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Introduction

The National Dock Safety Program has been developed to ensure the protection, safety and well-being of all Loblaw Companies Limited colleagues, temporary and/or contracted colleagues and/or third party carriers from the serious consequences that could result in injuries, death, dismemberment, and other serious hazards associated with loading dock practices.

The overall goal and objectives of the National Dock Safety Program is to provide direction and guidance on the following:

- Dock Safety Procedures
- Preventative Maintenance of all components of Dock Safety Equipment
- Training Program
  - In House Colleagues
  - Third Party Carriers and/or Contractors
- Reporting Guidelines for Accident/Incidents
- Monitoring and Compliance Related Activities

The Dock Safety Procedures, as contained in this manual, are for reference and provide the minimum requirements for a National Dock Safety Program. Some of the procedures may not apply to your specific DC and are not applicable at this time. Minor modifications may be required to customize the Dock Safety Procedures to individual site needs, however any such modifications must not reduce the minimum standard of control as outlined.

Success of the National Dock Safety Program is contingent on the diligent, accountable actions of all parties involved in the process by ensuring the above noted core elements of the program are established, implemented and monitored effectively.
National Dock Safety Policy Statement

Purpose

The purpose of this document is to have a consistent policy, procedures and training with respect to the promotion of a safe workplace to reduce injuries, damages, food safety and the environment to our Loblaw’s colleagues, drivers, and contractors in/on our dock facilities.

Authority and Responsibilities

It is the responsibility of the Distribution Centre Management to ensure that the core elements of the National Dock Safety program are implemented and all colleagues are trained, knowledgeable and adhere to the requirements.

Definitions

For the purpose of consistency, specific terminology definitions will be provided in the National Dock Safety Training Guide for use in our Distribution Centres.

Hazard Control Program

The National Dock Safety Program will incorporate consistent procedures to ensure the appropriate application of a Hazard Control Program, as defined below, to all colleagues, contractors and drivers.

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The National Dock Safety Program is a core element of the LCL Corporate DC Health, Safety and Wellness Program manual and is a requirement of all facilities to ensure it is incorporated into each facility.

Senior Vice President, Supply Chain  
Senior Vice President, National Warehouse Operations

Vice President, Health, Safety & Wellness  
DC Facility Director/Manager
National Dock Safety Program

Dock Safety Procedures
# Definitions/Terminology

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<th>Description</th>
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<td>Air/Brake Lines</td>
<td>Hose connections that hook the trailer to the tractor</td>
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<td>Caution Tape</td>
<td>To visibly identify hazard</td>
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<tr>
<td>Converter or Support Leg</td>
<td>Trailer mechanism to support trailers that are used to hold up the trailer at the fifth wheel</td>
</tr>
<tr>
<td>Trailer Convertor</td>
<td>Used to connect the front of a trailer to the rear of a leading trailer</td>
</tr>
<tr>
<td>Dispatch</td>
<td>Responsible for assigning loads to drivers for delivery</td>
</tr>
<tr>
<td>Dock Plate</td>
<td>A sheet of metal used to lie across the floor between the dock and the rear of the trailer. The forklifts drive on this to enter the trailers. In most DC’s, it rises up and down onto the back of trailers electronically. In other DC’s, it is manually placed in position</td>
</tr>
<tr>
<td>Door Light Systems (red/green)</td>
<td>Lights mounted on the side of the door to indicate if the trailer is in position to load or unload. Red or no light means “not good to go”; green means “good to go”. These lights are mounted inside and outside of dock doors</td>
</tr>
<tr>
<td>Flatbed</td>
<td>Trucks or trailers which are open or covered with curtains, sliding curtain, soft sides, or tarp</td>
</tr>
<tr>
<td>Glad Hand Lock</td>
<td>Type of lock used to wrap around the brake line connection to prevent any type of hook up by any air source that could supply air to the trailer brakes</td>
</tr>
<tr>
<td>HACCP</td>
<td>Hazard Analysis Critical Control Point (food safety requirement)</td>
</tr>
<tr>
<td>HSW</td>
<td>Health, Safety and Wellness Department</td>
</tr>
<tr>
<td>ICC Bar</td>
<td>A bar or beam that is located at the rear of the trailer, also known as a rear impact guard</td>
</tr>
<tr>
<td>Independent Carrier</td>
<td>A single driver, owner operator who operates on a one time basis for pick up and/or delivery</td>
</tr>
<tr>
<td>Live Loading and Unloading</td>
<td>Describes the practice of keeping tractor attached to the trailer while loading or unloading occurs</td>
</tr>
<tr>
<td>Loading Dock Lights</td>
<td>Lights installed at each dock door to aid in illuminating the inside of the trailer</td>
</tr>
<tr>
<td>Lock out locks</td>
<td>To prevent accidental power to malfunctioning equipment</td>
</tr>
<tr>
<td>Lock out tags</td>
<td>To communicate of the hazard</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
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</tr>
<tr>
<td>Long Combination Vehicle</td>
<td>Two trailers joined via a converter. Either a Piked or Rocky combination</td>
</tr>
<tr>
<td>Manual Dock Plates</td>
<td>Ramp connected to the trailer from the warehouse so the pallet drivers can enter and exit the trailer</td>
</tr>
<tr>
<td>Overhead Door</td>
<td>Door at the dock that rises above the door to gain access to the trailer</td>
</tr>
<tr>
<td>Piking Combination</td>
<td>Piking = Two (2) full size (48’ to 53’ long trailer) joined via a converter</td>
</tr>
<tr>
<td>Rocky Combination</td>
<td>Rocky = One (1) full size (48’ to 53’ long trailer) and one pup trailer (26’ to 32’ long trailer) joined together via a converter</td>
</tr>
<tr>
<td>Pull Dock Plates</td>
<td>The ramp is removed from the trailer so the trailer can be removed</td>
</tr>
<tr>
<td>Pull Away</td>
<td>When a trailer pulls away from the dock on a red light.</td>
</tr>
<tr>
<td>Pup Trailer</td>
<td>A pup trailer is considered to be a 26’ to 32 long trailer.</td>
</tr>
<tr>
<td>Shunter/Hostler/Driver</td>
<td>These are the tractors that remove or install the trailers in the loading docks.</td>
</tr>
<tr>
<td>Staging Lanes</td>
<td>Designated areas for assembled product to be stored until loaded into trailer</td>
</tr>
<tr>
<td>Straight Truck</td>
<td>Where a glad hand lock cannot be used or a tractor cannot be disconnected (e.g. 5 ton trucks, containers)</td>
</tr>
<tr>
<td>Supervisor and/or Designate</td>
<td>Any individual that has charge over a workplace, the flow of work or any worker</td>
</tr>
<tr>
<td>Trailer Creep</td>
<td>Anytime the dock plate goes off the trailer surface to the next level.</td>
</tr>
<tr>
<td>Trailer Door</td>
<td>Door of the trailer, either barn doors that swing outwards or roll up doors that roll up inside the trailer</td>
</tr>
<tr>
<td>3rd Party Carrier</td>
<td>A contracted transport supplier that is used by Loblaw Companies Ltd. on a frequent, recurring basis.</td>
</tr>
<tr>
<td>Tri-axle Trailer</td>
<td>Trailer that has 3 axles at the rear of the trailer</td>
</tr>
<tr>
<td>Vehicle Restraint</td>
<td>Mechanical system that connects and restrains the ICC bar of the trailer to the dock door and building</td>
</tr>
<tr>
<td>Wheel Chocks</td>
<td>Wheel chocks are a triangle shaped material that fits in front of the wheels of a trailer to prevent the trailer from moving.</td>
</tr>
</tbody>
</table>
Purpose & Scope

The purpose of this document is to have a consistent method of using the Door Light Systems properly at Loblaw Companies Limited (LCL). A door light system is an engineered method to control the unexpected hazards of pull-aways and accidents from occurring in our facilities.

This procedure applies to all Loblaw colleagues and third party drivers involved in the loading/unloading at our dock facilities.

Responsibilities

It is the responsibility of all Loblaw colleagues, contracted/temporary colleagues (lumpers/strikers etc.) and third party carriers and their drivers to ensure that these procedures are adhered to. It is also the responsibility of the supervisors and/or designates to ensure the door light system is working properly through specific program inspections.

Consequences

Failure to follow these instructions may result in penalties up to and including $25,000 for third party carriers. Colleagues failing to follow these instructions may result in disciplinary actions up to and including termination.

PPE/Equipment Required

Steel Toed Footwear (CSA approved) | Hazards are from forklifts, pallets, product, ramps, etc.
High Visibility Reflective Vests | Traffic, visibility hazards

Documentation Required

Daily Dock Safety Audit Checklist (Refer to Appendices)
Types of Door Light Systems at Loblaw Facilities

Red/Green Light
This system has both a red and green light on the inside and outside of the building located in between all door locations. For loading, green light identifies trailer is now ready to be loaded on the inside. Red light outside identifies the trailer cannot be moved by driver.

Single Green Light (outside) with Red Light Inside
This system has a single green light on the outside of the building and a single red light on the inside located in between all door locations. For loading, red light inside indicates trailer is not available for loading. No red light inside indicates trailer is ready to be loaded. Green light outside identifies the trailer is ready for departure.

Single Green Light (outside) with White Light Inside
This system has both a single green light on the outside and a white light on the inside of the building located in between all door locations. For loading purposes, when there is no white light visible the trailer can be loaded. Outside when there is no light indicated, the trailer cannot be moved. On the reverse side, when the white light inside is on, this signals that the door is available. On the outside, when the green light is visible this signals to the tractor driver that they can remove or place a trailer into the door.

