

	GILES CHEMICAL		
	COMPANY PROCEDURE		
	Jack Stands for Loading Trailers	Page : 1 of 3	Revision : 00 Date : 01/16/2008
	Author: Clark Williams	Safety	

**Safety:** Safety glasses and steel toe shoes are required PPE for placing jack stands under trailers.

**Purpose or Objective:** To provide guidelines for safely loading and unloading trailers without tractors under them at Giles Main plant, Repack Waynesville, Lea warehouse, and Epsom Salt Plus.

**Procedure:**

1. The placing of two jack stands under trailers without tractors attached is required at all Giles facilities.
2. Once the tractor has disconnected from the trailer, the loader/unloader of that trailer is responsible for placing two serviceable jack stands firmly under the front left and front right corners of the trailer prior to attaching a dock plate or dock leveler.
3. Jack stands should be placed under the front left corner and front right corner of the trailer basically in line with the king pin. Firmly crank the jacks until they are very tight under the corners.
4. Once the trailer is loaded or unloaded comply with the following:  
 Leave the jack stands in place. It is the drivers responsibility to remove the jack stands. The exception is Lea warehouse. If the tractor is there have the driver remove the jack stands from the trailer. If the trailer was dropped for a later pick up, or if the driver is not present, slowly unscrew the jack stands, watching the landing gear for any swaying or unusual creaking. Any swaying or unusual noises are observed STOP removing the jacks and immediately get away from the trailer and call your Supervisor. Supervisor will assess the situation in person and call the driver or contact the Trucking Company.  
 ( The reason for this exception is to prevent jack stands from being stolen from this unmanned facility)
5. Training of placing jack stands should be conducted and documented with all employees responsible for loading and unloading trailers.



**GILES CHEMICAL  
COMPANY PROCEDURE**

**Jack Stands for Loading Trailers**

Page : 2 of 3

Revision : 00  
Date : 01/16/2008

Author: **Clark Williams**

Safety

**TRAINING DOCUMENTATION**

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

