

LOADING & UNLOADING

Date Written: June 26th, 2020

Date Approved:

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OVERVIEW

Now that you are ready to host a show, you need to get your gear into your venue. Loading and unloading gear is going to be a hot point for the spread of COVID-19. To help reduce this risk we have assembled this guideline.

This document is designed to serve two purposes:

- As a resource for information and direction to create your own procedure.
- As a template that you can edit for your own use.

Purpose

To provide instruction on how employers and workers can protect themselves during loading and unloading in the context of COVID-19.

Scope

Applies to anyone working or required to load or unload anytime whether employee or contractor.

RESPONSIBILITIES

For the Employer

Information

The Employer will:

- ensure that everyone will have access to a copy of this document.
- post warning signs outside common areas and/or in prominent locations when this procedure applies. An example of which, regarding worker health checks, is [here](#).

Planning

The Employer will:

- arrange training prior to commencing work.
- provide advance communication of policies, protocols, and procedures related to the prevention of spread of COVID-19 (Reporting and Communication).
- call the local public health authority when COVID-19 symptoms are present at the space.
- ensure that anyone using a protective mask or shield is trained to use, clean, and dispose of it properly.

Review

The Employer will keep informed regarding public health best practices and orders when a pandemic has been declared and will modify this procedure as necessary.

This procedure should be reviewed as new information becomes available or annually by the Employer with the Joint Health and Safety Committee (JHSC) or Worker Safety Representative to ensure that it continues to protect the workers.

For the Worker

Reporting

The Worker, regardless of whom they work with, will stay home when sick.

The Worker will complete a '[Health Declaration](#)'.

The Worker will report any developing illness or symptoms to first aid immediately, then call 8-1-1 or complete BC's online self-assessment tool:

<https://bc.thrive.health/covid19/en>

Any suggestions or comments regarding the procedure should be directed to the COVID-19 representative, supervisor, JHSC, Worker Safety Representative, or any reporting process outlined in the employer's safety program.

RISK ASSESSMENT

Factors to consider when loading or unloading within the COVID-19 global pandemic environment.

Follow the guidance in Actsafe's [risk assessment](#) COVID document and apply to your Pandemic Operating Procedure. Once the level of risk is determined, rate your risk as high, medium, or low, as per guideline.

Risk Rating Values Primer:

High - an infection case has been determined on site, the space is small and/or not ventilated well physical distancing is not possible or contact is likely or very likely

Medium - unknown if a case on the site exists, physical distancing is available, space is large and well-ventilated, barriers in place where 2 metres cannot be achieved

Low - unknown if a case is present, physical distancing is in place (or barriers where not), no contact between people, face masks are worn, limited access to various spaces

Risks associated with the hazard: Materials Transport	Probability (Rare, Unlikely, Moderate, Likely, Very Likely)	Impact (Minor, Moderate, Major, Extreme)	Risk Rating
Loading	Unlikely	Moderate	Medium
Unloading	Unlikely	Moderate	Medium
Driving	Unlikely	Moderate	Medium
Multiple Pickup & Delivery	Unlikely	Moderate	Medium

This procedure is a recommended guideline only. Consult all applicable rules and regulations.

Loading

Controls

- Elimination:
 - Limit people in loading areas, vehicles, and trailers.
- Substitution:
 - Small team creation (cohorts) for loading and unloading.
- Engineering:
 - Barriers where possible between workers.
 - Soft-sided trailers to allow better ventilation.
 - Delineated waiting area for crew to wait before being called into the truck.
- Admin:
 - Frequent handwashing, respiratory hygiene (cough and sneeze).
 - Contactless drop-off or pick-up (designated staging area).
 - Cleaning and disinfection of:
 - materials/scenery.
 - material handling equipment.
 - trolleys.
 - cases.
 - forklifts.
 - pallet jacks.
 - floor dollies (furniture movers).
 - Signage.
 - Hand sanitizer available at the loading dock.
- PPE:
 - Non-medical masks or face shields.
 - Disposable gloves (nitrile).

