

Loading and unloading: applies to all vehicles, owned, or leased and operated by ArcelorMittal or its service providers, which are used on ArcelorMittal sites or off-site for ArcelorMittal business purposes

The life book V&D basic and forklift are fully applicable in the loading/unloading field

General



- Since the loading/unloading area may not be very spacious, the plant has to organize a safe parking area
- In addition of the traffic plan, we have to take into account limited heights, particular electrical networks, pipes ...
- All specific loading/unloading area risks based on HIRA have to be documented, actions have to be taken for proper mitigation and the drivers have to be aware of these risks:
 - the driver has to stay inside or outside his truck during discharging; if he has to stay outside it has to be at a safe distance as defined locally.
 - Collision and crashes with moving equipments, cranes and vehicles, electrical cables, other equipments ...
 - Falls from heights in the pits, stairs, ...
 - Crushing : truck tipped over, scrap fallen when opening the truck doors and dropping of piled scraps
 - Bruises and contusions, by scrap metal pieces projected during the manipulation of scrap in the yards.
 - Cuts when manually handling scrap.
 - Metallic pieces piercing through the boots or gloves
 - Risk of tripping and falling during walking (uneven floors, scrap metal pieces and wells, bad weather conditions, ...)
 - Powdery atmosphere
 - Noise damage
 - Lateral turning over of the truck
 - Contact with radioactive material

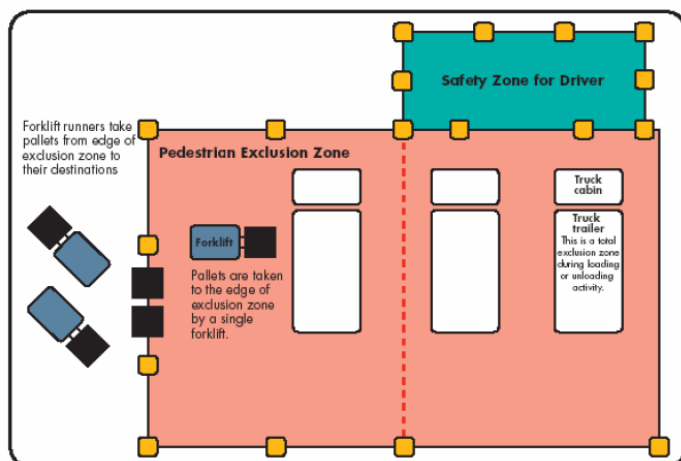


Truck and trailer have to be in line during loading and unloading tasks

Loading/unloading area floors have to be stable, clean and tidy

The receptionist should follow the entire unloading process (including guiding the trucks to the exact place where unloading has to be done, verifying that the truck load doors can be opened safely...), truck by truck and must have the authority for stopping the unloading process in case of unsafe condition being detected (Never come closer than 20 m to any unloading truck in case of scrap and bulk materials)

- Before entering or discharging, roof warning lights of the truck must be on.
- In case of unloading problems, the truck driver has to signal this to the receptionist and to react following the procedure.



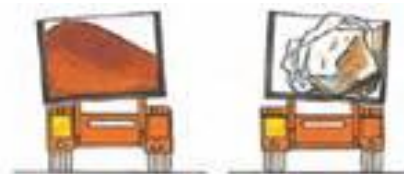
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Scrap and bulk materials

- Roads will be kept clean of remaining scrap and materials to avoid tire and dust problems.
- Trailer covers will be used when :
 - there is a risk of loss of material (light thin scrap)
 - to avoid inclusion of water in pressed metallic scrap barrels due to weather conditions
 - legal requirements so prescribe
- It is strictly forbidden to drive and turn the truck with the dump or loaded crane lifted (exception can be made to ease the unloading)
- To open the rear door of dumper in a safe way, all trucks must be equipped with :
 - or an automatic system
 - or have a system that allows opening the rear doors of the truck whilst standing next to it, instead of in front of the unloading doors
- When opening the load doors, the driver will not pass behind the truck, but will walk around the front of the truck to open the second door (if existing)
- In case of pits, loading/unloading areas would have bumpers (large and high enough) to ensure the position of trucks without risk
- If stabilizers exist, they have to be used during loading and unloading
- No manipulation permitted in a vicinity of less than 20 m from unloading trucks or person and all people need to be in contact with the receptionist
- The receptionist must check if the load is properly distributed on the truck to avoid the truck falling sideways during tipping (Specific safety areas will be designed for pre-inspection and general working rules have to be applied at this work station as ladder use, motor turned off, brakes applied ...)
- All trucks have to passed through the radioactivity detection before any unloading can take place (exception can be made for internal scrap if absolutely sure of the origin)