Single Green Light (outside/inside)
This system has a single green light on the outside of the building and a single green light on the inside located in between all door locations. For loading inside, green light indicates trailer is ready to be loaded. If green light outside is off, indicates trailer cannot be departed. If green light outside is on, trailer is completed and ready for departure.
DOCK SAFETY PROCEDURE

Door Light Systems

Colleagues are to:

- Ensure lights are working properly.
- Stop loading/unloading if lights become inoperative and report to supervisor immediately.

Drivers placing trailers into or removing trailers from Dock;

Confirm with Dispatch/Shipping Office dock location;

- Only place trailer into dock location or remove trailer if dock door lights are green.
- If light is red or not working, do not place trailer into location nor remove it from location, go to a supervisor and dispatch for further instructions.
- When placing trailer into door, ensure air has fully released from trailer.
- Refer to DSP 1.2.2, Wheel Chock.
- Detach the trailer fully and move forward a minimum of 6 feet, between the furthest point at the rear of the tractor and the front of the trailer. If tractor cannot be disengaged, see DSP 1.2.11, Live Loading, if necessary.

In the event the red/green light is not working properly and the trailer is in the door, a Loblaw colleague (supervisor or designate) must come out and spot for the driver by being at the rear of the trailer in plain sight of the warehouse dock door and driver (driver side).

- When lights aren’t working but door is working, one (1) spotter is required.
- When door and lights are not working, one (1) spotter inside the warehouse on the dock plate and one (1) spotter outside by the truck.

Driver and employee must agree on hand signals to indicate stop or go prior to any movement.

Refer to DSP 1.2.6, Lock Out, to ensure no further use of door until repaired.
Use of Wheel Chocks

Purpose & Scope

The purpose of this document is to have a consistent method of applying the wheel chocks to a trailer ready for loading and unloading. In doing this Loblaw Companies Limited is controlling the unexpected movement of a trailer while being loaded or unloaded.

This procedure applies to all Loblaw colleagues and third party drivers involved in the loading/unloading at our dock facilities where dock restraints are not being utilized.

Responsibilities

It is the responsibility of all Loblaw colleagues, contracted/temporary colleagues and third party carriers and their drivers to ensure that these procedures are adhered to. The supervisors or designate are accountable to ensure the wheel chocks are in place before loading or unloading occurs. At no time can the wheel chocks be removed without consent of the supervisors and/or designate.

PPE/Equipment Required

Steel Toed Footwear (CSA approved) | Hazards are from forklifts, pallets, product, ramps, etc.
High Visibility Reflective Vests | Traffic, visibility hazards

Documentation Required

Audits (Refer to Appendices)

Driver Procedures

When dropping off trailer refer to DSP 1.2.1, Door Light Systems:

- Back into dock.
- Apply wheel chocks. Refer to Diagram 1.2.2.A, Diagram 1.2.2 B.
- Air must be released from all air suspension equipped trailers.
- Lower the trailer onto the trailer support/legs.
• Remove air line to brakes (apply brakes).

• Disengage tractor from trailer and move forward a minimum of 6 feet, between the furthest point at the rear of the tractor and the front of the trailer. If tractor cannot be disengaged, see DSP 1.2.11, Live Loading/Live Unloading, if necessary.

When picking up trailer;

• Driver arrives to shipping office to receive paperwork on trailer to be taken.

• Driver goes outside and hooks up on green light only.

• If there is anything other than green, driver is NOT to hook up to trailer (he is to go back to office/supervisor, inform them and wait until light turns green. Refer to DSP 1.2.1, Door Light Systems.

• Driver visually checks platform to ensure that nothing is attached to the trailer (ex. dock plate, glad hand lock, vehicle restraint system), dock door is closed, and no workers are loading/unloading the trailer or working around trailer.

• Driver removes the wheel chock.

• Driver applies the air line for the brakes and raises the trailer.

• Driver leaves the dock.

When a wheel chock is missing, the driver must report to shipper/receiver which dock the wheel chock is missing from.

• Distribution Center will have spare wheel chocks to replace missing chocks.

• In the event of a tri-axle, the wheel chock must be placed against the front of the centre wheel. (See Diagram 1.2.2.B).

• In the event of a quad-axle trailer, the wheel chock must be placed against the front of the second last wheel.
Shipper/Receiver Procedures

Supervisors, shipper/receiver and/or designate are to:

- Prepare for loading.
- Verify dock light system is functioning properly.
- Verify tractor has been detached from the trailer and has moved forward a minimum of 6 ft., between the furthest point at the rear of the tractor and the front of the trailer (Unless DSP 1.2.11 Live Loading/Unloading is followed).
- Verify wheel chock has been applied.
- Verify trailer is supported by trailer support legs.
- Shippers/receivers should be aware / informed of all potential hazards.
Purpose & Scope

The purpose of this document is to have a consistent method of adding pallets to a trailer that has already been completed.

This procedure applies to all Loblaw colleagues and third party drivers involved in the loading/unloading at our dock facilities.

Responsibilities

It is the responsibility of all Loblaw colleagues, contracted/temporary colleagues and third party carriers and their drivers to ensure that these procedures are adhered to. The supervisors or designate are accountable to ensure that any pallets missed or added to the trailer are completed as per the outlined procedure below.

PPE/Equipment Required

- Steel Toed Footwear (CSA approved) | Hazards are from forklifts, pallets, product, ramps, etc.
- High Visibility Reflective Vests | Traffic, visibility hazards

Documentation Required

DC Specific report applicable to adding missed pallets

Procedure

When a pallet has been missed or is being added to a completed trailer the following actions must be taken:

1) When trailer is still in door and paper work has not been released to the driver: The supervisor must be present and take ownership of the load, ensuring communication between loader and driver is met. Dispatch to suspend further action on load until communication to proceed has been received by the supervisor.

2) The Dock Plate is lowered reactivating the door light system. All necessary safety precautions will need to be applied prior to loading.
3) When driver is in possession of signed paperwork: The load is considered departed and therefore the pallet cannot be added to this load unless procedure is followed:

- The driver will be notified by transport to back into an assigned loading door. The driver will put the wheel chock in place and un-hook from trailer, moving forward a minimum of 6 feet between the furthest point at the rear of the tractor and the front of the trailer.

- The driver will then report into the supervisor’s office with the paperwork for the load.

- The supervisor and driver will then go to the assigned door while the pallet is being loaded onto the trailer.

- Once the pallet has been put on the trailer, the driver and supervisor will go back to the shipping office. The supervisor will confirm with transport that the pallet has been added on to the trailer and the paperwork and load will be released to the driver.
Purpose & Scope

The purpose of this document is to have a consistent method of handling inbound/outbound trailers at Loblaw Companies Limited docks. In doing so, Loblaw Companies Limited is controlling the unexpected hazards of pull away or unexpected movement from trailers.

Responsibilities

It is the responsibility of the Supervisor and/or designates to ensure that the Dock Safety Procedure (“DSP”) is followed as outlined.

PPE/Equipment Required

- Steel Toed Footwear (CSA approved) | Hazards are from forklifts, pallets, product, ramps, etc.
- High Visibility Reflective Vests | Traffic, visibility hazards

Documentation Required

Dock Safety Agreement and Temporary Certification and/or Driver Certification card (See Appendices)

Procedures for Inbound Transport

- Once trailer arrives on property, the supervisor and/or designate is to determine if the carrier’s driver has their Driver Certification Card. If not, a Dock Safety Agreement and Temporary Certification are required.

- Driver will be assigned door number by supervisor and/or designate.

- Driver will back into designated door and follow DSP 1.2.2, Wheel Chocks.

- Tractor will be detached from the trailer, and moved forward a minimum of 6 feet between the furthest point at the rear of the tractor and the front of the trailer. If trailer is unable to be detached, DSP 1.2.11, Live Loading/Live Unloading, and DSP 1.2.14, Glad Hand Lock, procedures are followed. Tractor must be shut off while unloading occurs. For facilities with dock restraint systems, refer to DSP 1.2.15, Use of Vehicle Restraint Systems.

- Supervisor and/or designate will assign the load to the available receiver, and will provide the necessary paperwork.
Inbound/Outbound Transport

- Receiver is to carry out DSP 1.2.5, Trailer Inspections.
- Receiver will then proceed with receiving product.
- Once inbound load is completed, dock plate is stored and overhead door is closed, the receiver returns completed paperwork to supervisor and/or designate.
- Supervisor and/or designate notifies driver, returns completed paperwork. Driver will exit premises.

Procedures for Inbound SPLIT Loads (i.e. Multiple Departmental Loads)

When paperwork is handed in to the receiving supervisor and/or designate and it is identified as a split load, supervisor and/or designate must record it as such on top of all paperwork. Receiving proceeds as outlined in DSP 1.2.4, Inbound/Outbound Transport, for all departments identified on the inbound load. Prior to ANY paperwork being returned to the driver, receiving supervisor and/or designate must verify, via returned documentation, that all portions of load has been received properly.

Procedures for Outbound Transport

- The supervisor and/or designate is to determine if the carrier’s driver has their Driver Certification Card prior to the driver picking up the outbound load. If not, a Dock Safety Agreement and Temporary Certification are required.
- Trailer is backed into designated door and refer to DSP 1.2.2, Wheel Chocks. Tractor will be detached from the trailer by a minimum of 6 feet between the furthest point at the rear of the tractor and the front of the trailer. If trailer is unable to be detached, DSP 1.2.11, Live Loading/Live Unloading and DSP 1.2.14, Glad Hand Lock, procedures are followed. Tractor will be shut off while loading occurs. For facilities with dock restraint systems, refer to DSP 1.2.15, Use of Vehicle Restraint Systems.
- Supervisor and/or designate is to assign available loader to dock door and load.
- Loader is to carry out DSP 1.2.5, Trailer Inspections.
- Loader will proceed with loading product that is staged in the designated lanes.
- Once outbound load is completed, dock plate is stored and overhead door closed, loader returns completed paperwork to supervisor and/or designate.
- Supervisor and/or designate will notify transportation that load has been completed and to arrange for the load to be dispatched.
Purpose & Scope

The purpose of this document is to have a consistent method of inspecting trailer prior to loading and unloading trailers at Loblaw Companies Limited docks. In doing so, Loblaw Companies Limited is controlling the unexpected hazards of unsafe trailer conditions.

