



Intermodal Terminal Drayman Safety Handbook



Standard Industry Safety Rules and Procedures at Intermodal Facilities Task Force developed the *Intermodal Terminal Drayman Safety Handbook*. The IANA Operations Committee approved and adopted the Handbook as a Recommended Practice to Improve Drayman Safety on Intermodal Terminals at the Committee meeting held May 5, 2016 in Lombard, Illinois.

You may download a PDF copy of the Handbook to distribute to your drivers.

Intermodal Terminal Safety Rules must be observed by all personnel in the performance of their duties while operating aboard an Intermodal Terminal.

This handbook contains recommended safety rules and related safe work practices. The distinction between the two is as follows:

- Safety rules are presented as mandatory requirements. They employ such words as “must,” “will,” “shall,” “prohibited,” etc.
- Work practices are the suggested safe way to perform a job.

Draymen entering the facility are required to conform to the rules governing persons at that facility.

The Intermodal Terminal reserves the right to change the safety rules and instructions in this book at any time.

The safety rules and instructions in this book govern a person’s conduct only with respect to safety. This book does not address any other aspects of personal conduct.

Your personal safety is not an option.

A. Safety Rules For Draymen

Draymen are an integral working link of Intermodal operations and must be aware of and comply with the rules in this handbook while operating on Intermodal Terminals. Failure to comply with the recommended rules may result in access being suspended from Intermodal Terminal properties.

Intermodal Terminal Managers are responsible for communicating safety rules to Draymen. Terminals will identify terminal specific conditions not described below and include those conditions in the terminal specific supplemental instruction and terminal specific areas on the designated website links.

Note: *The rules in this handbook may vary according to facility location. To ensure a safe and efficient experience, become knowledgeable of the rules applicable to the location in which you are operating.*

- A-1 No smoking, weapons, drugs/alcohol, profanity, reckless driving, fighting or threats of any manner.
- A-2 All regulatory and caution signs, i.e. speed limits, yield, stop, must be obeyed. In addition draymen shall ensure:
 - a. Headlights and or emergency are to be used while operating on the facility. Reference facility policy with regard to use of emergency flashers and/or headlights.
 - b. Seatbelts shall be worn by all occupants any time the vehicle is in motion.
 - c. Three points of contact shall be maintained when entering or exiting the vehicle.

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- d. Draymen are required to wear reflective safety vests while on the facility and outside the cab of their vehicle. The use of safety glasses is encouraged.
 - e. While connecting to a trailer or a container, drayman will ensure the kingpin is secure in the fifth wheel. Tug lightly in a forward motion after connecting to a unit. If there is any doubt as to the securement, the driver will dismount and visually verify the kingpin is properly locked.

- A-3 Drayman will maintain control of vehicle at all times. This includes having parking brakes or chocks properly applied to prevent unplanned movement. (Trolley brake shall not be used while truck is parked or being inspected at the gate area.)
- a. Park only in authorized areas, not blocking roadways, crane paths or aisles.
 - b. If drayman is leaving vehicle unattended, the engine shall be shut off and keys removed from the ignition.
 - c. No unnecessary or excessive idling.

- A-4 Only authorized driver teams, trainers or other designated safety observers may accompany drivers in the truck cab when operating on Intermodal Terminals facilities. Notification should be made in advance to terminal management if drivers will be accompanied by trainers or other company representatives.
- a. All other passengers must be authorized by terminal management and must remain

in the cab of the vehicle at all times — No exceptions.

- b. All occupants of vehicle shall present proper identification upon request prior to entering facility.

A-5 Persons, if physically able to do so, must make an immediate oral and written report of any mishap or personal injury suffered while on duty or on Intermodal Terminals property. This must be reported to Terminal Management utilizing prescribed forms.

- a. In the event of a mishap, the equipment must not be moved prior to notifying a person in charge unless it is necessary to do so to render immediate medical assistance.
- b. Contact Terminal Manager or flag down terminal personnel and request assistance.
- c. If possible complete injury report prior to leaving terminal (unless injury requires immediate treatment away from the scene).

A-6 Littering is prohibited on any Intermodal Terminal facility. Failure to comply may result in a Drayman's terminal access being suspended. Report any debris or unsafe condition to the Terminal Manager.

A-7 While driving on any Intermodal Terminal facility electronic devices must not be used. Check with local facility for further guidance relative to electronic communication devices and areas designated for safe use.

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- a. Electronic communication devices including Bluetooth hands-free ear phone accessories, in-vehicle technology (navigation devices, entertainment systems, CB-radios, and handheld devices) are to be used only while the vehicle is parked in a safe, legal and designated area.
 - b. Gate lanes are not designated areas for parking or communicating.
 - c. If a terminal is not equipped with designated communication areas, drivers must be parked in areas out of the flow of traffic. Drivers need to remain in cab while using electronic devices, including those that are Bluetooth equipped and/or hands-free.

A-8 Proper Footwear:

- a. Draymen are required to wear closed toed footwear while on Intermodal Terminals property. No open-toed shoes, sandals, or flip-flops are allowed.
- b. Draymen observed with improper footwear may be required to exit the property and return when condition is corrected.
- c. Steel-toe safety shoes are recommended.

