

# Disclaimer

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# OOG – 10 Step Lifting Process

- ☐ Determine the weight of the load and distance/height for the movement.
- ☐ Choose the right connector.
- ☐ Choose the right sling.
- ☐ Inspect all rigging gear.
- ☐ Connect rigging.
- ☐ Balance the load.
- ☐ Ensure hook is straight above load before the lift. Place tension on the slings “hand tight” to verify rigging is secure and then **test lift** six inches to ensure that the load is balanced.
- ☐ **Stand well clear of the danger zone where the load could fall during the lift, which is greater than the area directly beneath the load.**

- ☐ Lift slow and steady.
- ☐ When finished, inspect the rigging gear for damage and return to the storage area.



## Discussion Question

**What step must be done to ensure the load is balanced?**

# OOG – Gang Teamwork

- ❑ Ensure the Groundman is present before handling freight.
- ❑ The equipment operator will maintain either visual or verbal communication with Groundman.
- ❑ Do not work more than one operation at a time, splitting up the operator from Groundman.



## Discussion Question

Who must the operator remain in communication with before and while handling freight?

Briefer Name(s)/Date:

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List the name of a single attendee. \_\_\_\_\_

# OOG – Communication During a Lift

- ☐ When supervising ANY non-regular employee, ensure they are instructed during the pre-shift safety talk to take NO action unless directed by the Groundman.
- ☐ Maintain radio or visual communication between the Operator and Groundman at all times.

**Discussion Question**  
**Who must the operator remain in communications with during a lift?**



# OOG – Procedures for Controlling the Operation

- ☐ Required PPE is defined in the TSEP rules. Leather gloves are required when working OOG Cargo.
- ☐ When coordinating an OOG movement in which a Groundman is required, the Groundman must maintain positive control of the operating equipment. The operator may not move the equipment or the controls unless signaled or verbally directed to do so by the Groundman. During any change of conditions or uncertainty, the operator must “STOP” until directed to resume.
- ☐ Any dunnage that is intended for temporary use under a load, must remain partially exposed out from under the load. This will allow for the piece to be adjusted or removed without reaching under a suspended load, which is strictly prohibited.
- ☐ Do not use a forklift to push or pull a piece of freight without an approved forklift attachment. If adjustments need to be made, place the forklift blades under the freight and adjust accordingly.

## Discussion Question

**Can forklift blades be used to push freight without an approved attachment?**

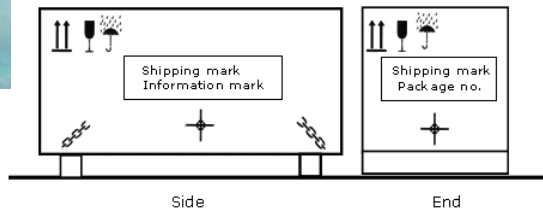


# OOG – Lift Setup

- ❑ Take measures to protect the slings from sharp corners that can result in sling failure, loss of the cargo, and potential fatality.
- ❑ Ensure the machine or lifting gear is centered directly over the freight to perform the lift.
- ❑ When positioning lifting gear that has slack in it, use an open hand to apply pressure on the gear as tension is applied. Do not hold the lifting gear with a closed fist.

## Discussion Question

**Why must slings be protected from sharp corners?**



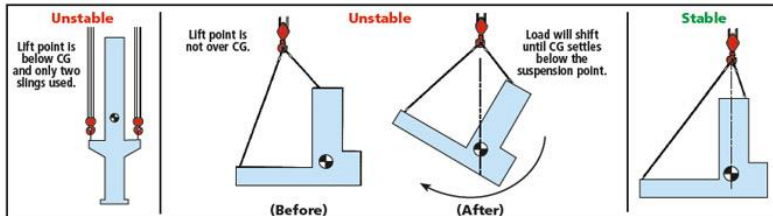
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# OOG – Preparation for the Lift

- ❑ Finding the weight and the center of gravity of the load is essential to safe rigging.
- ❑ Ensure the slings, wires, shackles, and lifting equipment are adequate to handle the weight of the load.
- ❑ Inspect the equipment for tears, frays, and data tag information before use.
- ❑ If you do not know the weight of the load or are unsure how many pieces of bundles to lift, STOP and consult a supervisor.



## Discussion Question

What preparation must be made prior to a lift?