Responsibilities

It is the responsibility of the receiver and loader to ensure that the inspections are carried out as per the Dock Safety Procedure ("DSP").

PPE/Equipment Required

Steel Toed Footwear (CSA approved)  | Hazards are from forklifts, pallets, product, ramps, etc.
High Visibility Reflective Vests    | Traffic, visibility hazards
Loading Dock Lights                 | Properly illuminate inside of trailer

Documentation Required

HACCP documentation (if required) (Refer to Appendices)

Trailer inspection documentation (if required)

Inside Trailer Inspection Procedure: Inbound Transport

1) With the overhead door up, dock plate down and loading dock light directed to the inside of the trailer:
   • Take temperature of trailer (if required).
   • Inspect ceiling, wall and floor of trailer for any unsafe hazards.
   • Inspect for any food safety related hazards.
   • Take product temperature to ensure temperature compliance (if required).
Trailer Inspections (Inside/Outside)

1) With the overhead door up, dock plate down and loading dock light directed to the inside of the trailer
   • Take temperature of trailer (if required)
   • Inspect ceiling, wall and floor of trailer for any unsafe hazards
   • Inspect for any food safety related hazards
   • Ensure door strap is positioned in a manner that will not interfere with the machinery being used.
   • Inspect condition of dock plate for wet or icy conditions and address any abnormalities.

2) If trailer does not comply with Food Safety or Health and Safety standards, it will need to be reported to the supervisor and/or designate. Supervisor and/or designate is responsible to ensure deficiencies are corrected or trailer is tagged/locked out and reported to Transport for repair. Refer to DSP 1.2.6, Lock out/Tag out.

3) Commence with loading. When traveling in and out of the trailer, proceed slowly with caution and care. Bend the knees (on a stand up dock stockers) when crossing over dock plates to prevent any vibration.
4) Once completed, take final trailer temperature to ensure desired temperature is reached (if required).

Outside Trailer Inspection Procedure:

1) Prior to trailer departure, driver must complete pre-trip inspection as per company policy and government regulations.
2) Complete pre-trip inspections in an illuminated area.
DOCK SAFETY PROCEDURE

Lock-Out/Tag-Out (Ramps/Doors/Trailers/Light Systems)

Applicable local legislation and the National Loblaw Companies Limited Lock Out/Tag-Out Policy respecting lock out tag out procedures will take precedence and shall apply.

Purpose & Scope

The purpose of this document is to have a consistent method of lock out/ tag out of dock safety equipment at Loblaw Companies Limited. In doing so, Loblaw Companies Limited is controlling the access to unsafe or faulty dock safety equipment.

Responsibilities

It is the responsibility of the supervisor and/or designates to ensure that the Lock out/Tag out DSP is followed in its entirety. It is all colleagues’ responsibility to report any malfunctioning or unsafe dock safety equipment to their supervisor and/or designate immediately.

PPE/Equipment Required

Steel Toed Footwear (CSA approved) | Hazards are from forklifts, pallets, product, ramps, etc.
High Visibility Reflective Vests | Traffic, visibility hazards
Pylons | To visibly identify hazard
Lock out locks | To prevent accidental power to malfunctioning areas
Lock out tags | To communicate of hazard
Caution Tape | To visibly identify hazard

Documentation Required

Lock out tag (refer to Appendices)
**Lock-Out/Tag-Out** (Ramps/Doors/Trailers/Light Systems)

**Lock out Procedure for Dock Plates, Overhead Doors and Communication Lights**

1) When any of these components malfunction, the loading door must be taken out of service by following Lock out/Tag out procedure.

2) For those Distribution Centres with one power source leading to plates, doors and lights, lock must be applied to the main power control point and attach lock out tag, complete with pertinent information. Notify maintenance department for repairs.

3) For all other Distribution Centres where this is not possible, the following must occur:
   - Caution tape must be applied across the door.
   - Place 2 pylons on the interior side of the door and 2 more pylons on the exterior side of the door.
   - Apply lock out tag to the overhead door handle or latch.
   - Notify maintenance department of repairs.

**Lock out for Unsafe Trailer**

- Transportation is notified, in writing, of the hazardous trailer.
- Transportation removes trailer from door and places in designated area for repair.
- Transportation will apply glad hand lock and lock out tag identifying issue.
Purpose & Scope

The purpose of this document is to ensure consideration is given to the safety of pedestrians around the Loblaw Companies Limited docks. In doing so, Loblaw Companies Limited is controlling the potential risks associated with the dock (inside and outside).

Responsibilities

It is the responsibility of all colleagues and drivers to ensure pedestrians have the right of way.

PPE/Equipment Required

Steel Toed Footwear (CSA approved) | Hazards are from forklifts, pallets, product, ramps, etc.
High Visibility Reflective Vests | Traffic, visibility hazards

Documentation Required

(Not Applicable)

Procedure for pedestrians outside

- For any pedestrian traveling in the main throughway of truck travel, a high visibility reflective vest must be worn to clearly identify them. They must be aware of their surroundings and tractor trailer movement, make eye contact with drivers to ensure that they are seen. Pedestrians must walk a minimum of 10 feet in front of tractors and never walk between a tractor and trailer or climb onto tractors, trailers or other equipment.

Procedure for pedestrians inside

- Due to the reduced visibility and high traffic in the area between dock doors and staging lanes, pedestrians should refrain from traveling in this area unless their job function requires them to.
Purpose & Scope

The purpose of this document is to have a consistent method of ensuring Third Party Contractor Safety while on the premises of Loblaw Companies Limited. In doing so, Loblaw Companies Limited is controlling the hazards associated with the actions of third party contractors and/or visitors.

Responsibilities

It is the responsibility of all Loblaw colleagues, contracted/temporary colleagues and third party carriers and their drivers to ensure that these procedures are adhered to. The supervisors or designates are accountable to ensure that any Third Party contractors/visitors are provided with the necessary training and equipment to comply with the Occupational Health & Safety (“OHS”) Visitor and Contractor Safety Policy and Guidelines (if applicable) and other relevant OHS policies while in the dock and/or concourse areas.

PPE/Equipment Required

Steel Toed Footwear (CSA approved) | Hazards are from forklifts, pallets, product, ramps, etc.
High Visibility Reflective Vests | Traffic, visibility hazards

Documentation Required

Corporate Policy: Visitor/Contractor Safety Policy (LCL Corporate DC HSW Program Manual)
Corporate Policy: Contractor Safety Guidelines (LCL Corporate DC HSW Program Manual)

Procedures

- Supervisors and/or designate will ensure that all third party contractors, and others as defined by the OHS DSP Visitor/Contractor Policy are provided with the necessary instructions for safe access and use of the facilities. If they will be performing work in or around the dock and/or concourse areas, they will be required to be made aware of the Dock Safety Program requirements and any other relevant procedures.
Third party carriers and their sub-contracted parties will ensure that new drivers are provided the Loblaw Companies Limited Dock Safety Training program and the Carrier will ensure that this training and the provision of supporting documentation will be provided prior to being dispatched to Loblaw properties. If unable to provide supporting documentation, drivers will be provided on-site training/instruction with a driver acknowledgement of training sign off prior to backing into Loblaw Companies Limited dock doors.

Transportation Department Supervisor and/or designate will ensure that applicable training is provided to their DC specific carriers’ designate and that supporting documentation is made available to the appropriate Loblaw Companies Limited Departments.

Training documentation/records shall be maintained in a manner that can be accessible to HSW Specialist(s) upon request and/or any other regulating body in the event of incident/accident related to Dock Safety.
Purpose & Scope

The purpose of this document is to have a consistent method for Snow Removal Yard Services on the property at Loblaw Companies Limited (LCL). Snow removal is vital to the proper operation of our business enabling the branches to continue regular business at times when weather conditions play a factor in our success towards customer deliveries.

This procedure applies to all Loblaw colleagues / Third Party Contractors responsible for snow clearance/removal on the property at Loblaw Companies Limited. Planning for the removal of snow from shipping/receiving doors will ensure that it is completed on a timely basis and ensure trailers can be loaded/unloaded safely. By removing snow and ice, wheel chocks can be used effectively.

Responsibilities

It is the responsibility of Loblaw colleagues, contracted/temporary colleagues to remove snow in a safe manner. Contracted drivers using front end loaders must carry a valid license. Drivers are to assure the safety of all colleagues is applied when anyone is in the area.

PPE/Equipment Required

<table>
<thead>
<tr>
<th>Steel Toed Footwear (CSA approved)</th>
<th>Hazards are from forklifts, pallets, product, ramps, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Visibility Reflective Vests</td>
<td>Traffic, visibility hazards</td>
</tr>
<tr>
<td>Warm Jackets, Gloves</td>
<td>Weather conditions</td>
</tr>
</tbody>
</table>

Documentation Required

Not Applicable

Procedures

- Snow removal will take place on the main traffic areas first, maintaining traffic flow to dock doors, pads and passage ways to exits and entrances to the premises.
- The dock doors will be cleaned on a planned organized basis. A main organizer or leader
(example, Maintenance personnel) will be in charge of planning.

- The leader will work with shunters, supervisors, or seniors of each shift and or department plus direct the snow removal company to the alternate planned doors until all shipping/receiving doors have been addressed.

- Snow placement will be directed to the furthest point away from the distribution center allowing for flow of traffic.