A-9 Do not remove seals or bolts while on intermodal property.

A-10 Draymen must have a valid CDL with appropriate endorsements in their possession at all times and be prepared to present it upon request.

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- A-11 Draymen shall not display or use personal bolt cutters while on Intermodal Terminals property.
- A-12 Do not attempt to re-enter the facility if your terminal access has been suspended.
- A-13 At manual gates, truck engines shall be shut down while parked at any Intermodal Terminal gate and the immediate surrounding area. Engine must remain shut down during the entire gate process.
- A-14 It is the responsibility of draymen to open the right door of empty trailers/containers for gate inspection upon arrival at all Intermodal Terminals facilities.
- Use caution when opening doors to prevent injury from loads that may have shifted and could fall from door opening. Check with local facility regarding use of safety straps prior to opening loaded units.
 - Avoid standing in the door opening until it is confirmed there is no danger and be prepared to move quickly away from the doors if required.
- A-15 Operators shall maintain lane spacing of at least 10 feet between units.
- Do not change lanes within the gate area. Stay in designated lane until clearly through the other side of the gate.
 - Vehicles **SHALL NEVER BACK UP** in gate lanes. If additional assistance is required vehicles will proceed through the gate into a safe area and parked away from lanes of traffic.

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- A-16 Prior to in-gate at any Intermodal Terminals facility, the drayman must ensure equipment doors are properly closed and that a proper seal is intact for all loaded equipment.
- Intermodal Terminals will not accept any container without the seal integrity being maintained.
 - Drivers will apply security bolts to all loads tendered for shipment that do not have a high security bolt seal.
- A-17 Hazardous placards must be completely removed on empty units, on non-hazardous loads or on loads that do not require placards prior to entering terminal.
- A-18 Placards on hazardous loads must be a minimum of five feet above the bottom rail and five feet from the corner post on the sides, per AAR Intermodal Interchange Rules, Section N.174.
- A-19 At manual gate facilities, Draymen are responsible for ensuring doors are closed and handles are latched before unit departs gate area.
- A-20 Do not pull through or drive through designated parking areas.
- A-21 Do not operate your vehicle on or near rail tracks. Use areas designated for crossing the tracks only.
- A-22 Yield right-of-way to ramp equipment, switch engines, road engines, yard tractors, cranes, and side loaders at all times.

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- a. Caution must be exercised while transiting through areas where container and trailer lifting operations are being conducted.

A-23 While on the facility and out of the cab, caution must be used.

- a. Draymen shall remain with their vehicles and limit their movement to areas around the vehicle.
- b. If a crane or side loader is operating in close proximity to the area where a unit is being picked up or dropped off, remain clear until lift operations are complete and the equipment has departed the pickup/drop-off area.
- c. Loitering is prohibited on intermodal property.

A-24 When passing another vehicle on the ramp, ensure the other driver is aware of your intentions before passing.

- a. Sound horn before passing to alert other operators of your intent.
- b. Never pass a vehicle that is attempting to back up.

A-25 While operating within Intermodal Terminals facilities draymen must apply the same rules which apply to crossing tracks on the highway. **See Track — Think Train.** Refer to the Operation Lifesaver webpage at: www.oli.org for more information.

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- A-26 Draymen are required to remove any plastic zip ties or other securement devices that are not part of the original equipment from front push pins and rear twist locks prior to passing the inspection gate. Once removed, these items must be placed in the proper trash receptacle.
- A-27 When conducting a pre-trip inspection of equipment ensure area is clear of hazards, moving vehicles etc.
- A-28 When a chassis swap or live lift is required, the following procedure applies:
- The drayman must be properly positioned in accordance with facility operating procedures. Lift operations will cease if the drayman is not in the designated position.
 - Avoid sudden turns or excessive speed while moving an unlocked chassis/container as the container is not secured until all locks are in proper position.
- A-29 **DO NOT** attempt to make adjustments if a container is sitting on chassis twist-lock. Take the unit to the crane or flip area for safe reset on to the chassis. Report any issues to ramp personnel (no live lift area etc.) Any attempts by the driver to adjust the load may result in the Drayman's terminal access being suspended.
- A-30 At no time should any component be removed from a chassis. Units must be taken to Roadability for all repairs.
- A-31 Do not park your vehicle in the crane path for any reason. If you must cross the crane path

to gain access to the unit you are dropping or picking up, ensure the crane is at least 150 feet away and not moving in your direction.

- a. Park your vehicle, trailer, chassis or container in a manner that remains clear of tracks and/or moving rail equipment.
- b. If in doubt, familiarize yourself with the terminal before proceeding to pick up or drop off a chassis or load. Facility maps are available at the gate.

A-32 When raising landing gear observe the following safety guidelines to avoid injury:

- a. Do not spin the handle as it can strike you in the face and cause serious injury.
- b. Never force the process of cranking landing legs if gears are slipping or locked in position, get a mechanic to assist.
- c. All crank handles must be in the secured position.

A-33 Climbing on or over flatcars is prohibited. Failure to comply with this rule could result in permanent suspension from Intermodal Terminals property.