# OOG – Standing Clear

- ❑ When making a lift or moving freight onto a flat rack, spotters must stand clear of the direction that a load may fall or roll.
- ❑ Walking, standing, sitting, or residing in any way under a load or in an area where the load may fall or roll while it is not resting in a grounded position with the weight off of the slings, wires, or load engaging means, is prohibited.
- ❑ Workers on foot may not be on the opposite side of a truck from a forklift while it is loading or unloading material.



## Discussion Question

**Where is it unsafe to stand when loading or unloading material?**

# OOG – Where to Stand

- ❑ When lifting cargo, spotters and any other employees must stand on the ends of the load, clear of any direction a load may fall or roll.

## Discussion Question

**Where must people stand around loads that may fall or roll?**



Briefer Name(s)/Date:

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List the name of a single attendee. \_\_\_\_\_

# OOG - Motor Carrier Safety in Cargo Areas

In Out-of-Gauge Cargo Areas, motor carriers must remain in their truck OR be greater than 50 feet from MOVING container handling equipment.



## Discussion Question

**Where is it safe for a motor carrier operator during cargo operations?**

# OOG – Performing the Lift

- ❑ All loads will be lifted slightly to ensure that rigging gear/slings are properly connected and that the load is balanced with respect to center of gravity.
- ❑ Lift slow and steady to prevent shock loading.
- ❑ Taglines help control the load. Wear gloves when handling a tag line. Do not wrap the tagline around your arm or leg. Never step in a loop in a tag line. If in danger, RELEASE the tagline and move away to a safe distance.



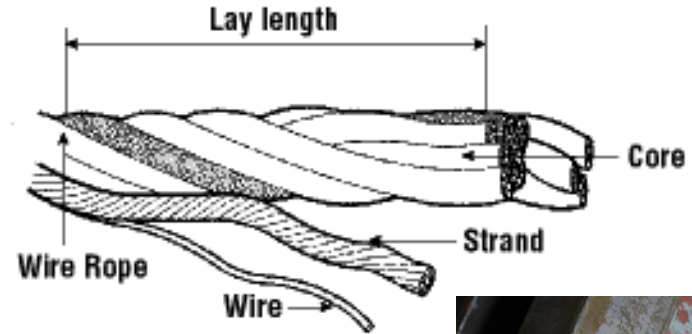
## Discussion Question

How should the balance of a lift be tested?

# OOG – Wire Damage

Wire rope or wire rope slings having any of the following conditions **shall not** be used:

- ☐ Ten randomly distributed broken wires in one rope lay or three or more broken wires in one strand of one rope lay.
- ☐ Kinking, crushing, bird caging or other damage which distorts the wire rope structure.
- ☐ Excessive wear or corrosion.
- ☐ Any indication of strand or wire slippage in end attachments or more than one broken wire in the close vicinity of a socket or swayed fitting.



**Discussion Question**  
**Can damaged wire rope be used?**

# OOG – Operational Areas

- ❑ When working outside of the normal cargo area, designate a safe working area that is clearly marked with safety cones or barrels to restrict access.
- ❑ If traffic must flow through the cargo area, one person must be designated to control traffic and ensure protection of the cargo gang.



## Discussion Question

**What precautions should be used if working outside an operational area?**

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List the name of a single attendee. \_\_\_\_\_

# OOG – Lifting Basket Preparations

- ❑ Inspect the basket, securing chains, and gate.
- ❑ The work area must be level, free of potholes, and free of overhead obstacles to perform the lift.
- ❑ Place the blades of the forklift into the pockets of the man basket until the back of the basket is against the carriage AND attach each chain around the backrest AND pass the hooks back through the chain to secure the basket to the forklift.



## Discussion Question

**How should a man basket be secured to a forklift?**

# OOG – Lifting Basket Use

- ❑ The gate must be closed and locked **before** lifting.
- ❑ Ensure hands and limbs are kept away from pinch points between the basket and back rest.
- ❑ Upon lifting, once the user signals to stop at the desired height, the operator must set the parking brake until the user signals to be lowered.
- ❑ The operator must **REMAIN** on the forklift at the controls when the basket is elevated with a person inside.