- Shovels and salt to be used to clear entrances/exits.
Purpose & Scope

The purpose of this document is to have a consistent method of using the Snow Removal Platform on the property at Loblaw Companies Ltd (LCL). Snow removal platforms are required in certain locations and are used for the clearance of snow from the top of trailers as a result of winter storms.

This procedure applies to all Loblaw colleagues and third party drivers involved with the placement of trailers under the snow removal platform and colleagues or third party employees hired to perform snow removal on top of the platforms.

Responsibilities

It is the responsibility of the tractor trailer driver to place trailer alongside the snow removal ramp. Third party snow removers (contracted/temporary colleagues) are required to have Fall Arrest training and certification before entering the snow removal platform.

PPE/Equipment Required

- Steel Toed Footwear (CSA approved) | Hazards are from forklifts, pallets, product, ramps, etc.
- High Visibility Reflective Vests | Traffic, visibility hazards
- Warm Jackets/Gloves | Weather conditions
- Fall Protection Gear | Protection from fall

Documentation Required

Not Applicable

Procedures

- Snow platform is inspected for durability and stability annually before the first signs of snow.
- Driver positions trailer approximately one foot from ramp.
- Driver drops trailer or removes himself from the tractor.
- Snow removers inspect platform.
- Snow remover wears a five point harness before entering platform.
- Lanyard is connected to wire harness attached to structure.
- Snow is removed from walking on platform with large handle shovel.
- Snow is removed by standing on top of trailer and shoveling.
- Driver is signaled by snow remover to remove trailer.
Use of Dock Plate

Purpose & Scope

The purpose of this document is to have a consistent method of utilizing dock plates in preparation for loading and unloading. In doing this, Loblaw Companies Limited is controlling the use of dock safety equipment and ensures there is no access to unsafe or faulty dock safety equipment.

This procedure applies to all Loblaw colleagues involved in loading/unloading at our dock facilities.

Responsibilities

It is the responsibility of all Loblaw colleagues to ensure that these procedures are adhered to. The supervisors and/or designates are accountable to ensure that dock plates are working according to manufacturer specification and lock out any malfunctioning dock plates to prevent authorized use.

PPE/Equipment Required

| Steel Toed Footwear (CSA approved) | Hazards are from forklifts, pallets, product, ramps, etc. |
| High Visibility Reflective Vests    | Traffic, visibility hazards                           |

Documentation Required

Audit (Refer to appendices)

Procedures for Dock Plates

- Only trained, authorized Company colleagues may operate dock plate equipment.
- Complete inspection of dock plate, looking for damage to welds, splits, cuts and any physical damage to the dock plate prior to loading or unloading trailers.
- If at any time the equipment becomes unsafe while in use, report it to a supervisor and/or designate immediately and refer to DSP 1.2.6, Lock out/Tag out. Only trained, authorized technicians can perform repairs to the equipment.
- Ensure that access to the control panel is always locked; do not open the control panel. The dock plate must be locked out and power disconnected before the panel can be opened by authorized technicians.
• Follow and enforce all safety warnings associated with the safe operation of the equipment. At no time, can any safety features be overridden or bypassed.

• Do not by-pass safety limit switches or operate a dock plate with faulty limit switches.

• Always open the shipping/receiving door fully before operating the dock plate.

• Ensure that the trailer is properly positioned to be received and wheels are chocked to prevent any unplanned trailer movement.

• NEVER stand on the ramp during operation.

• Ensure that the area around the dock plate is always kept clean and free of slip, trip or fall hazards.

• Always verify that there is a 4-6” overlap in the trailer before proceeding to load/unload.

• With a trailer with a tail gate, ensure that the dock plate is sturdy or flush and stay vigilant throughout the process to maintain the maximum amount of overlap.
DOCK SAFETY PROCEDURE

Live Loading/Live Unloading

Purpose & Scope

The purpose of this document is to have a consistent method of handling “live loading/unloading” of trailers at Loblaw Companies Limited (LCL) docks. In doing so, LCL is controlling the unexpected hazards of unsafe conditions while loading/unloading activities are occurring.

Responsibilities

It is the responsibility of the supervisor and/or designate to ensure that the Live Loading/Live Unloading Dock Safety Procedures (“DSP”) is followed in its entirety. It is the responsibility of every colleague/driver to report any dock safety issues to their supervisor and/or designate immediately.

PPE/Equipment Required

- Steel Toed Footwear (CSA approved) | Hazards are from forklifts, pallets, product, ramps, etc.
- High Visibility Reflective Vests | Traffic, visibility hazards
- Gloves | Dock plate could cut hands

Documentation Required

Not applicable

Procedure for Live Loading/Unloading

1) Live loading/unloading is only allowed if the landing gear is broken or unstable due to ground conditions, and needs to be unloaded/loaded, if we do not have converters for pup trailers, or in cases where there is insufficient room to detach a trailer by 6 feet, between the furthest point at the rear of the tractor and the front of the trailer.

2) In the event that live loading or live unloading is required with a tractor attached to the trailer, the following must occur:
   - Trailer must be secured with wheel chock.
   - Driver is to shut down the tractor, apply all brakes, and lock the doors. Drivers are required to remain inside building until loading/unloading is complete.
• Driver is required to disconnect air hose to trailer and tractor.

• Supervisor and/or designate (i.e. loader/receiver, clerk) is required to ensure glad hand lock is in place onto air pressure valve. Refer to DSP 1.2.14, Use of Glad Hand Locks.

• Once loading / unloading is complete, the dock plate can be removed and door can be latched and locked.

• Supervisor and/or their designate (i.e. loader/receiver, clerk) will ensure that glad hand lock is removed from air pressure valve.

• Paper work will then be signed out to driver.

3) In the event that live loading or live unloading is required and a glad hand lock cannot be used (i.e. straight truck) following must occur:

• Straight truck must be secured with wheel chocks.

• Driver is to shut down the truck.

• Drivers must come into the building and hand over the keys to the warehouse supervisor and/or designate until loading and unloading has been completed.

• Driver must remain in the building until loading/unloading is complete.

• Once loading/unloading is complete the dock plate can be removed and door can be latched and locked.

• Paperwork will then be signed out to the driver and keys returned.

• There must be no exceptions to this procedure.
DOCK SAFETY PROCEDURE

Combination Trailers

Purpose & Scope

The purpose of this document is to have a consistent method of dealing with Long Combination Vehicles (LCV) at our facilities. In doing so, Loblaw Companies Limited is controlling the hazards of potential loss through damages and preventing traffic issues as a result of accessing dock and/or concourse areas.

Responsibilities

It is the responsibility of the supervisor and/or designates to ensure that the Piking of Trailers DSP is followed in its entirety. It is all colleagues’ responsibility to report any unsafe actions regarding the piking of Long Combination Vehicles to their supervisor and/or designate immediately.

It is the responsibility of the Shunt Driver to assist the LCV driver in pulling trailers away from the dock doors and ensure they are properly staged.

PPE/Equipment Required

Steel Toed Footwear (CSA approved) | Hazards are from forklifts, pallets, product, ramps, etc.
High Visibility Reflective Vests | Traffic, visibility hazards

Documentation Required

Not Applicable

Procedures

- Absolutely NO attaching of combination trailers is permitted at dock doors. The definitions are as follow:
  - Piking = Two (2) full size (48’ to 53’ long trailer) joined via a converter.
  - Rocky = One (1) full size (48’ to 53’ long trailer) and one pup trailer (26’ to 32’ long trailer) joined together via a converter.
- No combination trailers are allowed to be hooked up while staged in the dock area.
- All trailers are to be pulled from doors and staged in the designated area to be hooked up by Long Combination Vehicle (LCV) driver.

- Shunt trucks are to assist the driver in pulling the trailers from the doors; this is considered a priority trailer move when the driver has received paperwork.

- All pups in the door should have already staged converters under them but can only be pulled out by tractor, not a tractor and lead trailer (rocky combination). Refer to DSP 1.2.13, Spotting of Pup Trailers.

- Any Loblaw colleague witnessing deviations must stop the driver and report this to a supervisor / senior management immediately.
DOCK SAFETY PROCEDURE

Spotting of Pup Trailers

Purpose & Scope

The purpose of this document is to have a consistent method of dealing with the spotting of pup trailers at our facilities. A Pup trailer is considered to be a 26’ to 32 long trailer. This document is also applicable for trailers that have landing gear that is more than a quarter of the trailer’s length back from the nose. In doing so, Loblaw Companies Limited is controlling the hazards of a potential loss through damages to trailers/product, potential trailer tip over and injuries to our colleagues and third party carriers.

Responsibilities

It is the responsibility of the supervisor and/or designates to ensure that the Spotting of Pup Trailers DSP is followed in its entirety. It is all colleagues’ responsibility to report any unsafe actions regarding the spotting of pup trailers to their supervisor and/or designate immediately.

It is the responsibility of the Shunt Driver and/or Third Party driver to ensure that pup trailers are properly secured through use of converters, trailer supports and/or alternate methods to prevent the trailers from tipping over while being loaded. Any equipment that is in poor condition must be reported to the supervisor immediately.

PPE/Equipment Required

Steel Toed Footwear (CSA approved) | Hazards are from forklifts, pallets, product, ramps, etc.
High Visibility Reflective Vests | Traffic, visibility hazards
Gloves | Dock plate could cut hands

Documentation Required

Not applicable

Procedures

1) No pup trailers can be pushed up to the loading dock without a converter or support present under a pup trailer

   • If a converter is available, a pup trailer is to be put into the loading bay 5 feet from the dock until the converter is placed under the pup trailer.
• If converter is not available, trailer support must be used immediately after the trailer is pushed against the dock, by placing it just in front of the pin. Alternatively, support legs can be lowered fully to the ground.

• Once a converter is placed under a pup, the pup can be pushed up against the dock.

