

F R E E M A N

AUDIO VISUAL OPERATIONS STANDARD

SUPERVISING TRUCK LOADING & UNLOADING



General Safety Guidelines

- **Safety must be a top priority at all times. If exercised properly, keeping “Safety First!” can save employees from unnecessary pain and save Freeman significant money.** The incorporation of safety guidelines in every aspect of the loading and unloading process is essential to the welfare of our employees and protection of our equipment.
- **It is the role of every supervisor, employee, and laborer “To provide a safe and secure work environment for our employees, and prevent injury to all persons at Freeman, our customers, and friends, whether at the office or warehouse, in hotels, or at show site” (Safety Mission Statement).**
 - **All supervisors must observe and enforce all applicable safety rules and guidelines as detailed in AV Standard 0024 – Truck Loading and Unloading.**
 - **Every supervisor must conduct a safety meeting to detail applicable rules and guidelines before the load/unload begins and have all crew members sign a safety meeting attendance sheet.** All crew members must be informed that non-compliance with any safety rule or supervisor instructions will result in dismissal from job-site and immediate report to union steward or local supervisor.

Mandatory Load Documentation

- **The following documentation must be placed on the inside right-rear wall of all tractor-trailers:**
 - **The Load Supervisor’s name on an 8.5” x 11” sheet of paper.** The Load Supervisor is responsible for the overall pack and must be clearly identified.
 - **The complete load list.**
 - **Color codes of the load if there are several destinations** (i.e. green tape for Meeting Rooms, blue for Exhibits, yellow for General Session, etc.).
 - **The order of the load to accommodate multiple stops, if applicable.**
- **In the case that any loads are received without this information, or is deemed to be improperly loaded, supervisors must report immediately to the Corporate Senior Vice President of Operations in Dallas, with the name of the Load Supervisor if available.**



General Loading/Unloading Guidelines

- ***A Freeman supervisor/coordinator is expected to oversee and lead every loading and unloading process. No other persons should be directing the process at any time.***
 - If the supervisor chooses to stay outside the trailer, there must be a lead person inside the trailer to direct the specific stacking of the equipment; however the supervisor is still responsible for total load/unload.
- ***The supervisor must divide up the crew between stackers inside the trailer and pushers outside the trailer.*** There may be laborers specifically designated as loaders in some cities at showsite, so the supervisor must identify who these individuals are and use them accordingly.
- ***Stackers and pushers should trade roles halfway through the loading/unloading process to avoid fatigue by stackers and guard against accidents, unless there are designated loaders on showsite.***

Loading Guidelines

- ***Establish priorities of various sized cases and line them up according to the following guidelines:***
 - Large and heavy items must be placed in the truck nose as a base, and elsewhere as the bottom of every tier.
 - Medium-size items are stacked on top of larger items as a second layer.
 - Small items are stacked on a top level above large and medium-sized items. Screens stack well on this level.
 - Any truss or rigging equipment should be placed on the rear (door-end) of the trailer since that equipment normally is required to be set up first on showsite.
 - Equipment going to different locations/areas (color coded) should be grouped together as much as is possible.
- ***Under no circumstances must an item ever be shipped uncased or unprotected*** (obvious exceptions: tripod screens, carts). ***Loose equipment must be placed in a case and labeled.***
- ***No equipment must ever be loaded/unloaded until the supervisor/lead stacker calls for it.***
- ***Once a load is complete, it is the supervisor's responsibility to ensure the trailer doors are secured and locked, and security strip affixed. It is also the responsibility of the supervisor to communicate with the driver to ensure destination information.***



Unloading Guidelines

- ***The destinations for equipment (storerooms, general session hall, etc.) must be located and best pushing routes determined before the unload begins, with at least one pusher from each area clearly understanding their equipment's destination and route.***
- ***Clearance from a dock master and slip assignment must be secured prior to truck arrival.***
- ***Upon truck arrival, trailer wheels must be chocked prior to any activity inside a trailer.***
- ***Before opening trailer door, security seal should be checked to ensure load has not been tampered with prior to arrival and that seal matches work order seal.***
- ***Caution must be used when opening trailer doors as contents may have shifted.***
- ***Dock plates should be used whenever possible to unload equipment to dock.***
 - Clearance almost always must be secured from dock master prior to taking a dock plate.
 - Caution and adequate manpower must be used when moving dock plates as most are extremely heavy.
- ***If ramps must be used, safety rules and guidelines must be emphasized and strictly enforced, as the greatest number of injuries occur when offloading using ramps.***
- ***No more than four to six unstackers should be in the trailer at any given time:*** 2 unstackers pulling gear from the top tier, 2 unstackers on the floor receiving the equipment, 2 unstackers pushing to the back of the trailer (the exact number is determined by the size and type of equipment being unloaded).