

L3.HSE-GL-STP-0028-CC

# SOP - CARGO MANAGEMENT

Revision : 2.0, May 10, 2024

SECTION	EDITION	REVISION	DATE	CHANGE DESCRIPTION	AUTHOR	APPROVER
ALL	2	0	10 MAY 2024	NEW COMPANY NAME, LOGO, CONTENTS UNCHANGED	AS	BU
ALL	1	1	29 JAN 2024	CONTENTS ADDED- Daily Equipment Checklist/Vendor	JB	KB
ALL	1	0	14 MAR 2022	NEW FORMAT, CONTENTS UNCHANGED	BU	MB
ALL	0	0	02 MAR 2018	NEW DOCUMENT	JP	KD

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## 1.0 POLICY

- 1.1 Site Resource Group Inc. (SRG) recognizes the elevated risk of injury and property damage incidents posed by loading, unloading and transporting equipment and cargo. Managers and Supervisors shall endeavor to ensure all personnel that are required to load, unload and transport equipment and cargo have taken all reasonable and practicable measures to ensure that risk is mitigated to As Low As Reasonably Achievable (ALARA) and are competent in the process.

## 2.0 PURPOSE

- 2.1 This document specifies the safety controls associated with Cargo (e.g. equipment/parts/materials/goods) being delivered, unloaded or loaded and transported to or from SRG locations.

## 3 SCOPE

- 3.1 This SOP applies to both SRG Employees, Contractors and Subcontractors whose work involves loading, unloading and transporting cargo to SRG Locations.

## 4 REGULATIONS

- 4.1 Part 2 Section 7 Occupational Health and Safety Code, 2009 (Alberta) (Hazard Assessment Elimination and Control).
- 4.2 National Safety Code for Motor Carriers Standard 10 – Cargo Securement.

## 5 ROLES & RESPONSIBILITY

### 5.1 Management Team

- 5.1.1 Provide support and guidance to the construction teams with the implementation of the procedure.

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5.1.2 Provide feedback and recommendations to the Safety Department on effectiveness of procedure.

## 5.2 Construction Management

5.2.1 Ensure that the Cargo Management procedures are used as per the expectations of this SOP.

5.2.2 Conduct formal and informal inspections to verify the effective implementation of this SOP.

5.2.3 Ensure workers are trained on the use of the Cargo Management Hazard Assessment process.

5.2.4 Ensure workers hazard assessments includes the appropriate and correct revisions of procedures, programs or processes governed by this SOP.

## 6 SPECIAL SAFETY PRECAUTIONS

6.1 Supervisors should consult with managers, Document Owners and review the QMS to ensure current revisions are being utilized.

6.2 Employees must have competency testing and a practical evaluation completed prior to engaging in Cargo Management Hazard Assessment controlled activities.

## 7 PROCEDURE

### 7.1 Unloading Requirements

#### 7.1.1 Check-In for all Deliveries

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Check-in - Delivery drivers are required to check-in at a designated Access Point or when there is no designated Access Point, the delivery driver is required to check-in with the designated SRG or Contractor representative before completing each delivery. Upon arrival at the designated Access Point, the Security personnel will contact the designated SRG Representative, or designated Contractor Representative for delivery instruction if contact has not already been made. If the delivery is required to enter the SRG Location, the designated representative will then meet the driver and:

- Confirm the delivery (what delivery to what location)
- Require the driver to sign-in
- Verify personal protective equipment
- Provide the driver with site specific safety information, as appropriate. This may include:
  - A site map outlining prescribed driving routes and pre-designated parking / unloading locations;
  - A listing of key site safety rules (e.g. back-in parking, traffic routes, etc.); and/or
  - Other information that may be relevant to the delivery

### 7.1.2 Type 1 - Deliveries / Shipments

Follow Check-in requirements for Type 1 Deliveries.

### 7.1.3 Type 2– Deliveries / Shipments

Follow Check-in requirements for Type 2 Deliveries.

SRG Representative:

- Issue a Safe Work Permit

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## 7.1.4 Type 3 – Deliveries / Shipments

Follow Check-in requirements for Type 3 Deliveries.

SRG Representative:

- Issue a Safe Work Permit

SRG Representative or Contractor Representative must:

- Complete the Cargo Management Hazard Assessment (CMHA) specific to the loading / unloading operation prior to allowing work to proceed.

*Note: Delivery for contracted work will require the CMHA to be filled out by the Contractor Representative.*

## 7.2 Cargo Management Hazard Assessment (CMHA) – Loading and Unloading

CMHA (see Appendix10.0) is required for all Type 3 deliveries / shipments and will not take the place of a Safe Work Permit. If Safe Work Procedures or Task Hazard Assessment has been produced for the loading/unloading operations, only the Pre-load / Off-load review section, and sign off of the assessment needs to be completed. In the absence of Safe Work Procedures or Task Hazard Assessment the entire CMHA must be completed.