## Discussion Question

**Where must the equipment operator remain if a person is elevated in a basket?**

# OOG – Securing a Man Basket

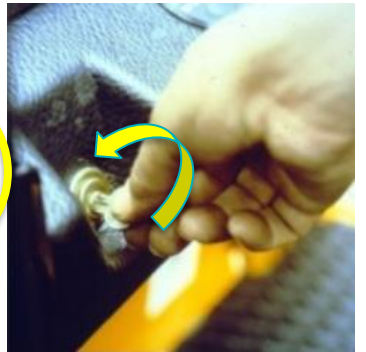
- ❑ Place the blades of the forklift into the pockets of the man basket until the back of the basket is against the carriage.
- ❑ Attach each chain around the backrest and pass the hooks back through the chain to **secure the basket** to the forklift.
- ❑ The gate must be closed and locked before lifting.
- ❑ Ensure hands and limbs are kept away from pinch points between the basket and back rest.



**Discussion Question**  
**How do you secure a man basket to a forklift?**

# OOG – Securing a Forklift

- ❑ When any forklift is left unattended (defined by greater than 25 feet away), load-engaging means must be fully lowered, controls neutralized, emergency brakes set, and power turned off.
- ❑ This requirement to shut down includes strobes, headlights, and wipers.
- ❑ When parking on an incline, a chock must be used.



## Discussion Question

**What must be set when securing a forklift?**

# OOG – Loading & Unloading Crates

- ❑ Loading and unloading crates from a flatbed, flat-rack, or other surface requires a Groundman to observe the process to ensure a safe lift.
- ❑ When using forklift blades that are longer than the width of the cargo, be mindful that they can go all the way through to the other side and hit a separate piece of freight that is stored next to the crate being lifted.



## Discussion Question

**Who is required to observe the safe movement of crates onto or off of a surface?**

# OOG – Rolling Stock Danger Zone

- ❑ For moving rolling-stock onto a flat rack, the Groundman must stand on the ends or at a 45-degree angle from the ends and NOT beside the load while remaining in a position where eye contact with the operator is maintained.
- ❑ Never turn your back on a load.

## Discussion Question

**Where is it safe to stand when loading rolling stock?**



# OOG – Container Recovery

- ❑ When recovering a loaded container or loaded/empty tank that is not resting on its four bottom corner castings due to being dropped or being blown from a container stack, do not use a forklift. Use a Reach-Stacker with wires and plugs to accomplish the move.
- ❑ A forklift may be used for uprighting any empty container.



## Discussion Question

**What equipment should be used to recover a loaded container that has blown from a container stack?**

# OOG – Fall Protection

- ❑ When working within three feet of an edge that is higher than four feet on terminal, and higher than eight feet on vessels, the use of fall protection is required.
- ❑ If there are no adequate railings to protect employees, then a harness connected to an anchor point is required.
- ❑ Fall protection is not required for employees climbing or working on portable ladders or fixed ladders below 24'.

## Discussion Question

**At what height is fall protection required on terminal?**



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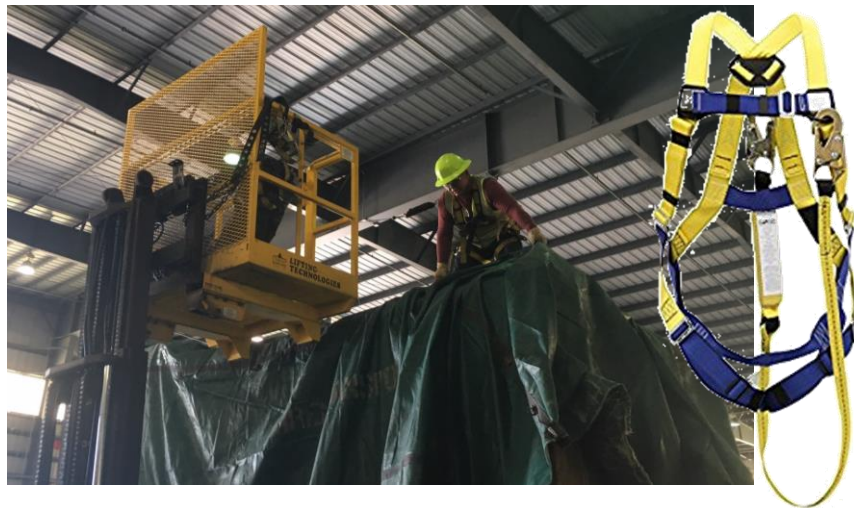
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# OOG – Fall Protection Use

- ❑ When working within three feet of an edge that is higher than four feet on terminal, or higher than eight feet on vessels, the use of fall protection is required.
- ❑ Employees rigging an over-high load, or motor carriers placing a tarp over a load, must use the forklift with an attached lifting basket.
- ❑ A fall protection harness must be worn when individuals leave the confines of the basket.

