*
- *A firm base of large and heavy cases must be established in the nose of the trailer to build upon, with each tier of cases as level and even as possible.*
- *If properly equipped, similar cases should be “double-stacked” as much as possible to conserve space. Double-stacked cases always require at least two people handling the cases at all times. Cases may be most easily double-stacked inside the trailer.*
- *Once the nose has been loaded, a load bar must be placed across at least the bottom level of cases, and a second load bar is recommended across the second level for added stability.*
- *Small equipment may be loaded above the first nose tier only after the nose cases have been secured by load bars.*
  - *All small equipment must be loaded as tightly as possible to prevent shifting during transport.*
  - *Cardboard boxes are excellent to use to wedge in a row of small cases.*
  - *Very small cases must be blocked in by larger cases.*
- *Each tier that follows should be tied in by a load strap, which pulls the cases together and toward the nose of the trailer, or by a flipped “wall” of heavy cases (i.e. cable trunks).*
- *Screens are best loaded at the top level, riding on larger cases loaded and secured below.*
- *At no time should a tier of cases ever be stood upon without it being secured by a load bar, strap, or flipped wall of cases.*
- *Empty spaces must be filled as much as possible with gear which will fit, to ensure a tighter load.*
- *Miscellaneous final items should be taken off their wheels and secured as much as possible. At no time should items be left loose to roll or slide during transit. Remaining carts, loose safelocks, and flipcharts are good to load and secure at this time.*
- *Truss or other rigging items should most often be placed nearest to the door, as this is often the first equipment needed for setup on showsite.*

## Unloading Guidelines

- *Any equipment which has shifted during transport must be unloaded first, taking precautions to secure the stack so that no other items fall and potentially cause an injury.*
- *After removal of extra load bars, straps, and shipping pads, miscellaneous items should begin to be unloaded. Pix carts should be kept available for transporting cases without wheels.*
- *Unloading must take place from top to bottom. Use extreme caution when moving equipment across dock plates or down ramps.*
  - *Equipment on higher levels must be lowered gently to another stacker on the floor.*
  - *Use larger wheeled cases efficiently by stacking and unloading equipment without cases on top of those that have wheels.*
  - *Double-stacked cases always require at least two people handling and moving them at all times.*
- *If unloading down a ramp, a pusher must always control the pace of equipment coming down a ramp. At no time may a case be “free-wheeled” down a ramp for a pusher to “catch” below.*