

RUAN

UNLOADING GUIDELINES – FLATBED OPERATIONS

In order to maintain the safest environment possible while making deliveries, all drivers should abide by the following guidelines while loading and unloading product:

1. All drivers should wear full Ruan-approved PPE at all times while on-duty and not in the tractor. This includes a high visibility jacket, vest or uniform shirt, hard hat, long pants, Ruan-approved, terminal-specific boots, leather gloves and safety glasses.
2. No material should be unloaded by hand unless that material weighs less than 60 pounds.
3. Always request assistance handling material regardless of weight.
4. Sharp or awkward/difficult to handle items, such as individual small cut pieces (unless in a container) and plates, should not be unloaded by hand, regardless of weight.
5. Where possible, drivers should not be on the deck of the trailer while any material is being moved with a crane or forklift.
6. If a crane is being used to lift material, the driver should stand next to the crane operator or in a safe location as directed by the crane operator.
7. If a forklift is being used to lift material, the driver should be on the same side of the trailer as the forklift, leaving sufficient space around the forklift.
8. When material needs to be shifted on the trailer, a crane or forklift should be used, not a winch bar.

Within these guidelines, Ruan drivers should use their own judgement in all situations, and pause the loading/unloading if they feel anything is unsafe.

RUAN

SECUREMENT GUIDELINES – FLATBED OPERATIONS

In order to maintain the safest environment possible while working, driving and delivering product, all drivers should abide by the following securement guidelines;

1. All drivers should wear full Ruan-approved PPE at all times while on-duty and not in the tractor. This includes a high visibility jacket, vest or uniform shirt, hard hat, long pants, Ruan-approved, terminal-specific boots, leather gloves and safety glasses.
2. Perform a 360-degree, 4D walk around load assessment prior to securement.
3. Keep your time on a trailer to a minimum. No unnecessary walking on freight.
4. Ruan-issued equipment should be used at all times. Anything else should be used only after the terminal manager gives authorization.
5. Use a minimum of two securement devices per item, regardless of bulkhead.
6. Securement will be at a minimum: Two devices in the first 10 feet (regardless of the bulkhead), two in the last 10 feet, and one for every 10 feet inbetween.
7. Secure to 100 percent of the weight of the cargo.
8. If applicable, layering techniques will always be used.
9. Bungee cords are not a securement and should only be used to tie down a tarp to the loaded trailer.
10. Ruan equipment load limits are as follows:
 - 4-inch strap – 5,000 pounds
 - 2-inch strap – 3,000 pounds
 - 3/8 chain – 6,000 pounds
 - 5/16 chain- 4,500 pounds
11. If practicable, straps should at all times hook to the trailer frame and stay inside the rub rail.
12. Out-of-service equipment will never be used and will be replaced immediately.
13. Whenever necessary, the use of edge protection is required.
14. A header chain will be used when practicable.
15. Securement will always be placed under the tarp and on the cargo.
16. At all times, practice the Megasafe5 Rules of Working Safely.