Unloading

Controls

- Elimination:
 - Not possible.
- Substitution:
 - Mechanical unloading only (forklifts, robots).
- Engineering:
 - Barriers where possible between workers.
 - Soft-sided/topped transport to allow for ventilation.
- Admin:
 - Rules, protocols.
 - Frequent handwashing, respiratory hygiene (cough and sneeze).
 - Contactless drop-off or pick-up (designated staging area)
 - Cleaning and disinfection of:
 - materials/scenery.
 - material handling equipment.
 - trolleys.
 - cases.

Pandemic Operating Procedure

- forklifts.
 - pallet jacks.
 - floor dollies (furniture movers).
- One-way walkways (stay to the right).
- Signage.
- Hand sanitizer available at the loading dock.
- PPE:
 - Non-medical masks or face shields.
 - Disposable gloves (nitrile).

Driving

Controls

- Elimination:
 - Limit access to cab of vehicle.
 - Do not participate in loading or unloading beyond providing access to the box or trailer by unlocking the door and opening/closing doors.
- Substitution:
 - Small team creation (cohorts) for driving.
- Engineering:
 - Barriers where possible between workers, in the case of a sleeping berth.
- Admin:
 - Frequent handwashing, respiratory hygiene (cough and sneeze).
 - Contactless drop-off or pick-up (designated staging area).
 - Cleaning and disinfection of high touch points:
 - within vehicles (i.e. radios, communication devices, window levers/buttons, steering wheel, turn/headlight signals, gear shifter, seat belts).
 - door, tailgate, truck or trailer box handles. and vehicle exteriors.
 - material handling equipment.
 - trolleys.
 - cases.
 - forklifts.
 - pallet jacks.
 - floor dollies (furniture movers).
 - Signage.
- PPE:
 - Non-medical masks or face shields.
 - Disposable gloves (nitrile).

Multiple Pickup & Delivery Points

Controls

- Elimination:
 - Hotshot (single pickup & drop-off) as possible per load.
- Substitution:

This procedure is a recommended guideline only. Consult all applicable rules and regulations.

- Send several smaller vehicles, instead of one vehicle, with many stops.
- Engineering:
 - Isolate delivery drivers from swappers or loaders/unloaders.
- Admin:
 - Rules, protocols.
 - Frequent handwashing, respiratory hygiene (cough and sneeze).
 - Contactless drop-off or pick-up (designated staging area).
 - Cleaning and disinfection of high touch points:
 - within vehicles (i.e. radios, communication devices, window levers/buttons, steering wheel, turn/headlight signals, gear shifter, seat belts).
 - door, tailgate, truck or trailer box handles, and vehicle exteriors
 - material handling equipment.
 - trolleys.
 - cases.
 - forklifts.
 - pallet jacks.
 - floor dollies (furniture movers).
 - Signage.
- PPE:
 - Non-medical masks or face shields, where physical distancing cannot be maintained.
 - Disposable gloves (nitrile).

EQUIPMENT

This section is intended to list a few of the more commonly used items and equipment related to the guideline. The list is not exhaustive, and as such supervisors (on behalf of employers) and workers should discuss the unique needs of your circumstance.

Suggested

- forklifts, dollies, hand carts
- road cases
- scenery
- costumes
- lighting or sound equipment
- instruments

SAFE WORK PROCEDURE

Follow instructions from your supervisor.

