

CARGO SECUREMENT



Doc. Type:	Policy	Effective Date:	5/1/2017
Section:	27	Revision Number:	01
Status:	Issued	Last Revised:	2/28/2018

1. INTRODUCTION

- a. **H2 Enterprises, LLC (H2)** is committed to safe and efficient handling and transporting of its products. Our goal is to incur zero cargo loss or damage as a result of company or driver carelessness, negligence, or lack of preparation.
- b. **H2** believes that by following the loading and unloading procedures listed below, it can ensure the security and integrity of its products while in transit and reduce the chance of incurring fines or penalties.

2. CARGO HANDLING PROCEDURES

- a. The following general cargo handling and in-transit procedures have been developed to establish consistent routines at points of origin and destinations of loads, to maintain **H2** high safety standards, and to minimize risk of damage. All drivers for **H2** will be trained in proper loading/unloading and cargo securement procedures.
- b. Upon arrival on location or in the **H2** yard, driver should check in with the responsible shipping personnel and notify them of arrival. Drivers should follow the shippers loading instructions and obey all customer safety rules.
- c. At the loading location, the driver should secure the vehicle. No **H2** vehicle should be left unattended until the driver is confident the vehicle is secure from moving.
- d. When necessary, **H2** drivers are expected to hand load, assist in the loading process, or supervise loading.
- e. If required to hand load or assist in loading, drivers are expected to follow proper lifting and bending techniques.
- f. Upon completion of loading process, drivers must be confident that the cargo is secure from shifting, falling, or collapsing while in transit.
- g. Drivers are required to be certain that all loaded vehicles are within legal weight limits for each axle and total gross weight. Unless otherwise instructed, drivers are to weigh all loads at the nearest certified public scale if possible.

3. IN TRANSIT

- a. The driver should examine the integrity and securement of the cargo within the first 50 miles of the trip and make any necessary adjustments.
- b. Once moving again, the driver should reexamine the vehicle and cargo:
 - i. At each change of duty status,
 - ii. After driving for 3 hours or
 - iii. After driving 150 miles,

CARGO SECUREMENT



Doc. Type:	Policy	Effective Date:	5/1/2017
Section:	27	Revision Number:	01
Status:	Issued	Last Revised:	2/28/2018

NOTE: Whichever comes first.

- c. If a problem is found, the driver should make necessary repairs or adjustments, or safety travel to the nearest repair facility. If the problem will cause a service delay, the driver should notify his supervisor as soon as possible.
- d. Unless granted authorization by **H2** management, drivers should not take a load to or through home.

4. ARRIVAL AND UNLOADING

- a. Upon arrival at the destination or stop off, drivers should check in with the responsible person to notify them of arrival, and to get permission to unload. Driver should follow instructions and obey all applicable customer plant or site safety rules.
- b. Driver should inspect the load and make sure the truck and the load are secure from moving before starting to unload. Driver to stay in vehicle or away from vehicle but in view of the operator during unloading process.
- c. After unloading the driver should make sure all straps, chains, boomers are placed securely where they belong before leaving the site.

5. GENERAL RULES

- a. **H2** drivers are expected to be courteous, cooperative and respectful at all times while at a customer site. If a conflict does arise on a customer site, drivers should not attempt to resolve the issue. In such instances, they should immediately contact their supervisor for assistance in resolving the conflict.
- b. All drivers must follow the Federal Moto Carrier Regulations of CFR Part 393, Subpart 1, Protection against Shifting and Falling Cargo. These rules and all other federal Motor Carrier Regulations are available to all drivers in pocket book form.
- c. All chains, binders and straps shall be routinely inspected and removed from service if damaged. All loads should be checked often to assure that chains or straps are tight and in place.
- d. When hauling heavy vehicles, equipment and machinery that weigh more than 10,000lbs, do not exceed the transport vehicles GVWR. Do not exceed 8'6" width without permit. All items must be secured at four separate points near the wheels. Use factory tie down points if machinery has them. All accessories that do not have locking mechanisms must also be secured with chains or straps. Examples are: equipment mounted to tractors with either a 3 point or drawbar, tractor mounted loaders, backhoe and trackhoe booms. Protect straps from being cut by sharp edges. Always check the height of items being hauled. Any items height over 13'6" must be approved by a supervisor and hauled with caution.

CARGO SECUREMENT



Doc. Type: **Policy**

Effective Date: **5/1/2017**

Section: **27**

Revision Number: **01**

Status: **Issued**

Last Revised: **2/28/2018**

- e. Vehicles, Equipment and Machinery weighing less than 10,000lbs must have 1 strap or chain for every 10' of cargo length. Examples are: 15' drill or 12' vibrashank. These items would require 3 straps or chains. Use caution when loading and unloading drills and crimpers as they can easily roll off the side of the trailer.