

Salem *Harvest*

Safety Manual for Operating Trucks at Harvests



Although the title picture is staged, it illustrates the reason why safe maneuvering of equipment at harvests is important. Many people onsite are unaccustomed to heavy equipment and following these guidelines will promote safety.

Truck Safety Policy when at harvest site.

1. Once onsite, don't move truck *without a spotter* from :30min before harvest till :30 after.
2. Honk horn every time truck is starting to move.
3. Spotter is the only person within 25' of moving truck. Unsupervised children must be at least 50' away. If necessary, distances can be reduced if a physical barrier exists between truck and bystanders.
4. Move truck as few times as possible.

Moving Onsite with Spotter

For the Driver:

Never move truck unless the spotter is in view. When the spotter needs to leave the "high-visibility" left side of the truck to determine whether the other side of the truck is clear, the STOP signal must be given. If at anytime hand signals or additional directions are misunderstood, stop the truck, put transmission in Park, and driver & spotter discuss. (See Spotter Commands on the last page.)

- Assume that other vehicles, adults, children do not see you coming. Additionally, make sure no unsupervised children are within 50' of the truck while moving, all other persons except spotter 25' away,
- Confirm 'ready to go' with thumbs-up **to and from** spotter. Never move truck without spotter being in sight at all times and spotter's 'ready to go' thumbs-up
- If you lose sight of spotter, STOP and reaffirm contact with **mutual** thumbs-up. If spotter doesn't come back into sight, put transmission into Park and honk horn thrice to call spotter to you.
- Sound horn when starting to move, even after a short pause,
- Move slowly and cautiously. Never back a vehicle when any mirror is covered with dirt, frost, snow, or anything else. Have windows open to hear communications,
- If rider is on tailgate while truck is moving, driver must limit forward speed to 10mph and reverse speed to 5mph.

For the Spotter:

Always remain in the field of vision of driver and/or left side mirror. **If you need to leave the "high-visibility" left side of the truck, give the driver the STOP signal first.**

- Assume that other vehicles, adults, children do not see truck coming. Additionally, make sure no unsupervised children are within 50' of the truck while moving, all other persons except spotter 25' away,
- Discuss with driver where the truck is destined and its best route. Discuss hand signals (see below) any special needs, signals with driver *before* vehicle moves. Discuss blindspots, obstacles, hazards.

- Conduct a walk around vehicle to identify possible hazards, nearby children, bystanders, obstacles around and UNDER truck. Look UP for powerlines, look DOWN for irrigation, among other hazards, obstacles.
- Confirm 'ready to go' with thumbs-up **to and from** driver,
- Before you give 'ready to go' thumbs-up signal to driver, establish the route **you** will walk and determine obstacles, trip hazards and escape routes. Visualize the path the truck will take before you direct driver to move, making sure it's clear of hazards, people, and obstacles.
- Place yourself on the driver's side of vehicle. Never get within 8-10' of vehicle, farther if truck is backing-up with wheels are turned towards you. When going forward never stand/walk in front of truck, always on driver's side.
- Give clear, understandable, consistent hand signals (see below).
- Do not leave driver's view without first stopping the vehicle.
- Stop the driver if any hazards are observed or if you are uncertain of the direction that the driver is maneuvering.

Truck Tailgate USE A SPOTTER ON THE GROUND TO MAKE SURE UNDER LIFTGATE IS CLEAR OF PEOPLE AND OBJECTS

- Tailgate staff should **not** wear loose clothing and should tie up hair.
- Before raising or lowering, Tailgate operator does visual inspection of all pinch, crush points and doesn't lower without spotter confirming "clear" underneath platform. If no spotter available, operator must visually inspect under tailgate and make sure all children are at least 25' away
- If operator has a helper, at beginning of shift identify to them pinch and crush points and where to be positioned during movement.
- No more than 2 persons on tailgate while raising, lowering. Non-operator not allowed to sit on bed while liftgate moving. Keep hands and body clear of pinch, crush points
- No boarding, un-boarding truck while truck or tailgate is moving.
- Put pallet jack into 'park' when truck or tailgate is moving
- **Pull** pallet jack into truck, do not stand on edge of liftgate and push. If pallet jack stuck, try to move it with *as few people as possible* under the direction of most senior volunteer giving precise directions (over-force can lead to person being crushed between heavy load and truck body)

Truck Spotter Commands



STOP TRUCK



**ENGAGE PARKING
BRAKE & KILL
MOTOR**
Pull hand across neck.



COME TO ME
Move hands back and
forth slightly.



TURN LEFT OR RIGHT

Point where the truck
should go; move the
other hand
COME TO ME.



THIS MUCH FARTHER

Slowly close the hands
until the truck is in the
desired position. End
with **STOP TRUCK**



SLOW DOWN

Move flat hands up and
down about six inches.