



*The Following are required of **ALL** drivers loading at ANY Roseburg Mill driver's failure to adhere to these requirements and directions from loading crew can result in the driver being banned from our facilities.*

1. **All** drivers must have
 - a. Hard hat
 - b. Safety glasses
 - c. High visibility jacket or vest (DOT)
 - d. Long pants
 - e. Full leather work shoes
 - i. No sandals
 - ii. No open toe shoes
2. Passengers and pets must remain in the vehicle at all times while in the shipping areas where trucks are being loaded/unloaded.
3. It is the responsibility of the forklift operator to ensure **the safe operation of the loading and unloading of trucks**. For this purpose the forklift operator is the **sole** authority in the (un)loading area and is **required to refuse service** to any truck driver failing to comply with site rules. Any disputes will be escalated to the Shipping Department or on-shift Supervisor.
4. The truck driver is responsible to ensure that the truck is **loaded properly for over the road travel**. It is imperative that the forklift operator and truck driver communicate regarding the proper loading of the truck for weight/load distribution purposes.
5. After preparing the truck for (un)loading, the truck driver will position himself at the front of the vehicle or inside the cab.
 - a. The truck driver is not to enter the (un)loading zone for any reason unless the forklift operator has signaled that it is safe to enter the (un)loading zone.
 - i. At this point all (un)loading will cease until the truck driver is completely finished performing the needed task and has returned to the designated location.
6. Load tie-downs are not to be placed or removed while equipment is actively (un)loading material.
7. Upon completion of the (un)loading process, the truck driver will wait until he/she receives permission from the forklift operator to enter the (un)loading zone.
8. The truck driver will ensure that all material being transported is secure before moving the vehicle.

- a. Trucks on level paved surfaces, loaded with finished unitized product (plywood, lumber, particleboard) may be moved no more than 1 ½ truck lengths prior to securing load.
 - b. Trucks with bundled veneer or other unstable loads may not be moved unless the load is secured.
9. Where available for tarping purposes, drivers must either:
- a. Use the Roseburg supplied automatic tarping system; or
 - b. Use the Roseburg supplied Fall Arrest System (training required)
10. For vans being loaded at loading docks, the forklift operator will ensure that the truck cannot move for the duration of the loading process:
- a. Truck dock locks are in place, as equipped; **or**
 - b. Barrier is placed in front of the truck; **or**
 - c. Tractor is disconnected from trailer (disconnected trailers must be supported by hitch stands in accordance with the manufacturer's requirements if the tractor is disconnected); **or**
 - d. Keys removed from ignition and in possession of shipping personnel and

Wheels must always be chocked