• After this is completed, the shunt driver must communicate to dispatch that converter or support is installed and ready to be loaded or unloaded.

• After a supervisor has been advised, the supervisor and/or designate will go outside to visually verify the converter or support is under the pup and positioned correctly.

• Only once this has been confirmed can a door be opened and loading commence.

2) In the event there are no converters or supports available to place under a pup, a tractor may be placed under the pup.

• When a tractor is used the DSP 1.2.11, Live Loading/Live Unloading must be followed.

• At no time can pallets be used as a means of supporting a trailer.

3) Any persons not complying with these Dock Safety Procedures will be subject to disciplinary action.
Purpose & Scope

The purpose of this document is to have a consistent method of applying the glad hand locks to the trailer. In doing this, Loblaw Companies Limited is preventing the tractor from being hooked up to the trailer. Applying and removing glad hand locks must be done in a safe manner at all times, so not to jeopardize the safety of any colleague.

Responsibilities

It is the responsibility of supervisors and/or designates to apply and remove the lock. At no time can the locks be removed without consent of the supervisors and/or designates.

PPE/Equipment Required

| Steel Toed Footwear (CSA approved) | Hazards are from forklifts, pallets, product, ramps, etc.
| High Visibility Reflective Vests   | Traffic, visibility hazards
| Gloves                            | Dock plate could cut hands.
| Glad Hand Lock                   |

Procedures

- Trailer arrives and Supervisor and/or designate will check bill of lading to identify the trailer contents
- Supervisor and/or designate go to glad hand lock box and take out one (1) glad hand lock and apply it to the trailer (See Diagram 1.2.14). Never walk between tractor and trailer or climb on any equipment to apply glad hand lock.
- If a glad hand lock cannot be applied or removed due to a tractor restricting access to the glad hand connection, tractor must be shut off and the driver applies/removes the glad hand lock, with the supervisor and/or designate observing and verifying that it was completed properly.

Diagram 1.2.14
• Supervisor and/or designate will ensure wheel chock is in place as per DSP 1.2.2, Wheel Chock.

• Supervisor is to assign the load to an available receiver/loader and provide the necessary paperwork (See DSP 1.2.4, Inbound/Outbound Transport).

• After loading/unloading has been completed, supervisor and/or designate will shut dock door and store the dock plate.

• Supervisor and/or designate will go to shipping/receiving office and release trailer for pick up.

• Supervisor and/or designate goes outside and removes the glad hand lock and replaces it into the glad hand lock box. Never walk between tractor and trailer or climb on any equipment to remove glad hand lock.

• Driver goes to shipping / receiving office to get paper work to remove trailer from the dock.

Note: Site specific procedures can and should be developed for ensuring glad hand locks and keys are controlled.
Purpose & Scope

The purpose of this document is to have a consistent method of using the vehicle restraint system properly at Loblaw Companies Limited (LCL). A vehicle restraint system is an engineered method to control the unexpected hazards of pull away accidents and trailer creeps, from occurring in our facilities. Vehicle restraints can also be used to prevent trailer theft.

This procedure applies to all Loblaw colleagues and third party drivers involved in the loading/unloading at our dock facilities.

Responsibilities

It is the responsibility of all Loblaw colleagues, contracted/temporary colleagues (lumpers/strikers etc.) and third party carriers and their drivers to ensure that these procedures are adhered to. It is also the responsibility of the supervisors and/or designates to ensure that vehicle restraints are working properly through specific program inspections and prompt repair action.

PPE/Equipment Required

Steel Toed Footwear (CSA approved) | Hazards are from forklifts, pallets, product, ramps, etc.
High Visibility Reflective Vests | Traffic, visibility hazards

Documentation Required

Daily Supervisor Workplace Inspection (See LCL Corporate DC HSW Program Manual)

Procedures

- This procedure applies to all DCs that have installed vehicle restraints. Recognizing that vehicle restraints may be installed only on a limited number of docks doors in a DC, this procedure applies only when using these doors. If a vehicle restraint system is not available, alternative relevant DSPs are to be followed, such as Wheel Chocks, Glad Hand Locks and/or any other applicable procedures as included in the National Dock Safety Manual.

  This procedure does NOT replace other DSPs such as the Dock Light System and/or any other procedures or means established by the Distribution Center to ensure safety during the regular loading dock activities.
Do not let an untrained person operate the dock restraint system. The training should include a thorough understanding of both the Vehicle Restraint Safe Procedures and the Manufacturer’s Operating Procedure.

Vehicle Restraint Systems are safety devices and must never be tampered with or manipulated in any way. Unless in an emergency situation, vehicle restraint systems can only be raised and lowered from the main control panel, inside the building, by the loader/receiver or designate.

1) Confirm with Dispatch/Shipping Office dock location:

- Only place a trailer into the assigned dock location and when outside door light is green. Remove trailer only if outside dock door light is green.

- If a dock lighting system is not available or inoperative, or if the red light is on, do not place trailer into location nor remove it from location; go to a supervisor and dispatch for further instructions.

- When placing trailer into door, ensure air has fully released from trailer and/or emergency break has been applied correctly.

- When the light is red, the tractor remains attached to the trailer

  - Individual facilities may require additional measures to be taken, such as detaching of tractor from trailer, or glad hand locks attached.

2) Procedures when the restraining arm of the vehicle restraints system can be used properly:

- Before proceeding with the loading and unloading, the loader or receiver ensures that the vehicle restraint system has been activated, that the restraining arm is properly in place and that the exterior red light is on. Normally, it can be verified on the inside control panel indicator lights.

- If the restraining arm cannot be properly positioned or is bypassed, follow the following steps apply:

  - Follow all Dock Safety Procedures as per the National Dock Safety Manual to attain an equivalent level of safety
Different reasons – different actions:

- If the Rear Impact Guard (ICC bar) is damaged or not installed:
  - Do not load this trailer because it is non-compliant with the traffic laws.
  - Inform your supervisor or dispatcher immediately so it can be serviced.

- Truck configuration bed height (smaller truck):
  - Ensure an equivalent level of safety is obtained by following all Dock Safety Procedures (National and DC specific).

- Defective/Inoperative Vehicle Restraint System:
  - Inform your supervisor or dispatcher immediately so it can be serviced.
  - Ensure an equivalent level of safety by following all Dock Safety Procedures (National and DC specific).

- Dock approach area inhibits the proper positioning of the vehicle restraints system, such as damaged asphalt:
  - Inform your supervisor or dispatcher to have it repaired or taken out of service.

*Note: If truck is too inclined, do not load or unload trailer from that dock. Report to a supervisor immediately.*

- If there is snow build-up:
  - Inform your supervisor and/or dispatcher to have it cleaned before use (Refer to DSP 1.2.9.1, Snow Removal Yard Surfaces).
  - Reengage vehicle restraint system. If ongoing concerns, ensure an equivalent level of safety by following all Dock Safety Procedures (National and DC specific).

- If trailer parked at an angle:
  - Inform supervisor and/or dispatcher to have the trailer repositioned.
  - Reengage vehicle restraint system. If ongoing concerns, ensure an equivalent level of safety by following all Dock Safety Procedures (National and DC specific).

3) Override Procedure:

- If the issue cannot be resolved and the vehicle restraint system still cannot be engaged a supervisor must be notified to place the Vehicle Restraint System into override.
  - The appropriate wheel must be chocked; the trailers air lines must be disconnected, the tractor must be detached as a minimum of six feet from the farthest point at the rear of the tractor and the front of the trailer (Refer to DSP 1.2.2, Use of Wheel Chocks).

- Once the supervisor has confirmation that these steps have been taken, the vehicle restraint system can be placed into override.
Purpose & Scope

The purpose of this document is to have a consistent method of handling containers at Loblaw Companies Limited (LCL) docks. In doing so, LCL is controlling the unexpected hazards of pull away or unexpected movement from trailers away from doors.

Responsibilities

It is the responsibility of the Supervisor and/or designates to ensure that the DSP (Dock Safety Procedure) is followed as outlined.

PPE/Equipment Required

- Steel Toed Footwear (CSA approved) | Hazards are from forklifts, pallets, product, ramps, etc.
- High Visibility Reflective Vests | Traffic, visibility hazards
- Gloves | Dock plate could cut hands.

Documentation Required

Dock Safety Agreement and Temporary Driver Certification and/or Driver Certification card (see appendices)

Procedures for Inbound Transport

1) Once trailer arrives on property, supervisor and/or designate ensures Temporary Driver Certification and/or Driver Certification card is completed or presented.

2) Driver will be assigned door number by supervisor and/or designate.

3) Supervisor and/or designate will assign load to receiver, and will provide necessary paperwork.

4) Driver will back in to designated door and follow DSP 1.2.2, Use of Wheel Chocks. Container doors will require the seals to be cut off.

5) Receiver and will carry out DSP 1.2.5, Trailer Inspection. The receiver will proceed with receiving product.
6) Once inbound load is complete, the dock plate is stored and overhead door is closed. Receiver will return paper work to supervisor and/or designate. Transportation Dispatch will be contacted to dispatch shunter to the door and remove container from the door, following DSP 1.2.2, Use of Wheel Chocks. Container is to be parked on the pad or pulled away from the door by 6 feet to signal load completion.

7) Driver arrives on site to pick up empty container, reports to supervisor and/or designate to obtain clearance to remove trailer. Supervisor and/or designate confirms the carrier’s driver has Driver Certification card or Dock Safety Agreement and Temporary Driver Certification completed. No trailer is to be removed from the dock door directly without visual inspecting from the interior dock to ensure load is empty.
Purpose & Scope

The purpose of this document is to have a consistent method of loading and unloading flatbed trucks and trailers at Loblaw facilities. In doing so, Loblaw Companies Ltd. is controlling the potential hazards of unloading flatbed trailers and trucks.

