

## **Safe Work Procedure – Wheel Loader**

---

**PERSONAL PROTECTIVE EQUIPMENT:**      Hearing protection while operating machine  
Hi-Vis clothing and hard hat when outside machine  
Substantial appropriate footwear at all times  
Gloves when doing maintenance or servicing

### **LOADER PROCEDURES GENERAL:**

**Please refer to and review the equipment manual prior to operating for safety features, instructions and manufactures information for the specific machine.**

- Check to ensure the machine is in safe operating condition before use.
- Wear seatbelt at all times when machine is operating.
- Ensure good housekeeping is maintained (no loose articles in cab).
- Ensure all workers are in the clear.
- Load at a safe speed.
- Travel at a safe speed.
- Follow lock-out procedures while conducting maintenance work on the machine.
- Always enter and leave the machine in a safe manner. Use the handholds for stability and beware of slipping hazards that exist, particularly in winter.

### **LOADER PROCEDURES LANDINGS:**

- Do not move logs overhead of workers on landing.
- Communicate either by radio or by hand signals.
- Spread logs for buckler, so they may be bucked in a safe manner.
- Organize landing, log decks, debris pile, and truck loading.
- Keep landing clear of bucked off ends and other debris.
- Deck logs in a manner that facilitates safe loading.
- Position log decks to eliminate extra maneuvering when loading.
- Although loader operators are responsible, it is also the responsibility of buckers and other workers to stay clear of any area considered to be hazardous due to the movement of such equipment.

### **TRAILER UNLOADING PROCEDURES:**

- Always use proper radio or hand signals when directing truck movements. If you can't communicate you can't unload the trailer.
- Lift trailers off with caution and ensure that the trailer lifting-strap has not deteriorated.
- The driver hooking up the trailer should always stand off to the side in the clear to enable the loader operator to see the reach and the hitch.
- Providing that the loader can easily handle the trailer, the lifting-strap should be properly positioned on the trailer. This will make it convenient for the driver to guide the reach and by the proper handholds, which should be provided on the reach.
- With some trucks, the compensator can also be moved to facilitate hookup.
- If the truck is to be backed onto the reach and coupled, the trailer lifting-strap can be repositioned slightly to permit the reach to lift off the ground before the trailer wheels are lifted.
- The truck must always be positioned properly for before the driver can hook up the trailer.

### **LOG LOADING PROCEDURES:**

- If the deck is beside the truck, logs shall not be picked up from it until the driver and/or other workers have finished their duties and have moved to the safe zone.
- All workers, including truck drivers, must be in view, in the clear before logs are moved. With short logs the driver must remain in the truck until loading is complete.
- Know where the log truck driver is at all times. Stop loading and lower your grapple to the ground if you don't know.
- Drivers are not permitted to stand on the cab platforms of trucks when loading by conventional methods. If this occurs, the loader operator shall cease loading until the worker is removed.
- If a driver wishes to leave the cab of his truck while it is being loaded he must get an "all-clear" from the loader operator.
- If a driver is outside of his truck he may not re-enter it without getting an "all clear" signal from the loader operator.
- When approaching a truck with a grapple full of logs, avoid traveling with the grapple at full height. Keep the grapple low until near the truck, then raise the grapple. This will ensure better control of the loader at all times.
- Load so that all butts or ends are even.
- If logs are above the log truck stakes on an off highway load, restrain the load until wrappers have been applied.
- Loading shall cease at any time that the loader operator is uncertain that the driver is in the cab or is in the clear in front of the truck.
- Logs shall be loaded to ensure the stability of the vehicle and load while in transit.
- Logs shall be well positioned in their lay, without crowding, to avoid excessive strain on the stake-liner and stakes.
- To ensure stakes remain at a safe angle, logs shall be laid tight to minimize slack in the stake cables.
- Bunk and stake logs shall extend at least 12 inches (30cm) beyond the bunks or stakes.