## Discussion Question

**When must fall protection be worn?**



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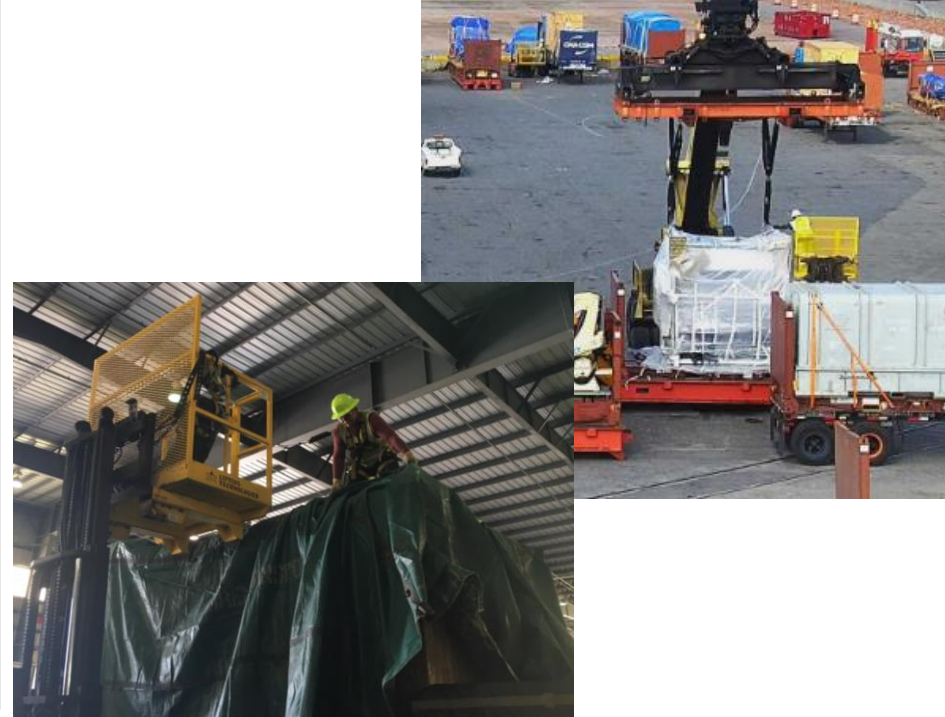
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# OOG – Fall Protection

- ❑ Within three feet of an edge that is greater than four feet high on terminal, the use of fall protection is required.
- ❑ Employees rigging an over-high load or motor carriers placing a tarp over a load will use the forklift and lifting basket with a fall protection harness attached when outside the basket.

## Discussion Question

**When tarping, is fall protection required?**



# OOG – Freight Hazards

- ❑ When positioning chains, wires or straps over freight, ensure that the co-worker on the other side is clear of the hazard.
- ❑ While unlocking the securing binders/dogs, stay clear of the path of the binder.