Responsibilities

It is the responsibility of all Loblaw colleagues, contracted/temporary colleagues and third party carriers to ensure that these procedures are adhered to. The supervisor and/or designate are accountable to ensure that any loading/unloading of flatbed trucks and trailers are completed in accordance to the procedures.

PPE/Equipment Required

Steel Toed Footwear (CSA approved)  | Hazards are from forklifts, pallets, product, ramps, etc.
High Visibility Reflective Vests    | Traffic, visibility hazards
Glad Hand Lock

Documentation Required

Dock Safety Agreement and Temporary Certification and/or Driver Certification card (See Appendices)

Procedures for Loading and Unloading of Flatbed Tractors & Trailers

• Flatbed tractors or trailers are to be loaded or unloaded at ground level from the side of the unit, in an area that is open, out of the main flow of traffic and with easy access to the facility’s interior. The area must be cordoned off with pylons or caution tape to maintain 5 meters of clearance (safety zone) around the unit. If this cannot be maintained, a spotter must be assigned to monitor and direct traffic in the area. Only a specifically equipped forklift appropriate to the load and conditions is to be used for such an operation. To accommodate these requirements, it is recommended that all flatbed deliveries/pick ups be scheduled.

• Any powered mobile equipment that is transported on a flatbed shall be loaded or unloaded by the vendors authorized operator only. For those facilities with no ramp access to the interior of the building, all powered mobile equipment must be shipped in hard shelled trailers and received at a dock door.

• Adequate lighting must be available during loading/unloading and therefore scheduling should be made during daylight hours. Additionally, the condition of yard should be level and weather should be considered prior to proceeding with loading or unloading of the flatbed unit.
• Powered lift truck operator shall be aware of the hazards associated with loading/unloading in the yard, such as weather conditions, traffic rules if working on a public road, giving right of way to emergency vehicles, and crossing railroad tracks diagonally etc.

• At no time is a colleague permitted to climb onto the surface of the truck/trailer, climb over product, stand on forks, product, or empty pallets to gain access to, or retrieve materials during loading or unloading.

1) Once trailer arrives on the property, supervisor and/or designate ensures Driver Certification card or Dock Safety Acknowledgement and Temporary Driver Certification is presented or completed, following DSP 1.2.4, Inbound/Outbound Transport.

2) Driver will be assigned to the pre-determined loading/unloading area by supervisor and/or designate.

3) Driver will follow DSP 1.2.11, Live Load/Live Unloading, by ensuring that the tractor is shut off and cab locked, brakes applied, airlines released and wheel chocks applied to both front and back of the tire. Driver must remain visible to the colleague loading/unloading the unit at all times, from outside the 5 meter safety zone. When assistance is required during the process (ex. directing the forklift operator on clearance, attaching/connecting chains/cables to load or forks, only the vendor’s authorized driver will provide this assistance from a location clear of any hazards.

4) Supervisor and/or designate will ensure that glad hand lock is applied prior to the driver removing all cargo straps, chains or tarps.

5) Supervisor and/or designate will assign load to colleague, and will provide necessary paperwork.

6) Process, including DSP 1.2.17, Flatbed Trucks & Trailers, will be reviewed by all involved parties, in addition to ensuring the load is stable prior to work commencing. A copy of the DSP is to be attached to the applicable paperwork.

7) During the process, only the powered lift truck operator is permitted inside the 5 meter safety zone. No other colleague, driver or supervisor can enter into the safety zone.

8) When loading/unloading process is complete, DSP 1.2.4, Inbound/Outbound Transport is applicable. In the event of material being loaded onto a flatbed unit, this material now becomes the responsibility of the driver and carrier.
Purpose & Scope

The purpose of this document is to have a consistent method of inspection, maintenance and replacement of the following types of equipment found on loading docks:

1.3.1.1 Door Light Systems
1.3.1.2 Dock Plates
1.3.1.3 Dock Doors
1.3.1.4 Wheel Chocks
1.3.1.5 Vehicle Restraints
1.3.1.6 Door Numbering
1.3.1.7 Facility Lighting (inside/outside)
1.3.1.8 Trailer Preventative Maintenance

A preferred standard has been identified for door light systems, wheel chocks and door numbering. DC’s that do not currently have the recommended equipment or configuration are encouraged to work towards converting to the desired specification (See appendices).

Responsibilities

It is the responsibility of loaders, receivers and/or drivers to report equipment that is not functioning, missing or damaged.

It is the responsibility of the supervisor and/or their designate to ensure any equipment that cannot be immediately repaired is locked out according to DSP 1.2.6, Lock Out/Tag Out and that the issue is reported to maintenance for repair.

It is the responsibility of the maintenance department to communicate to supervisor and/or designate when the equipment has been repaired and placed back in service. Where a maintenance department does not exist, the DC Management is responsible to ensure that a competent contractor is available to provide this service.

It is the responsibility of the Joint Health and Safety Committee to inspect certain elements of dock equipment as part of their monthly inspections.
**PPE/Equipment Required**

- Steel Toed Footwear (CSA approved) | Hazards are from forklifts, pallets, product, ramps etc.
- High Visibility Reflective Vests | Traffic, visibility hazards

**1.3.1.1 Door Light System Procedures**

Receivers and loaders must visually confirm if dock light systems are operational prior to commencing any work inside of a trailer. Supervisors and/or designate must also regularly check dock lights as part of their daily workplace inspection.

**1.3.1.2 Dock Plates Procedures**

All dock plates must be inspected yearly by a competent person using the dock plate inspection form. All repairs must be completed by a certified technician as per the manufacturer’s specification.

Update all service records.

**1.3.1.3 Dock Door Procedures**

All dock doors that are not working effectively must be reported for repair and locked out (Refer to DSP 1.2.6, Lock Out/Tag Out).

Three times per year, dock door preventative maintenance must be completed.

**1.3.1.4 Wheel Chock Procedures**

All colleagues/drivers must report missing or damaged wheel chocks to supervisor and/or designate who will arrange for a replacement wheel chock to be placed at dock door. Until replacement can be implemented, dock door must be locked out. (DSP 1.2.6, Lock out/Tag out).

All damaged wheel chocks must be replaced, no repairs can be done on any wheel chocks.
1.3.1.5 Vehicle Restraints Procedures

Inspections on vehicle restraints must occur as per the manufacturer's recommendations.

1.3.1.6 Door Numbering

It is recommended that dock door number signs be located so that it is visible on the driver’s side when the vehicle is being backed into the door. The numbers should be located above the door light system which clearly indicates the applicable dock door.

1.3.1.7 Facility Lighting Procedures

Lighting for inside the trailer must be inspected daily by loader/receiver and bulbs replaced as necessary.

Exterior lighting (pole, yard, and building) must be monitored and repaired as necessary.

1.3.1.8 Trailer Preventative Maintenance

Responsibilities

It is the responsibility of all colleagues and drivers to report trailers damages to their respective Supervisor. It is the responsibility of the Supervisor to ensure that those deficiencies as per DSP 1.2.5, Trailer Inspections are corrected and/or reported to Transport. Transport Maintenance is responsible to either immediately repair or slot for next scheduled preventative maintenance pending severity. It is Transport’s responsibility to notify Third Party Carrier of damages identified to carrier’s equipment.

Procedures

Trailers must be inspected as per DSP 1.2.5, Trailer Inspections.
National Dock Safety Program

Education & Training Program
Purpose & Scope

The purpose of this guideline is to have a consistent method of ensuring that all Loblaw Companies Limited colleagues, this includes but not limited to: drivers, loaders/receivers, dispatchers, clerks, Loss Prevention, supervisors and managers, are provided with the necessary education and training with respect to the National Dock Safety Program and DC specific Dock Safety Procedures.

Responsibilities

Distribution Centre management are accountable to ensure that all colleagues are provided with the Dock Safety Program as it relates to their specific job.

It is the responsibility of the colleagues’ immediate supervisor to ensure that any new colleagues are provided the training required for their specific job prior to commencing work. Supervisors are responsible to ensure that all updates to the National Dock Safety Program are communicated to all colleagues through training sessions, safety crew talk, huddles or through Hazard Alerts as provided by the National HSW Department.

It is the responsibility of the immediate supervisor and/or designate to ensure that the training and subsequent documentation as proof of training, is maintained and filed.

It is the responsibility of the colleague to attend Dock Safety training, complete any required evaluations, and to adhere to the requirements of the Dock Safety Program as it applies to their specific job.

Management Training Procedures

1. All management colleagues, this includes but not limited to, facility managers, supervisors and/or their designates will receive formal training on their roles and responsibilities for the National Dock Safety Program and the application of the specific policies/procedures as it relates to their job specific roles.

2. All management colleagues will be scheduled into a National Dock Safety Training Session prior to start of their job.

3. All Management colleagues shall sign a Dock Safety Acknowledgement form and it shall be placed in their colleague file at the DC (see appendices).
Non-Management Training Procedures

1. Supervisors will ensure that new hire colleagues are scheduled into a National Dock Safety Training session (either Computer Based Training (CBT) or DVD training package) dependent on their job specific roles.

2. Conduct the National Dock Safety training session and ensure that all participants have satisfactorily passed the evaluation before authorizing access to the dock activities. All colleagues shall sign a training record.

3. Complete necessary training records and ensure that a copy is kept in the appropriate files.

   Note: If a designated person other than the immediate supervisor provides the training, then that person shall provide the immediate supervisor with a list of names of those colleagues that have completed the training. Each DC is responsible to track Dock Safety training for their colleagues.
Purpose & Scope

The purpose of this guideline is to establish a means of ensuring that Third Party Carriers, their drivers, independent carriers and other contractors are provided with the necessary education and training regarding the National Dock Safety Program and DC specific Dock Safety Procedures.

