



## WORKPLACE OPERATING PROCEDURE - OTTAWA

### Application and removal of trailer glad hand lock

Page 1 of 2

Ownership: Grant Paynter

Issue Date: June 13, 2016

Authorized: Grant Paynter

Review/Revised Date: June 13, 2016

### 1. PURPOSE

- 1.1 The purpose of this document is to define the steps to be taken to place or remove a glad hand lock from a trailer located at a loading dock.

### 2. SCOPE

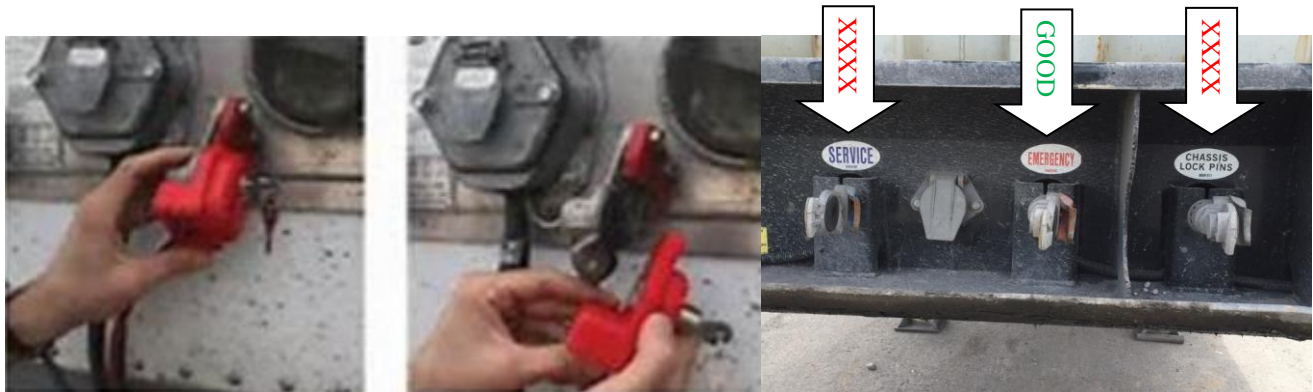
- 2.1 This procedure applies to all employees who may load or offload trailers when no dock light system or vehicle restraint system are able to be used.

### 3. ASSOCIATED DOCUMENTS

- 3.1 Orientation Package to Management  
3.2 Orientation Casual Driver Training  
3.3 Preparation of Truck and Trailer Loading and Off Loading

### 4. PROCEDURE

- 4.1 **All trailers** to be loaded/offloaded where a dock lock or dock light system cannot be used must have a glad hand lock secured to the red supply line glad hand on trailer. If not coloured, it is the driver side glad hand, (on right hand side when facing trailer). The exception to glad hand configuration is on a container chassis. They have a chassis lock pins connection (do not use this one, use emergency glad hand only) **The arrows in picture show correct glad hand for lock placement.**



- 4.2 Wills operator's take glad hand lock from inside warehouse at shipping/receiving desk out to trailer while they are placing the wheel chock on driver's side of trailer.
- 4.3 Once wheel chock is in place, take lock to front of trailer and with cylinder open, place face of lock against red glad hand on trailer (right hand side when facing trailer if glad hand has no colour).



## WORKPLACE OPERATING PROCEDURE - OTTAWA

<b>Application and removal of trailer glad hand lock</b>	Page 2 of 2
Ownership: Grant Paynter	Issue Date: June 13, 2016
Authorized: Grant Paynter	Review/Revised Date: June 13, 2016

- 4.4 Rotate lock counter clockwise until lock fits into glad hand firmly with the bottom of lock fitting over bottom tab on glad hand.
- 4.5 When lock is seated properly, push cylinder in to engage lock.
- 4.6 Remove key and give lock a tug with your hand to ensure it is seated and locked into position properly and will not move.
- 4.7 Take key back inside and return to shipping/receiving desk.
- 4.8 When all trailer loading/unloading has been completed and all equipment/carts, straps have been put back on trailer and dock plate has been removed, operator can remove wheel chock and glad lock.
- 4.9 Take key outside to trailer, remove wheel chock and then remove glad hand lock.
- 4.10 Once back inside, return lock and key to shipping/receiving desk for the next time it will be needed.
- 4.11 **If for any reason an operator needs to re-enter a trailer after the lock has been removed, it must be re-affixed to glad hand with a wheel chock in place before re-entering unit to not allow possible trailer removal.**

## 5. COMMUNICATION

- 5.1 When a dock light system or a dock lock system is not available or unable to be engaged the following must occur.
- 5.2 **Communication that a glad hand lock is being used** between warehouse operators and drivers, and your Supervisor is essential. Any information that can be conveyed to one another that will eliminate confusion or stop unsafe acts from happening is necessary.