## Discussion Question

**Who must you be mindful of when positioning chains, wires, or straps?**

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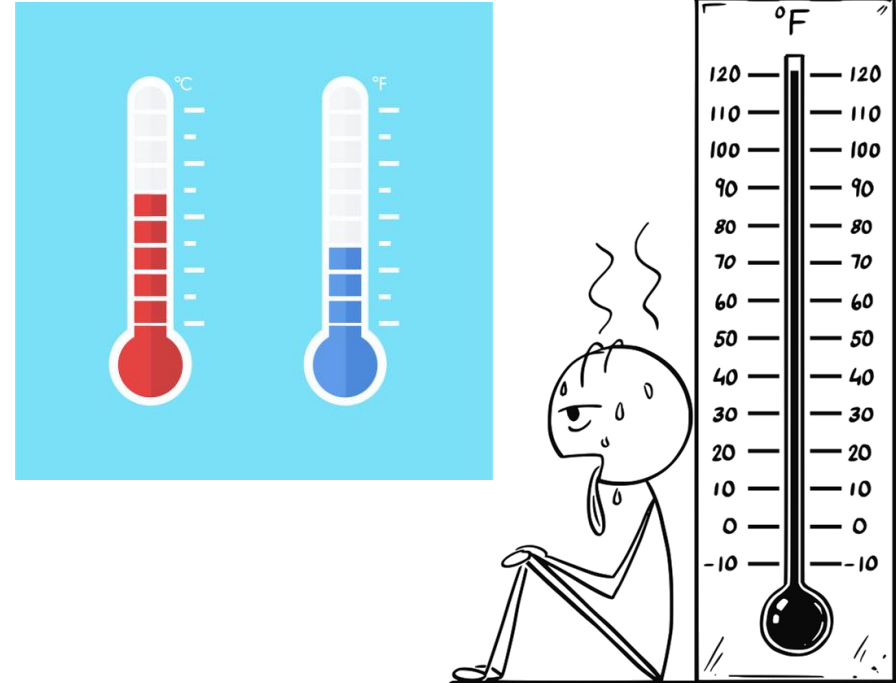
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# OOG – Heat Illness Awareness

- ❑ Water. Rest. Shade. The work can't get done without them!
- ❑ Heat illness occurs when the body is unable to cool itself by sweating.
- ❑ There are five main kinds of heat-related illness: Heat rash, heat cramps, fainting, heat exhaustion, and the most severe, heat stroke, which can result in death.

**Discussion Question**  
**When does heat illness occur?**



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# OOG – Ladder Hazards

- ❑ Avoid electrical hazards! Look for overhead power lines before handling a ladder. Do not use a metal ladder near power lines or exposed energized electrical equipment.
- ❑ Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.
- ❑ Ladders must be free of any slippery material on the rungs, steps, or feet.
- ❑ Be sure that all locks on an extension ladder are properly engaged.
- ❑ Do not exceed the maximum load rating of a ladder. Be aware of the ladder's load rating and of the weight it is supporting, including the weight of any tools or equipment.



**Discussion Question**  
**When should ladders be inspected?**

Briefer Name(s)/Date:

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List the name of a single attendee. \_\_\_\_\_

# OOG – Banding Procedures

- ❑ Eye protection and leather gloves are required for banding operations.
- ❑ Use caution for pinch points, sharp edges, and bands which may spring loose.
- ❑ When cutting steel banding, stand in a position clear of the zone where the load could roll or the band could hit you when released from pressure.

## Discussion Question

**Where is it safe to stand during the banding process?**



# OOG – Chainsaw Safety Setup

- ❑ Leather gloves, safety glasses, and hearing protection are required. Heavy-duty boots that cover the ankle are required. Leg protection (chaps) made of cut-resistant material that covers the full length of the thigh to the top of the boot on each leg is required.
- ❑ Before starting the saw, ensure that the chain brake is engaged.
- ❑ Start the saw at least 10 feet from the fueling area and ensure the saw is on the ground or a stable surface.
- ❑ Do not “drop start” a chain saw.
- ❑ Carry the chain saw in a manner that will prevent contact with the cutting chain and muffler.
- ❑ When carrying the saw more than 25 feet, the chain saw must be turned off.

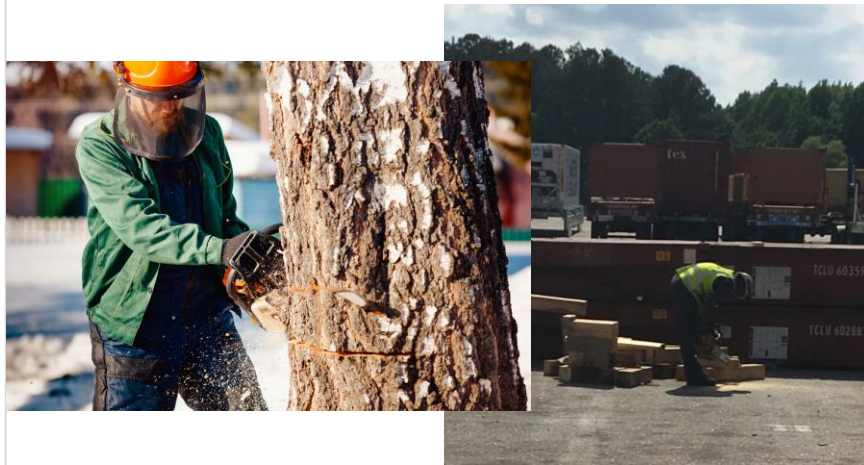


## Discussion Question

**What PPE is required for chainsaw use?**

# OOG – Chainsaw Use

- ❑ During chainsaw operations, keep a firm grip with both hands on the hand grips.
- ❑ Before starting a cut, make certain that footing is secure.
- ❑ Do not operate the saw in a position or at a distance that could cause a loss of balance or loss of grip on the saw.
- ❑ Do not cut directly overhead.



