



Company Name: _____ Job Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 564: Loading Dump Trucks

Introduction: There are a wide variety of dump trucks and loaders used for moving and loading rocks, sand, gravel, and demolition waste. Loading dump trucks can be hazardous work, however, when the proper safety procedures are followed, the risk of injury is reduced. Following are guidelines for the safe loading of dump trucks:

Personal protective equipment: Employees must always wear the proper PPE when loading dump trucks and operating loading equipment. PPE should include hard hats, eye protection, face protection, hearing protection, gloves, and slip-resistant boots.

Inspection: Before operating a dump truck or loader, inspect all of the equipment. Check all fluid levels. All tires must be in good condition with the correct amount of air pressure. All gauges, lights, instruments, and warning devices must function properly. A fire extinguisher must be on hand, inspected, and charged. All windows and mirrors must be clean. All items in the cab of the loader and truck must be secured. Steps and hand rails must be clean to prevent slips and falls. When a broken or malfunctioning part is observed, do not load or operate the equipment until it is repaired.

- **Only trained** and authorized personnel are permitted to operate dump trucks or loaders.
- **All power take-off (PTO)** driven equipment must have shields in place before operations begin.
- **Only the operator** is permitted to ride on the equipment during loading operations.
- **Maintain** a 3-point contact with steps, and hand rails while getting on, or into, equipment.
- **Do not** use the controls or the steering wheel as a hand-hold for entry into the cab.
- **Do not operate** any equipment with wet, greasy, or muddy hands and footwear.
- **Check and mark** the areas that contain underground cables, gas lines, and water mains.
- **While backing up**, use extra care and sound the horn, to clear the area.
- **Do not** operate heavy equipment near excavations.
- **Know the** work area clearances. Watch for over-head, or underground objects, holes, partially hidden obstacles, and electrical wires.
- **Always** drive at speeds compatible with the working conditions. Know all the traffic laws regarding slow moving equipment.
- **Do not load**, or park, a dump truck while on an incline.
- **Always engage** the emergency brake while the equipment is parked.
- **Do not** permit anyone to stand, or pass under the dump bed. All operators must stay in the cab when loading is in progress.
- **Always follow** the manufacturers' load capacity limits. Check the vehicle identification number plate (VIN) for load limits.
- **Never attempt** to lift or load material that is larger or heavier than the loading bucket can safely hold. Check specifications.
- **Always position** loads evenly in the dump bed. Never place heavy loads in the very back of the dump bed.
- **Never attempt** to move the dump truck while material is being emptied from the loader bucket. Load to specified weight.
- **Always lock** the tailgate before attempting to load the dump bed. Inspect the locking mechanism for dirt or other debris.
- **Make sure to position** the dump truck at the proper distance and angle that will allow for safe loading operations.
- **Never hit** the dump truck with the loading equipment. Always drive the loading equipment slowly, when moving material.
- **Ground surfaces should be** level and dry. In inclement weather, check for pot holes, mud puddles, and other wet driving hazards.
- **Do not** drive for extended periods of time with the dump bed up. Always lock the dump bed when driving on public roadways.
- **Make sure to lower** the hydraulics before shutting down the dump truck or loader. Chock and block the wheels for added safety.
- **Use a cover** when transporting material in a dump truck to prevent hazardous debris from being blown out onto the roadway.
- **To prevent** unauthorized operation, remove the keys when the equipment is not in use.



Barricades and Signs: Always place barricades, barriers, and signs around areas where dump trucks, or other heavy equipment operate. Barricades and barriers should be placed in a position that will keep all unnecessary personnel and equipment at least five feet away from the work area. Signs should be placed in a highly visible area.

Conclusion: Properly operating dump trucks and loaders creates a safe work environment for employees and other personnel on the job. Always utilize these safety guidelines for safe operations of dump trucks.

Work Site Review

Work-Site Hazards and Safety Suggestions: _____

Personnel Safety Violations: _____

Employee Signatures: _____

(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

Foreman/Supervisor's Signature: _____

These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.