

This training tool has been developed for Physical Resources vehicles but can be adapted/modified as needed by other departments transporting loads in pickup trucks. If you have any questions or need support, please reach out to EHS at [ehs@uoguelph.ca](mailto:ehs@uoguelph.ca).

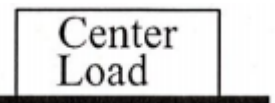


## Transporting Loads Using a Pickup Truck

Do not operate the liftgate unless you have been properly instructed and have read and thoroughly understand the operating instructions.

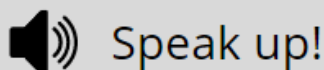
### Warnings

- **Pinch Points** - Liftgates contain several moving parts. Liftgate components can seriously pinch fingers, hands, and feet if not used safely.
- **Load Capacity** - Each liftgate is rated for a maximum amount of lift capacity by the manufacturer always keep loads well-beneath the weight limit.
- **No Riding** - Riding on the platform introduces additional hazards such as slips and tripping injuries. As per manufacturer's instructions operators are prohibited from riding the platform. Instead operate the liftgate while standing to one side and use other means of securing cargo instead of holding it in place.
- **Load Stability** - Load security is broken down into two areas (1) secure the load and (2) prevent load shift. When using the liftgate, always keep vehicle and load stability at the forefront of what you're doing. Sudden movement or unexpected shifts could cause a load to fall, which could result in injury to users or bystanders.
- **Center Load** – Always center load on the platform side to side and front to back.
- **Liftgate Position** - Leaving the liftgate extended and unattended at truck bed level poses a serious hazard to pedestrians. Always put the Liftgate all the way up in the vertical position or leave it flat on the ground.



### Transporting Materials

- Secure machinery, equipment or materials against tripping, falling or rolling by ropes, bungee cords, shrink wrap and/or other means. Cylindrical objects stored on their sides shall be piled symmetrically with each unit in the bottom row block to prevent motion.
- Store loads in a way that allows it to be removed or withdrawn without endangering the safety of a worker.
- Red flags measuring 1 foot square must be placed on the end of the loads that extend 5 feet (1.5 m) or more past the end of the truck.



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



# Transporting Loads Using a Pickup Truck



## Safe Work Practices

- Prior to operating vehicle and/or hydraulic liftgate complete and document **Daily Vehicle Pre-operation Inspection Checklist.**
- Park on a relatively flat surface, ensure vehicle is properly and securely parked and braked before using the liftgate.
- Read all safety decals before operating the liftgate. Report to Supervisor if any decals are illegible or missing.
- Never stand in or move through or let anyone else stand in or move through the area in which the liftgate operates or the area in which a load might fall if upset.
- Keep fingers, hands, arms, legs and feet clear of moving liftgate parts.
- Do not overload the liftgate. See manufacturers literature or the rating label on the liftgate for load specifications. Remember that this limit applies to both raising and lowering the liftgate.
- Correctly stow platform when not in use. Extended platforms could create a hazard for people and vehicles passing by
- If using forklift, keep off of platform.



## Loading and Unloading Materials

- Load and unload machinery, equipment in a manner that will not endanger the safety of any worker.
- Should it be necessary to lift and/or carry material, move the material in such way that the material does not endanger the safety of the worker. This may require the use of safeguards, protective clothing, or other precautions.
- To prevent lifting and loading injuries lift only what you can carry without strain. Otherwise, seek assistance or use a mechanical lifting aid.
- Lift properly. Bend your knees and lift with your legs to save your back. Avoid twisting your body.
- Always push materials, never pull.
- When loading onto the liftgate platform, place all loads as close as possible to the inboard edge of the platform with heaviest part toward the truck body.

## Transporting Loads Using a Pickup Truck

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:

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Safety Reminders:

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