Responsibilities

The DC management is accountable to ensure that all third party carriers, independent carriers, and other contractors, this includes but is not limited to hostlers, lumpers, strikers and temporary contracted personnel are provided with training on the National Dock Safety Program as it relates to their specific DC. This will include, but is not limited to, assigning the responsibility for conducting training to a specific designate within their DC.

It is the responsibility of the Transportation Department supervisor and/or designates to ensure that the third party carrier and/or independent carriers are provided with information on the National Dock Safety Program prior to any drivers backing into a dock door. Monitoring of this process is the responsibility of the Transportation Department.

It is the responsibility of the Transportation Department to provide the training package to third party carriers who provide regular service to Loblaw facilities and to communicate our expectation that the carriers’ drivers will be trained on the Loblaw Dock Safety Program.

It is the responsibility of the Supervisor and/or designate of the Third Party Carrier to ensure that the training and subsequent documentation to support that training is maintained, submitted to Loblaw Companies Limited and filed.

It is the responsibility of any Loblaw Companies Limited supervisor, and/or designate to verify proof of training from a driver prior to allowing drivers to pick up/deliver a load. They will request the driver to show their Driver’s Certification card (see sample in appendices). If in the event, the driver has not successfully completed the dock safety training program, the supervisor and/or designate will review with the driver, the Dock Safety Agreement and Temporary Driver Certification document and ensure the driver has understood and acknowledges their responsibilities (see appendices).

It is the responsibility of the driver to attend Dock Safety training, complete any required evaluations and to adhere to the requirements of the National Dock Safety Program as it applies to their specific job.
Third Party Carriers/Drivers & Contractors

Third Party Carrier Procedures

1. Transportation Supervisor and/or designate, in consult with their local HSW Department, will ensure that National Dock Safety Training Program is provided to their specific carriers and the established point of contact (ex trainer) of the third party carrier to ensure training is completed.

2. If the third party carriers assigned a trainer, it is that trainer that must conduct the National Dock Safety training session and ensure that all participants have satisfactorily passed the evaluation before authorizing access to the dock activities at Loblaw Companies Limited.

3. The Third Party Carrier shall complete necessary paperwork and ensure that a copy is faxed over to the Transportation Supervisor to be kept on file and a Driver Certification card will be issued.

   Note: Without proof of completion from the third party carrier, that driver will not be allowed access to Loblaw Companies Limited Facilities until they complete and sign off on the Dock Safety Agreement and Temporary Driver Certification documentation at the Distribution Centre Check Point/Dispatch office.

4. Transportation Supervisor and/or designate shall maintain a listing of carriers and their drivers who have completed the training. A sample Third Party Carrier Dock Safety Training Matrix can be provided by your HSW Department (see appendices).

Independent Carrier/Driver Procedures

1. Supervisors and/or their designates at the Distribution Centre Checkpoint will ensure that drivers signs an Dock Safety Agreement and Temporary Certification form before being authorized to access any Loblaw facility dock door.

2. Once the driver has signed the Dock Safety Agreement and Temporary Certification, they are authorized to access Loblaw facilities for one year. This is a two part form; the top copy will be given to the driver and the bottom copy will be kept on file at the Distribution Centre. Transportation Supervisor and/or designate shall be responsible to monitor this process and ensure the forms are available for review.
Other Contractors Procedures

1. In the event that other Contractors may be required to work on or around the docks, they will be provided with review of the National Dock Safety Program by a DC colleague who has been designated to handle outside contractors. As an example, if the maintenance department hires electricians to work on the dock light systems, those contractors must be made aware of the requirements to be on the docks and how the program works. If their work will impact dock activities, this means they will review the applicable DSPS to minimize hazards to the Distribution Centre work activities. (i.e. DSP 1.26, Lock Out/Tag Out).
Training & Evaluation

National Dock Safety Program training materials will consist of, at a minimum, the following:

- National Dock Safety DVD and/or Computer Based Training module (CBT).
- Quiz (electronic or paper versions).
- Dock Safety Agreement and Temporary Certification.
- Driver Dock Safety Certification Card.
- Dock Safety Acknowledgement Form (for DC management).
- Record of training (DC specific forms may be used).
- Pedestrian Awareness Sign Off (for LCL Colleagues).

Monitoring and Follow up

Refresher Training

All colleagues and third party drivers will be provided a refresher session every two years. Temporary Driver Certifications are valid for one year.

On-Going Communication

Dock Safety will be discussed at crew talks/huddles throughout the year and when requested by HSW Department.

After an Incident/Accident

As a minimum, a review of the applicable National Dock Safety DSP shall occur and acknowledgement of the review should be placed in colleague file. If Third Party Carrier, documentation should be forwarded to Loblaw Companies Ltd. to verify completion.
National Dock Safety Program

Monitoring, Compliance & Auditing

Loblaw Companies Limited
Reporting Protocol:

In the event of a dock safety incident (i.e. “Trailer Pull-Away on Red” or “Trailer Creep”), the following reporting protocol has been established, effective immediately:

- Fatality or critical injury where a colleague has been taken to hospital via ambulance, or where equipment has gone off the dock, been trapped in the trailer, or trapped between the trailer and the dock: These incidents must be immediately reported by phone to the following people:
  – HSW Specialist/Manager/Director
  – VP, Health, Safety & Wellness
  – Regional Senior Directors & VPs, Warehouse & Transportation Operations
  – SVPs National Warehouse & Transportation Operations
  – SVP, HR/LR

- All other incidents must be reported by email within 24 hours to:
  – HSW Specialist/Manager/Director
  – VP, Health, Safety & Wellness
  – Regional Senior Directors, VPs, Warehouse & Transportation Operations
  – SVP’s National Warehouse & Transportation Operations
  – SVP, HR/LR

- For all incidents, an investigation must be immediately commenced and a status update provided within 24 hours. The completed report, including actions to prevent recurrence, are to be submitted to the RVPs, SVP’s and HSW within 48 hours, unless an extension is approved for extenuating circumstances.

Documentation Required

- National Standard Accident Investigation Report
- Dock Safety Contact List (Appendices)
- National Audit Dock Safety questions
- Loblaw Accountability Report (Loss Prevention audit)
- Other inspection documents to be referenced
FINING PROTOCOL FOR DOCK SAFETY INCIDENTS FOR THIRD PARTY CARRIERS AND INDEPENDENT DRIVERS

This protocol is not intended as an exclusive listing of potential fines associated with Dock Safety incidents however, it can be used as a framework on a case by case basis.

<table>
<thead>
<tr>
<th>Type of Incident</th>
<th>Min Fine</th>
<th>Associated Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trailer Pullaways (no damages, no injuries)</td>
<td>$5,000</td>
<td>If any</td>
</tr>
<tr>
<td>Trailer Pullaway (With damages to equipment)</td>
<td>$10,000</td>
<td>Cost of repair and/or replacement</td>
</tr>
<tr>
<td>Trailer Pullaway</td>
<td>$25,000</td>
<td>Plus potential cost assessment for 3rd party recovery through WCB + equipment repair/replacement</td>
</tr>
<tr>
<td>(resulting in injuries)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note: Carriers and their Driver may be suspended and/or services terminated by our Company.

All other Dock Incidents will be reviewed case by case and may result in and up to $25,000.

Procedures for Fining:

1. Distribution Manager and Transportation Director to review Accident Investigation for fines in consult with HSW Department within 36 hours of final Investigation report.
2. Fining Notification goes to Accounting for inclusion on Carrier Vendor Account Profile and notification received back to DM that fine processed.
3. If there are injuries, a Notification request to Windley Ely for Cost relief is sent by the Distribution Manager and Transportation Director.
4. Some method of notification back to Distribution Manager, HSW Specialist/Regional Manager to verify penalty and/or WCB cost relief.
Internal Disciplinary Procedures

After the accident investigation report is concluded and corrective measures are determined, the supervisor and/or designate in consult with the JHSC, HSW Department and HR/LR Department will determine the extent of any disciplinary actions following the Loblaw progressive discipline process.

Any required documentation must be completed and placed in the colleague’s file.
It is the responsibility of the HSW Department to periodically review the components of the National Dock Safety Program through the following initiatives:

- Site inspections
- National Audit
- Dock Safety Audits annually
- JHSC Reviews
- Accident Reviews/Conference Calls on Dock Safety incidents

The HSW Department will provide feedback and communication regarding recommendations/changes to the program and/or its elements in the above formats.

It is the responsibility of the DC management to ensure that any recommended actions are reviewed and/or implemented where applicable.
National Dock Safety Program

Appendices
List of Appendices

1. Dock Safety Acknowledgement Form
2. Q&A for Dock Safety Reporting
3. Dock Safety Agreement and Temporary Driver Certification
5. Driver Dock Procedures Certification Card
DOCK SAFETY ACKNOWLEDGEMENT (Pg 1 of 2)

TO: All Transportation & Operations:
VP, Senior Directors, Directors, D.C. Managers, Managers, Senior Supervisors & Supervisors
FROM: Matt Davison, SVP, Warehouse Operations and Robert Wiebe, SVP, National Transportation
DATE: August 20, 2008 (Initial)

Dock Safety incidents have the potential to result in a fatality or serious injury, as well as significant damage to the facility, equipment and products. Unscheduled truck departures can be one of the most costly and potentially deadly accidents that can occur.

RESPONSIBILITIES: It is the responsibility of all levels of Management to ensure that the core elements of the Dock Safety Program are implemented and that all colleagues are trained, knowledgeable and adhere to the requirements. The core Dock Safety Procedures (DSP’s) are attached for your reference. Additional policies, procedures and forms may be introduced as required and will be clearly communicated.