7.2.1 The CMHA shall:

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- Be completed before the start of a Loading / Unloading Operation. An example of the CMHA is attached (see Appendix 10.0), but as regulations or potential risks may change from site to site, this should be taken as an example only and each SRG Representative or Contractor Representative shall finalize as appropriate.
- Be completed by a designated SRG Representative or designated Contractor Representative and associated workers including truck driver.
- Identify hazards and corrective actions required to be taken.
- Be signed by all workers involved in the loading/unloading operation to ensure that everyone participating is aware of the identified hazards and associated safety controls.

7.2.2 The CMHA process shall at minimum identify and control the following:

- Potential stored energy that could shift, roll, tip-over, fall, shift, damage, or move once unsecured.
- All potentially unstable loads or any load that may require stabilization (e.g. secured via rigging to a forklift, crane or pocket stakes) prior to unloading or during loading.
- Address the potential hazards for multiple objects loaded side by side or stacked and the sequence of loading/unloading.

7.2.3 The designated SRG Representative or designated Contractor Representative shall instruct drivers not to commence loading/unloading operation including removal of gates, or releasing tension in load securing devices until the CMHA is completed and

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reviewed by the SRG Representative or designated Contractor Representative.

7.2.4 All persons involved in Type 3 loading / unloading work shall sign the CMHA to ensure understanding of the identified hazards and the selected safety controls.

7.2.5 After the CMHA has been completed and identified risks are controlled only then can driver apply or remove load securement devices.

7.2.6 Delivery for contracted work will require the CMHA to be filled out by the contractor Representative. The CHMA will only be completed by a SRG Representative when the delivery is specifically for SRG.

### 7.3 Duplicate Deliveries / Shipments – Type 3 Delivery

7.3.1 For similar load configurations, hazards, and controls for Loading / Offloading Operations, the original CMHA can be used by reviewing all identified hazards and controls with individuals involved in the Loading / unloading operations and must be time stamped and initialed by the designated representative. (i.e. stringing or gravel hauling operations).

7.3.2 In addition, the following must be readily available for review and / or audit by a SRG Representative:

- Safe work procedures or equivalent (THA, or entire completed CMHA)
- Field Level Hazard Assessment
- Any other regulatory requirements (i.e. appropriate driver’s license)

### 7.4 Additional Loading Requirements

#### 7.4.1 Loading Vehicles

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The following requirements apply when performing the task of loading of any vehicle:

- Trucks are to be loaded on a stable level surface
- Equipment operators are to ensure that their equipment is inspected and of suitable capacity and size (i.e. fork length) for the load dimensions
- Persons performing rigging are to ensure that all rigging is inspected, all connections securely fastened and the load is rigged as per its center of gravity to ensure a level lifting operation.

## 7.5 Completion of Loading

Once the cargo is loaded it is the responsibility of the driver to secure the load and ensure all loads entering public highways comply with all regulatory requirements.

## 7.6 Exclusion Zones

### 7.6.1 Loading and Unloading Operations

7.6.1.1 Pedestrian exclusion zones are to be set and demarcated through the use of hard/soft barricades or accepted by SRG Safety and Management, the use of spotters during operations.

7.6.1.2 Any one not directly involved in the operation is not to enter these exclusion zones unless the equipment operator has signaled that is safe to enter and the equipment operation has ceased all movement.

7.6.1.3 The truck driver is to remain outside the exclusion zone in a designated location (safety zone) during the operation unless otherwise instructed by the operator.

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7.6.1.4 Operators will immediately stop work if the location of the driver cannot be confirmed or any pedestrian or vehicle enters the exclusion zone without permission.

## 7.7 Specific General/Prime Contractor Requirements

### 7.7.1 Contractor Cargo Management Plan

7.7.1.1 For all Loading, Unloading, and Transporting of Cargo operations

- General/Prime Contractors are required to submit a Contractor Cargo Management Plan (CCMP), which must be submitted and accepted by SRG Safety prior to the commencing of any affiliated activities
- The contractor must verify personal protective equipment and provide the driver with site specific safety information, as appropriate. This may include:
  - A site map outlining prescribed driving routes and pre-designated parking / unloading locations
  - A listing of key site safety rules (i.e. back-in parking, traffic routes, etc.)
  - Other information that may be relevant to the Delivery

7.7.1.2 Additional Type 2 Requirements

- Project vehicles or equipment meeting the Type 2 definition (i.e. fuel trucks, service trucks, etc.) are required to check-in at a pre-determined location identified by the contractor prior to delivery or support services.