- Logs shall be loaded clear of the bulkhead to avoid being bunk-bound on corners.
- When loading small diameter long logs, two tiers should be used as bunk and stake logs before loading short logs into the load.
- Never place split, cracked or shattered logs on the bunk or against the stakes.
- Not more than one third of the weight of the logs shall extend beyond the trailer or beyond the ends of the logs supporting them.
- Care should be taken to properly balance the load, especially on off-highway trucks. A side heavy load or a load with too much weight on the trailer could cause a truck to tip over or “spin-out” under wet or icy conditions.
- A distinctive signal to indicate that the load is finished should be used. Ensure all workers are in the clear before moving.
- There must be a specific procedure for all equipment and vehicle operators, to allow safe movement through active log landings. Landing workers in charge of traffic control shall be thoroughly instructed in this procedure.
- With short log trucks drivers are not allowed to begin wrapping any of the loaded sets of logs until given the “all-finished” signal from the loader operator.
- The truck driver must not move his load until the load has proper binders attached. – If there is no safe place for the driver to throw the wrappers the driver may move to the closest safe place (preferably in sight of the loader) **as long as** the way to that place is clear of any workers on the ground or in vehicles who could be struck by a log falling off the truck. The driver must stop if such workers are encountered and not proceed until the workers are in the clear.

**LOCK OUT PROCEDURES**

<p style="text-align: center;"><b>Wheel Loader</b> <b>Lockout -Tagout</b> <b>(If one person working on machine)</b></p> <p><b>Shut down procedure:</b></p> <ol style="list-style-type: none"> <li>1. Notify other affected employees.</li> <li>2. Lower log grapple to ground.</li> <li>3. Shut down engine.</li> <li>4. Set parking brake.</li> <li>5. Turn off master switch.</li> <li>6. Put lock and tag on master switch.</li> <li>7. Test to verify zero energy (electrical-hydraulic-gravity).</li> </ol> <p><b>Start-up procedure:</b></p> <ol style="list-style-type: none"> <li>1. Remove lock from master switch.</li> <li>2. Start machine.</li> </ol>	<p style="text-align: center;"><b>Wheel Loader</b> <b>Lockout -Tagout</b> <b>(If more than one person working on machine)</b></p> <p><b>Shut down procedure:</b></p> <ol style="list-style-type: none"> <li>1. Notify other affected employees.</li> <li>2. Lower log grapple to ground.</li> <li>3. Shut down engine.</li> <li>4. Set parking brake.</li> <li>5. Turn off master switch.</li> <li>6. Each worker attach personal lock and tag to scissor lockout hasp on master switch.</li> <li>7. Test to verify zero energy (electrical-hydraulic-gravity).</li> </ol> <p><b>Start-up procedure:</b></p> <ol style="list-style-type: none"> <li>1. Each employee removes personal lock from scissor lockout hasp on master switch.</li> <li>2. Start machine when all locks removed.</li> </ol>	<p style="text-align: center;"><b>Wheel Loader</b> <b>Tagout</b> <b>For Machine without master switch</b></p> <p><b>Shut down procedure:</b></p> <ol style="list-style-type: none"> <li>1. Notify other affected employees.</li> <li>2. Lower log grapple to ground.</li> <li>3. Shut down engine.</li> <li>4. Set parking brake.</li> <li>5. Key out and in pocket.</li> <li>6. Put lockout tag initialed by all workers on ignition switch.</li> <li>7. Test to verify zero energy (electrical-hydraulic-gravity).</li> </ol> <p><b>Start-up procedure:</b></p> <ol style="list-style-type: none"> <li>1. Each employee crosses off their initials on lockout tag when their work is completed.</li> <li>2. Start machine when all initials on tag crossed off.</li> </ol>

**ADDITIONAL SWP NOTES**

---



---



---



---



---



---

**DISCLAIMER:** Information contained in this document does not necessarily provide the only correct way to address machine risks. While this SWP will help operators conform to industry best practices and the intent of current Regulations and Guidelines, it may not identify all requirements or actions that will be appropriate and necessary in various situations. It does not reduce or replace users' responsibilities under applicable legislation - individual organizations (companies, employers) are responsible to ensure application of suitable processes and practices. The information provided is subject to review in light of changing government requirements and regulations. Every effort has been made to ensure the reliability of the information herein and to avoid errors and omissions.