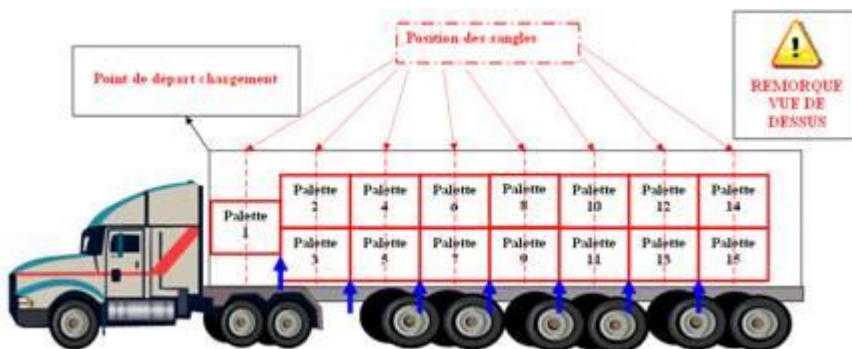
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Semi-finished or finished products

- To prevent inadvertent movement during loading, wheels of the truck have to be blocked, motor turned off and handbrakes applied
- A safe access to the trailer has to be provided
- Truck and trailer have to be designed for the products to be loaded
- All loads must be secured to the truck, container, or trailer to prevent shifting of material and equipment during transport. Equipment such as load bars, vertical supports, and load straps should be used to assure that the load arrives in the same orientation as when it departed.
- Correct procedures must be followed any time a load is raised and transferred.
 - If multiple items or loads that may shift are moved, these must be properly secured with straps, bands or other means.
 - During transfer of any load, all personnel must stay clear of the path of travel.



Required checklist before starting the work

- ☆ Y N NA

Has the plant organized a safe parking area? Are the loading/unloading area floors stable, clean and tidy?
- ☆ Y N NA

Do documents based on HIRA on all loading/unloading area exist? Are the actions for proper mitigation taken ? Are the drivers aware of these risks?
- ☆ Y N NA

Are the truck and trailer in line during loading and unloading tasks?
- ☆ Y N NA

Does the receptionist follow the entire unloading process?
- ☆ Y N NA

In case of scrap and bulk materials, is the pedestrian exclusion zone (20m) respected?
- ☆ Y N NA

Does the driver know emergency procedures?
- ☆ Y N NA

Is the trailer covered when needed?
- ☆ Y N NA

Are the roads kept clean of remaining scrap?
- ☆ Y N NA

Is it strictly forbidden to drive and turn the truck with the dump or loaded crane lifted?
- ☆ Y N NA

Does a system exist to open the rear door of the dumper in a safe way?
- ☆ Y N NA

In case of pits, do loading/unloading areas have bumpers (large and high enough) to ensure the position of trucks without risk?
- ☆ Y N NA

Does the receptionist check if the load is properly distributed on the truck?
- ☆ Y N NA

Are all trucks pass through the radioactivity detection before any unloading can take place?
- ☆ Y N NA

During loading/unloading of semi and finished products, are the wheels of the truck blocked, motor turned off and handbrakes applied ?
- ☆ Y N NA

Are safe access provided to raise and lower truck and trailer?
- ☆ Y N NA

Are truck and trailer designed for the products to be loaded?
- ☆ Y N NA

Are all loads secured to the truck, container, or trailer to prevent shifting of material and equipment during transport?

This listed points are the minimum to be checked before starting the work.