7.7.1.3 Additional Type 3 Requirements/Exceptions

- Pipe stringing drivers and coordinators shall maintain a single point of contact for activities off the right-of-way (i.e. Pipe Yard,

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Rail Yard, etc.) and a single point of contact for right-of- way activities such as unloading stringing trucks. This in effect, shall be coordinated so that any necessary documentation / permits performed by the final representative shall be unrestrained.

- For multiple pipe stringing trucks delivering on the same day and same location/spread, as long as the load is consistent, only one CMHA will need to be completed and issued by the designated Contractor Representative with the following conditions:
  - All drivers involved in the unloading procedure must sign the CMHA to ensure that everyone participating understands the identified hazards and the selected safety controls.
  - The Transport Contractor/Subcontractor must present a completed pre-use inspection checklist for review by SRG personnel upon arrival at an SRG Facility, site, project or location prior to any unstrapping or unloading of material.
  - Contractor can use their own CMHA if accepted by SRG Safety and Management.

#### 7.7.1.4 Training requirements

- Contractor must include load securement and/or cargo management training for drivers and designated Contractor Representatives.

## 7.8 Recordkeeping

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7.8.1 Each SRG site is responsible for recording and retaining, in accordance with SRG’s Records, Statistics and Document Control, the following:

- Type 3 Cargo Management Hazard Assessment
- Contractor Cargo Management Plan (when applicable).

## 8 DEFINITIONS

**Access point** - A primary point of entry for deliveries onto SRG Locations.

### **Delivery and Shipment Categories**

**Type 1 Delivery/Shipment** – routine deliveries/shipments of low risk materials.

Examples include:

- Courier driver delivering/picking-up packages to/from offices
- Drivers delivering food or drinks to office based locations
- Drivers delivering laundered clothing to field locations (e.g. Job Trailers, Pipeline Maintenance offices, etc.)
- Drivers delivering hand held packages to SRG Locations

**Type 2 Delivery/Shipment** – chemicals and consumables that do not require lifting or hoisting equipment to unload. Examples may include:

- Fuel for mobile equipment
- Sewage removal
- Facility consumables
- Compressed gas cylinders

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- Maintenance chemicals (e.g. inhibitor, drag reducing agents, etc.)
- Large trash bins
- Load hauling of earth, gravel, sand, concrete or clay

**Type 3 Delivery/Shipment** - (cargo / freight) – loads that are strapped/tethered/ tied down and/or requires lifting or hoisting equipment (i.e. forklift or crane) to load/unload. If unclear, the load shall be considered as Type 3. Examples include:

- Tracked and rubber tire equipment (e.g. excavators, sidebooms, dozers, loaders, RT cranes, four wheeler equipment, skid steers)
- Valves, pumps, flanges and associated electrical/mechanical equipment
- Steel pipe and pipe spools
- Rig Mats
- Concrete weights

**Cargo Management Hazard Assessment (CMHA)** – A hazard assessment specific to loading or unloading of Type 3 Deliveries / Shipments.

**Contractor Cargo Management Plan (CCMP)** – A plan submitted by a prime or general contractor, and accepted by SRG Safety, which details Contractor/Sub-Contractor and vendor management regarding all aspects of loading, unloading, and transporting cargo for work on SRG Locations.

**Contractor Representative** - Employee representing the Prime/General Contractor that is authorized to issue a Permit to Unload and oversee Contractor loading operations.

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**SRG Representative**- Employee or third party hire representing SRG for specific Contractor work or project and is authorized to issue a Permit to Unload and oversee SRG loading operations.

**SRG Safety**- SRG safety department designate to the project or work.

**SRG Location**- workplaces, facilities, terminals, stations, contractor sites and administrative and project offices in support of SRG.

**Field level hazard assessment-(FLHA)** A tool used just prior to the start of work to identify, assess and control the field- based hazards of the work being performed, and site or environmental conditions that may adversely affect the work (i.e. icy conditions, simultaneous operations).

**Task Hazard Assessment-(THA)** In the absence of written safe work procedures, a Task Hazard Assessment (THA) or equivalent is required to be completed. As a minimum, THA's or their equivalent must include the steps involved in performing a specific job, the existing or potential safety hazards associated with each step, the controls required (using the hierarchy of controls) to eliminate or reduce these hazards to as low as reasonably practicable.

**Loading / Unloading Operation** - Includes all types of general freight / cargo loads that require a lifting equipment (e.g. forklift or crane) to load. Loading Operations does not include commodities in bulk that lack structure or fixed shape i.e. liquids, gases, sand, gravel, aggregates) that are transported in a tank, hopper, box or similar device.

**Cargo Management Hazard Assessment** - A formal (written) hazard assessment conducted before the start of any unloading or loading operation.