## Discussion Question

**What is the proper footing during chainsaw operations?**

Briefer Name(s)/Date:

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List the name of a single attendee. \_\_\_\_\_

# OOG – Chassis/Trailertrain/Bomb Cart

All equipment should be marked with applicable gross weight restrictions. The following gross weight restrictions shall apply whenever such restrictions cannot be found on a particular piece of equipment.

- ☐ Chassis – 30 metric tons
- Trailertrains – 35 metric tons
- Bomb Carts – 40 metric tons



Chassis



Bombcart



Trailertrain

- ☐ Whenever bomb carts or trailertrains are used for a single 20' container, the container will be placed on the aft (rear) end of the unit. Transporting a single 20' container on the forward (front) end of the unit can lead to roll over incidents and is prohibited.
- ☐ When there is any doubt as to the stability of a load, the load will be placed on a low-boy, mafi, or cassette.
- ☐ Breakbulk loads with high centers of gravity and/or gross weight > 20 metric tons will be placed on a low-boy, mafi, or cassette.

## Discussion Question

**When the stability of a load is in question, what should the load be placed on?**

# OOG – Steel Coil Procedures

Handling steel coil is a high risk event. They are dense, heavy, mobile, and lethal. Treat them with respect.

- ☐ Hoist/lower signal may only be given only by the designated person.
- ☐ The steel mesh chain sling can swing and hit workers. NEVER turn your back on the sling.
- ☐ Move away from the load BEFORE it is hoisted AND stay clear of the fall zone as it comes to the dock. Always assume that the sling is going to fail.
- ☐ When cutting steel banding, stand in a position CLEAR of the zone where the load could roll or where the band could hit you when released from pressure.



## Discussion Question

**Where is it safe to stand during a steel coil movement?**

# OOG – Steel Coil Preparation

Handling steel coil is a high risk event. They are dense, heavy, mobile, and lethal. Treat them with respect.

- ☐ Required PPE: ANSI-2 vest, safety shoes, hard hat, leather gloves, and safety glasses for anyone cutting bands.
- ☐ Ensure that steel coils are chocked while on the ground/deck.
- ☐ Ensure the links of the lifting chains are inspected prior to and during the operation for elongation.
- ☐ Ensure the sling is rigged in the proper section of the hook. No tip lifts.



## Discussion Question

**What PPE is required for anyone cutting bands?**

# OOG – Steel Pipe/Beam Operations

- ❑ The Hoist/Lower signal may only be given by the designated person after verifying that the crane is directly over the load.
- ❑ The steel chain sling can swing and hit workers. Never turn your back on the sling.
- ❑ Move out of the Load Swing Zone BEFORE the lift.
- ❑ Move out of the Fall Zone BEFORE the lift AND stay clear as it comes to the dock.
- ❑ Always assume that a sling is going to FAIL.
- ❑ Use tag lines as the load comes to the dock.
- ❑ When lifting with a forklift, be aware that steel beams on steel forklift blades = slippery combination.



## Discussion Question

**What are the danger zones employees must stay clear of when freight is lifted?**

Briefer Name(s)/Date:

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List the name of a single attendee. \_\_\_\_\_

# OOG – Steel Pipe/Beam Safety Rules

- ❑ Required PPE: ANSI-2 vest, safety shoes, hard hat, gloves, and eye protection are required for anyone cutting bands.
- ❑ Ensure the cargo hold is tested for oxygen content before entry.
- ❑ Do not touch freight or banding without leather gloves.
- ❑ Be careful when walking on a wet or uneven steel surface.
- ❑ Do not climb between stowed steel that could possibly shift.
- ❑ Use fall protection anytime within 3 feet of an 8 foot fall.



## Discussion Question

**What is a possible hazard when working with steel pipes or beams?**