DISCIPLINE: All supervisors and managers are expected to take immediate action if a colleague, contractor or agent fails to comply with dock safety procedures. If an outside carrier is involved, notice must be immediately provided and documented. In addition, procedures for formal progressive discipline up to and including suspensions or termination of employment must be commenced as soon as possible. Supervisors and Managers will also be subject to disciplinary action that is appropriate based on the severity of the incident, up to and including suspension or termination.

REPORTING PROTOCOL: In the event of a Dock Safety Incident (i.e. “Trailer Pull-Away On Red” or “Trailer Creep”), the following reporting protocol has been established, effective immediately:

- Fatality or critical injury where a colleague has been taken to hospital via ambulance, or where equipment has gone off the dock or been trapped between the vehicle and the dock: These incidents must be immediately reported by phone to the following people:
  - HSW Specialist/Manager/Director
  - VP, Health, Safety & Wellness
  - Regional Senior Directors, VP, Warehouse & Transportation Operations
  - SVPs National Warehouse & Transportation Operations
  - SVP, HR/LR

- All other incidents must be reported by email within 24 hours to:
  - HSW Specialist/Manager/Director
  - VP, Health, Safety & Wellness
  - Regional Senior Directors, VPs, Warehouse & Transportation Operations
  - SVP’s National Warehouse & Transportation Operations
  - SVP, HR/LR

- For all incidents, an investigation must be immediately commenced and a status update provided within 24 hours. The completed report, including actions to prevent recurrence, are to be submitted to the RVP, SVP’s and HSW within 48 hours, unless an extension is approved for extenuating circumstances.

By signing below, I hereby confirm that I understand the hazards associated with loading dock operations and the procedures that have been established to protect colleagues, contractors and visitors to the facility. I also acknowledge and understand the responsibilities, potential discipline and reporting protocols that are outlined above.

The signed Acknowledgement is to be kept on the Employment File together with Page 2 attached.

NAME (PLEASE PRINT)________________________________________ LOCATION________________________________________

SIGNATURE________________________________________ DATE________________________________________
Please initial the items below to acknowledge that you have read, understood and agree to the Dock Safety Procedures (DSP’s) for D.C.’s.

If a DSP is not applicable to your specific Distribution Centre (as an example, Dock Restraint Systems) simply put N/A for Non Applicable.

____ National Dock Safety Program Policy Statement
____ Definitions/Terminology
____ Door Light Systems
____ Use of Wheel Chocks
____ Adding Pallets to Trailers (Post Load)
____ Inbound/Outbound Transport
____ Trailer Inspections (Inside/Outside)
____ Lock-Out/Tag-Out (Ramps/Doors/Trailers/Light Systems)
____ Pedestrian Safety
____ Third Party Carrier & Contractor Safety
____ Snow Removal Yard Surfaces
____ Snow Removal Platforms
____ Live Loading/Live Unloading
____ Combination Trailers
____ Spotting of Pup Trailers
____ Use of Glad Trailer Locks
____ Use of Vehicle Restraints Systems
____ Containers
____ Flatbed Trucks & Trailers

NAME (Please Print) ____________________________ DC LOCATION ____________________________

SIGNATURE ____________________________ DATE ____________________________

Updated: July 2013
DOCK SAFETY INCIDENT REPORTING PROTOCOL:

The following Q&A should clarify the intent and the procedures for meeting the reporting requirements:

**Q** There is concern that the Supervisor on duty at the time of a serious/critical dock safety incident would not have the time to make all of the required phone calls.

**A** Absolutely. In the event of an accident involving an injury, the very first call must be to obtain medical assistance for the injured colleague. Next, the Supervisor/Manager on duty should immediately call the Distribution Manager **AND** the Health, Safety & Wellness Specialist, as they will assist in the coordination of all other required phone calls. (NOTE: If unable to reach the HSW Specialist, escalate calls to the HSW Senior Manager, Senior Director-HSW or VP-HSW, as needed.) HSW will ensure that the SVP’s, regulatory agencies, and others are called.

**Q** It may not be possible to complete an accident investigation within 24 hours (i.e. If additional Statements need to be obtained, CCTV footage needs to be reviewed, training documents need to be found, etc.)

**A** The intent of the protocol is to ensure that the accident investigation (“AI”) begins immediately and is completed on a priority basis. An **update** is required by senior management within 24 hours, even if the AI is not yet complete. In most circumstances, an AI can be completed within 2 business days. If not, a further update and explanation is required, and an extension will be granted. The goal is to ensure that a comprehensive investigation is done that identifies the root cause of the accident and that corrective measures are quickly implemented to prevent recurrence.

**Q** There are other persons that should be notified of serious incidents. Why aren’t they included in the protocol?

**A** This protocol is intended to ensure that senior management is apprised of all serious dock safety incidents. It is an **additional** step and not intended to replace any pre-existing local response requirements. (i.e. Notices to Loss Prevention, Human Resources, Provincial authorities, colleagues’ family and any others should continue to be made as appropriate to the circumstances)
Dock Safety and the protection of colleagues are extremely important priorities to Loblaw Companies Limited.

If a trailer is not properly chocked and pulls away from a dock door with the dock light showing red or while its inoperative, there is a high risk of serious injury to our colleagues. In order to control this potential hazard, we would ask that you review the procedures and then sign off below, signifying that you understand these procedures and agree to abide by them.

**PROCEDURES**

**ARRIVING**

1. Report to Distribution Centre Checkpoint with paperwork and present your Dock Safety Certification Card or sign below to obtain your door assignment.

2. Back into door only on a GREEN light.

3. Disconnect air supply line from trailer.

4. Properly place wheel chock under wheel.

5. Release dump valve (releases air from suspension).


7. Detach tractor from trailer, fully move forward a minimum of 6 feet between the farthest point at the rear of the tractor and the front of the trailer.

**DEPARTING**

8. Report to your Distribution Centre Checkpoint to obtain clearance and paperwork from dispatch/supervisor before moving trailer from door.

9. Place wheel chock on post or in holder when load is completed.

10. Only pull away on a GREEN light.

Report back to Distribution Centre Checkpoint, if any problems are experienced with the above procedures.

Additional measures may be required, as applicable.

I, ___________________________ (Independent Carrier) have reviewed the applicable Dock Safety procedures at this Distribution Centre ______________ and agree to abide by these procedures.

I understand that failure to follow these instructions may result in a penalty of up to and including $25,000 and/or potential loss of services/access to Loblaw Companies Limited facilities.

**INDEPENDENT CARRIER**

Name __________________________________________

(PLEASE PRINT)

Signature _________________________________________

Date_________________________ 20________

**LOBLAW REPRESENTATIVE**

Name __________________________________________

(PLEASE PRINT)

Signature _________________________________________

Date_________________________ 20________

The certification is valid for 1 year from date of signing and must be presented at any Loblaw Companies Limited facility to obtain dock assignment.

Thank you for your concern and cooperation in this matter and for taking the time to help us ensure that you, and all who work here, are protected from serious injury.

SAFE TRAVELS.
Dock Safety Driver’s Agreement
and Temporary Certification

Dear Valued Independent Carrier,

Dock Safety and the protection of colleagues are extremely important priorities to Loblaw Companies Limited.

If a trailer pulls away from a dock door with the dock light showing red or while it’s inoperative, there is a high risk of serious injury to our colleagues. In order to control this potential hazard, we would ask that you review the procedures and then sign off below, signifying that you understand these procedures and agree to abide by them.

**PROCEEDURES**

**ARRIVING**

1. Report to Distribution Centre and present your Dock Safety Certification Card or sign below to obtain your door assignment.

2. Back into door only on a GREEN light.

3. Release dump valve (releases air from suspension).

4. Dock restraint system will be engaged by loader/receiver

**DEPARTING**

5. Report to your Distribution Centre Checkpoint to obtain clearance and paperwork from dispatch/supervisor before moving trailer from door.

6. Restraints will be disengaged by loader/receiver when load is complete

7. Only pull away on a GREEN light.

Additional measures may be required, as applicable.

Report back to Distribution Centre Checkpoint, if any problems are experienced with the above procedures.

I, __________________________ (Independent Carrier) have reviewed the applicable Dock Safety procedures at this Distribution Centre _____________ and agree to abide to these procedures.

I understand that failure to follow these instructions may result in a penalty of up to and including $25,000 and/or potential loss of services/access to Loblaw Companies Limited facilities.

**INDEPENDENT CARRIER**

Name ____________________________ (PLEASE PRINT)

Signature __________________________

Date ____________ 20 ______

**LOBLAW REPRESENTATIVE**

Name ____________________________ (PLEASE PRINT)

Signature __________________________

Date ____________ 20 ______

The certification is valid for 1 year from date of signing and must be presented at any Loblaw Companies Limited facility to obtain dock assignment.

Thank you for your concern and cooperation in this matter and for taking the time to help us ensure that you, and all who work here, are protected from serious injury.

SAFE TRAVELS.
THIS IS TO CERTIFY THAT:

NAME (please print)

TRANSPORTATION COMPANY NAME

Has successfully completed the requirements of Driver Dock Safety Procedures for Loblaw Companies Limited

AUTHORIZED BY

MM/DD/YY

*This card can be revoked at anytime for failing to comply with dock safety requirements.
ARRIVING
1. Report to Distribution Centre Checkpoint with paperwork and present your Dock Safety Certification Card for door assignment.
2. Back into door only on a GREEN light.
3. Disconnect air supply line from trailer.
4. Properly place wheel chock under wheel.
5. Release dump valve (releases air from suspension).
7. Detach tractor from trailer and pull forward a minimum of 6 feet. Follow glad hand lock procedures, where applicable.

DEPARTING
8. Report to your Distribution Centre Checkpoint to obtain clearance and paperwork from dispatch/supervisor before moving trailer from door.
9. Place wheel chock on post or in holder when load is completed.
10. Only pull away on a GREEN light. Report back to Distribution Centre Checkpoint if problems with any of the above.

(PLEASE INITIAL)