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**Daily Equipment Pre-Use Checklist** – A document that is to be filled out in detail, daily, by the driver of the vehicle and trailer. This document is to be submitted to the SRG Representative or Contractor Representative with all other relevant documentation prior to issuing a Permit to Unload

**Vendor** - A contracted company that supplies and / or delivers materials or goods to SRG.

## 10.0 APPENDIX

### SITE RESOURCE GROUP INC. CARGO MANAGEMENT HAZARD ASSESSMENT



Date (D/M/Y):	TIME:
LOCATION:	PERMIT:
SRG / CONTRACTOR REPRESENTATIVE (Print):	
CONTRACTOR NAME:	
LOAD / UNLOAD DESCRIPTION	

CREW SIGN OFF (Print Name):

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
REPRESENTATIVE SIGN OFF:	

Representative sign off for multiple loading / unloading operations confirming the CMHA has been reviewed for each subsequent load.

REPRESENTATIVE INITIAL AND TIME STAMP FOR SUBSEQUENT LOADS


### HAZARD IDENTIFICATION TOOL

Hazard – A condition or action that has the potential for an unplanned release of, or unwanted contact with an energy source that may result in harm or injury to people, property, or the environment.

Use the energy sources listed to identify hazards that may be present in the environment:



**Gravity:** The force caused by the attraction of all masses to the mass of the earth



**Motion:** Change in the position of the objects or substances



**Mechanical:** Rotation, vibration, or motion of equipment, materials, or tools



**Electrical:** The presence of an electrical charge or current



**Pressure:** Liquid or gas compressed or under a vacuum



**Temperature:** Differences in thermal energy of objects or the environment in which the human body senses as either hot or cold



**Chemical:** Reactive elements in the environment



**Biological:** Living organisms that pose health risks



**Radiation:** Elements that emit ions or atomic particles



**Sound:** Audible vibrations caused from the contact of two or more objects

At the worksite, the Cargo Management Hazard Assessment (CMHA's) shall be kept readily available for review by a Centurion Representative.

# Cargo Management Hazard Assessment

All loads that are strapped / tethered / tied down and / or requires a crane or forklift to load or unload

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# SOP - CARGO MANAGEMENT



## SITE RESOURCE GROUP INC. CARGO MANAGEMENT HAZARD ASSESSMENT



### A – PRE-LOAD / UNLOAD REVIEW CHECK

1. Is a FLHA or Lift Plan available for the planned task?	Yes	No	5. Inspection of bunks, dunnage, securement devices (e.g., strapping, tie-downs, chains, binders, blocking, bracing, edge protection, wedges for damage or excessive wear)?	10. Unloading: Load inspected and confirmed that no "stored energy hazards" were identified prior to removing securement devices? E.g. straps under tension, load movement or free-standing items.		
If "YES", complete sections A, B, C, D and E, address corrective action and proceed with the task as per the safe work plan, JHA, and lift plan. If "NO", complete all sections.			6. The appropriate trained personnel are available and will be utilized for work?	11. Does the load require a sequential plan for loading or unloading?	Yes	No
To indicate hazard check has been performed for # 2-10			7. Inspection of rigging and hoisting / lifting equipment performed?	12. Will any load components need to be secured (rigged) prior to removing transport strapping to prevent uncontrolled movement?	Yes	No
2. Work area inspected for overhead hazards?			8. The lifting / hoisting equipment is within its lifting capacity? Forklifts / cranes / telehandlers etc.	13. Will the load need to be re-secured after it had been loaded or unloaded?	Yes	No
3. Truck / trailer brakes set, and parked on level solid ground?			9. Is the working area demarcated with appropriate barricading, signage or by the use of spotters?			
4. Work area walk-through has been conducted, area hazards identified, and mitigation plans established						

### B – AREA ASSESSMENT

Check Applicable Hazard	List controls used to address the checked hazards on the left
Hazardous weather conditions	
Unstable Ground (i.e. mud, sand)	
Site Access / Egress	
Uneven Terrain	
Slips / Trips / Falls	
Congestion (i.e. other workers, other work activities)	
Vehicle Traffic / Public Roads	
Other?	List other hazards and controls in section F below

### C – TRAILER AND LOAD

Check Applicable Hazard	List controls used to address the checked hazards on the left
Fall Potential	
Chain / Binder Hazards	
Straps Under Tension	
Uncontrolled Movement	
Pinch / Crush Point	
Improper Load Configuration	
Unknown Weight	
Unknown Center of Gravity	
Other?	List other hazards and controls in section F below

### D – REQUIRED PLANS

Check Applicable Hazard		
Lift Plan – Critical Lift		Other?
Fall – Working at Height		
Electrical – Safe Limits of Approach		

### E – REQUIRED EQUIPMENT

Check Applicable Hazard	List controls used to address the checked hazards on the left
Crane / Excavator	
Forklift / Telehandler	
Skid steer	
Other?	

### F – HAZARD AND CONTROL PLAN FOR LOADING OR UNLOADING

Sequence of Task Step Description	Identified Hazards	Controls

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