

This training tool has been developed for Physical Resources vehicles but can be adapted/modified as needed by other departments to use for vehicles with liftgates. If you have any questions or need support, please reach out to EHS at ehs@uoquelfh.ca.



Moving and Delivery Vans

Pre Operation Checklist

A vehicle specific pre-operation checklist must be completed prior to operation each day. This checklist is available for completion on-line by scanning the following QR Code:



CVOR Vehicle Inspection Report

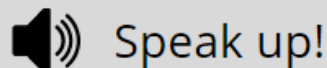
The CVOR Vehicle Inspection Report must also be filled out each day. These forms are available on the vehicle clipboard and must be handed in to your supervisor at the end of each month.

Driving and Parking on Campus

- Be aware of the increased pedestrian traffic in between class times and perform work accordingly.
- Many pedestrians will be wearing headphones or otherwise distracted so extreme caution is required when driving on pedestrian routes. Always assume they do not see you.
- Avoid parking in front of doors or near fire routes.
- Always leave your name and number card on the dashboard to allow for quick contact by emergency personnel.

Liftgate Operation

- Improper operation of the liftgate can result in serious personal injury.
- Do not use the liftgate unless you have been properly instructed and have read and are familiar with the operating instructions.
- If there are signs of improper performance, damage to vital parts, or slippery platform surface, do not use the liftgate until these problems have been corrected.
- If you are using a pallet jack, be sure it can be maneuvered safely.
- Do not operate a forklift on the platform of the liftgate.
- Do not allow any part of yours or your helper's body to be placed under, within or around any portion of the moving liftgate or its mechanisms or in a position that would trap them between the platform and the group or truck when the liftgate is operated.
- Continued next page....



If you see a hazard, let your supervisor know.
Everyone plays a role in your safety and health.

Moving Vans Continued....

Liftgate Operation Continued....

- Improper operation of the liftgate can result in serious personal injury.
- Do not overload the liftgate.
- Be certain vehicles is properly and securely braked on a flat surface before using the liftgate.
- If a helper is riding the platform with you make sure you are both doing so safely and that you are not in danger of encountering any moving or potentially moving obstacles
- Make certain platform area including the area in which loads may fall from platform is always clear before and during operation of liftgate.
- If load appears to be unsafe, do not lift or lower it.
- The liftgate is intended for loading and unloading of cargo only. Do not use this liftgate for anything but its intended use.

Load Securement During Transport

- The Highway Traffic Act requires that loads be secured during transport.
- Loads must not be transported unless they are loaded, bound, secured, contained or covered, so that no portion of the load may become dislodged or fall, leak, spill, or blow from the vehicle.
- Load security is part of the required CVOR inspection and is the duty of the operator.
- Tie down equipment is available on the vehicles for objects of varying shapes/sizes/weights.
- Each tie-down must be attached and secured so that it doesn't become loose, unfastened, opened or released while the vehicle is moving.
- Use inspected securement straps that are appropriate for the size and weight of the load. Ask for guidance from the supervisor or lead hand when needed.



Load Securement during Loading and Unloading

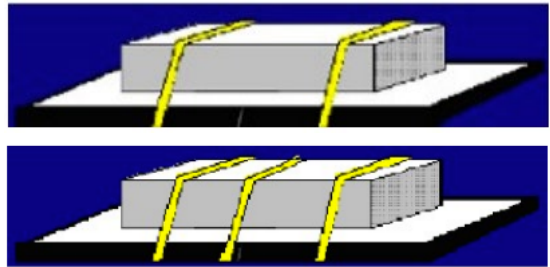
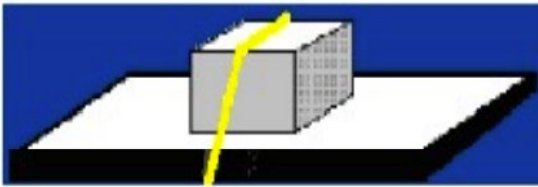
- Vehicles are equipped with twine and shrink wrap to secure the load before moving from the truck to the liftgate.
- If a load appears unstable or unsafe do not try to move or lift it.
- Make sure the load is always in your sight – do not turn your back on the load.
- Push rather than pull the load whenever possible. Only push a load when moving a from a truck bed to a tailgate

Moving Vans Continued....

Load Securement During Transport Continued

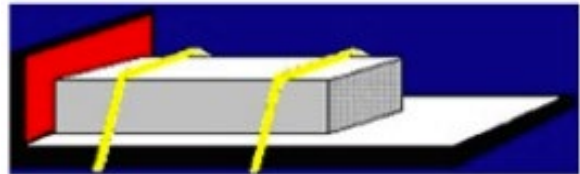
The minimum number of tiedowns required when a load is **Not Blocked**.

| Article Description | Required Minimum Number of Tiedowns Over Load |
|---|---|
| 1.52 m (5 ft) or shorter 500 kg (1100 lbs) or lighter | 1 |
| 1.52 m (5 ft) or shorter over 500 kg (1100 lbs) | 2 |
| Between 1.52 m (5 ft) and 3.04 m (10 ft) | 2 |
| Longer than 3.04 (10 ft) | 2 + 1 tiedown for every additional 3.04 m (10 ft) or part thereof |



The minimum number of tiedowns required when a load is **Blocked**.

| Article Description | Required Minimum Number of Tiedowns Over Load |
|--------------------------------|---|
| All cargo under 3.04 m (10 ft) | 1 tiedown for every 3.04 m (10 ft), or part thereof |



Moving Vans (Physical Resources Vehicles)

Use this page to list any specific points, reminders or highlights noted during the training related to the tasks involved (if applicable).

Date: _____

Training given by: _____

Operational Reminders:

- _____
- _____
- _____
- _____
- _____
- _____

Safety Reminders:

- E.g., push, do not pull hand trucks when using on truck liftgate or near dock edges
- _____
- _____
- _____
- _____

Moving Vans (Physical Resources Vehicles)

Use this page to mark attendance at the training.

Date: _____

Training given by: _____

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