Implement the following controls to reduce or eliminate the risk:

Hazard Identified: Transport of Materials	Risk Rating (from Risk Assessment)	Controls (summary from Risk Assessment)	Risk Rating (from Risk Assessment)
Loading	Medium	<p>Elimination: Limit people in loading areas, vehicles and trailers, physical distancing.</p> <p>Substitution: Small team creation (cohorts) for loading and unloading.</p> <p>Engineering: Barriers where possible, contactless drop-off and pick-up (staging area).</p> <p>Administrative: Rules, protocols (handwashing, respiratory hygiene), signage, cleaning and disinfection of material handling equipment.</p> <p>Personal Protective Equipment: Non-medical masks or shields, gloves (nitrile).</p>	Low
Unloading	Medium	<p>Elimination: Limit people in loading areas, vehicles and trailers, physical distancing.</p> <p>Substitution: Small team creation (cohorts) for loading and unloading.</p> <p>Engineering: Barriers where possible, contactless drop-off and pick-up (staging area).</p> <p>Administrative: Rules, protocols (handwashing, respiratory hygiene), signage, cleaning and disinfection of material handling equipment.</p> <p>Personal Protective Equipment: Non-medical masks or shields, gloves (nitrile).</p>	Low
Driving	Medium	<p>Elimination: Limit access to cab of vehicle, do not participate in loading or unloading.</p> <p>Substitution: Small team creation (cohorts) for driving.</p> <p>Engineering: Barriers of plexiglass to separate people, in the case of a sleeping berth or crew cab.</p> <p>Administrative: Rules, protocols (handwashing, respiratory hygiene), signage, cleaning and disinfection of high touch items.</p> <p>Personal Protective Equipment: Non-medical masks or face shields, where physical distancing cannot be maintained, gloves (nitrile).</p>	Low

This procedure is a recommended guideline only. Consult all applicable rules and regulations.

Multiple Pickup & Delivery Points	Medium	<p>Elimination: Hotshot (single pickup & drop-off) as possible per load.</p> <p>Substitution: Send several smaller vehicles instead of one vehicle with many stops.</p> <p>Engineering: Isolate delivery drivers from swampers or loaders/unloaders.</p> <p>Administrative: Rules, protocols (handwashing, respiratory hygiene), signage, cleaning and disinfection of high touch items (spray disinfectant before unloading and loading cases).</p> <p>Personal Protective Equipment: Non-medical masks or face shields, where physical distancing cannot be maintained, gloves (nitrile).</p>	Low

While in a vehicle or at a performance/rehearsal facility all persons present are expected to:

- Respect occupancy limits (only show up when you are healthy, and leave when finished cleaning and disinfecting, as needed).
- Maintain a physical distance whenever possible. It is recommended to stay two metres (6 feet) apart where possible.
- Clean and disinfect commonly touched tools and surfaces, with which they interact.
- Follow general hygiene practices such as frequent handwashing and coughing/sneezing into your elbow, cleaning, and disposing of PPE you use properly.
- Pack out everything that you brought into the vehicle or space, except properly recycled or disposed of products.

Only allow authorized persons to load, unload, or drive vehicles. *If you don't know then you are not authorized.*

SUPERVISION

What level of compliance and enforcement (including authority levels for supervisors) is going to be needed to promote and enforce (if needed) rules or protocols?

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REPORTING

Any protocol or procedural questions or issues related to COVID-19 should be reported to the designated COVID-19 representative or pushed through the employer's reporting procedure that exists as part of their safety program. *Don't wait; ask questions early.*

Your COVID-19 representative may be from a number of different roles within the organization (consider their knowledge, experience, and interest), such as:

- First Aid
- Crew Chief
- Department Head
- Stage Manager
- Technical Director

SUGGESTIONS

Consider doing level loads to reduce the time needed to unstack inside the transport.

Cohorts or "bubbles" created with loading team on longer term projects (multiple days).

The large question of sanitizing loads. Every time you pick-up? Do you trust things are sanitized when you pick them up?

"Dead cases". When we are doing gigs they often go back into a truck, and sometimes then back into a warehouse, then into a different truck for a return to the venue. If we have sanitized all cases as they arrive at the venue if you didn't clean it, it isn't clean. We should consider housing them on site, even if that means normally rented breakout rooms are held for storage.