



RISK BULLETIN

Terminal Inspection

INTRODUCTION

The typical motor truck terminal presents diverse exposures that must be evaluated for the protection of people and property. While these exposures are by no means unique to the motor carrier industry, the major emphasis when evaluating these accounts is generally directed to the driver and vehicle aspects of safety.

Virtually all terminal operations will be subject to the regulations of the Occupational Safety and

Health Administration (OSHA), and therefore will have records of employee occupational injuries and illnesses. Examining these records, Workers' Compensation records and previous inspection reports will provide some indication of potential problem areas and the extent of corrective actions taken to mitigate previously identified problems.

Keep in mind that generally the time of greatest activity at a truck terminal is at night or very early in the morning. If you want to get

the true picture, you may have to try to schedule your visit accordingly.

GENERAL

You can evaluate some potential problems from your car. Does the terminal have adequate access routes for emergency equipment? Just how easy is it to access the terminal?

Consideration must be given to outsiders wandering into the hazardous conditions that naturally exist when there are vehicles moving about, fueling areas and various types of storage. Are adequate security measures taken without causing problems themselves?

General conditions that would pose accident or fire hazards must be identified. Exits should be well marked, accessible, and unlocked, and provide safe egress. Operation of fire doors should be unobstructed. Fire drills should be held periodically to assure that employees know what actions must be taken. Fire extinguishers should be readily accessible and maintained. First aid supplies should be available.

An emergency response plan should be established and specific duties assigned to personnel to protect people and property. Information on who to contact (e.g. fire and police departments, medical aid, and management personnel) and their phone numbers should be readily available. The emergency response plan should include a provision to assure that equipment that might become involved in a fire or impede emergency vehicles is quickly moved to a safe location.

Motor carriers must have a hazard communications program in force to comply with Occupational Safety and Health Administration (OSHA) requirements. All employees who use or handle hazardous chemicals, including freight, must be included in this program. This may encompass drivers if they handle the freight, fuel the vehicle or do maintenance work on the vehicle. Motor carrier management must develop, implement and maintain a written program, con-

2 | TERMINAL INSPECTION

duct an inventory of hazardous chemicals used in the workplace, inform workers of the hazards of these substances through labeling and Material Safety Data Sheets (MSDS), and instruct employees on what measures they can take to reduce their exposure, as well as how to clean up a spill or leak. MSDS do not have to be obtained for freight, unless requested by an employee.

TERMINAL GROUNDS

Immediate information can be obtained when entering the terminal grounds by observing the general conditions. Well lighted, trash-free yards with a smooth, well drained surface and proper traffic and security controls are highly desirable. Storage areas should be neat and vehicles should be properly parked. Fuel pumps should be protected from damage and fueling areas should be posted “No Smoking”, have a fire extinguisher readily accessible and be free of any spills.

Note the condition of the dock area. Are ladders and stairs in good repair? The dock should have wheel chocks available and dock bumpers in good condition. Spotted trailers should be chocked.

OFFICE FACILITIES

The general conditions of the office area should be orderly, with passageways unobstructed and supplies and files properly stored. File cabinets should be attached to each other to help prevent tipping when more than one drawer is opened. File cabinet and desk drawers should not be left open, to prevent injuries from walking into or tripping over same. Trash receptacles should be adequate and not overflowing with refuse. If smoking is allowed, proper receptacles should be provided.

Assure that electric and communications wires are safely routed. Is the electric service sufficient for the needs of the office? Ask the receptionist for the telephone number of the fire department. An emergency phone list should be available. Fire extinguishers should be accessible, properly

mounted, appropriate for the type of exposure, and fully charged.

FREIGHT DOCK

The freight dock represents the hub of activity at a terminal. The general conditions should be orderly, with aisles clearly designated and unobstructed, floors clean and in good condition, and freight stacked safely. Hazardous freight should be handled and stored appropriately. Trash should be in proper receptacles and dunnage should be kept neatly stored. “No Smoking” areas should be posted as necessary and restrictions should be enforced. Again, fire extinguishers should be accessible, properly mounted, appropriate for the type of exposure, and fully charged.

A review of injury records will indicate whether employees are wearing the appropriate personal protective equipment for their jobs, such as gloves. These records will also help indicate whether the employees are using equipment properly. Lighting should be adequate, including lights to illuminate the inside of trailers. Dock plates should be in good condition, properly designed with a means of holding them in place when in use, and properly stored.

Freight handling equipment should be in good condition and properly stored when not in use. Parked forklift trucks should have the forks in the lowered position, brakes set, engine off and wheels blocked if parked on an incline. Maintenance and fueling of freight handling equipment should be done away from the dock area.

Freight should be properly loaded on appropriate equipment. Freight handlers should take proper precautions to assure the safety of themselves and others. Vision should not be impaired by the freight, and powered equipment should be operated at a safe speed. Operators of powered equipment should be trained in the proper inspection and use of the equipment, and this training should be documented in the employee’s personnel file.

MAINTENANCE SHOP

When entering the maintenance shop, observe the general conditions to assure that the area is free of spills and grease accumulations and that trash is in the proper receptacles. "No Smoking" areas should be clearly designated and no indication of smoking in these areas should be evident. Tools should be reasonably clean and stored in an orderly manner.

Sufficient electrical power should be available to eliminate the need to snake extension cords throughout the shop. When necessary, electrically powered tools should be properly grounded. The proper installation of machine guards, and availability and use of personal protective equipment should be reviewed. If air pressure is used for cleaning, the pressure should be reduced to not more than 30 psi. Proper ventilation should be provided as necessary.

Flammable liquids and combustible materials should be isolated from operations which produce heat, sparks or flame, and fire extinguishers should be located in proximity to these operations. Dip tanks should be closed when not in use. Proper cleaning solvents (not gasoline) should be used to clean parts. Fire extinguishers should be checked to assure that they are of the proper type, securely mounted, fully charged, and readily accessible.

Welding equipment should be well-maintained and hoses and wires should be free of cuts, burns or serious abrasions. Valves on cylinders should be shut off with their protective caps on; cylinders should be stored upright in a secure location; and oxygen cylinders should be stored at least 20 feet from fuel cylinders.

Vehicle movement in the shop must be carefully controlled and open pits provided with a barrier to prevent someone from accidentally falling into them. Mechanics should support a vehicle with stands, not jacks. Hoists and cranes should be

well-maintained and rated for the load they will carry.

Storage areas for parts and supplies should be adequate to support the weight of this material. Hazardous materials should be isolated and stored in safe areas. Areas for specialized operations, such as paint spraying and battery charging, must be appropriately designed and segregated as necessary.

If truck tires are serviced at the facility, it must be done in compliance with OSHA regulations. The employer must provide a training program to train all employees who service wheels in the hazards involved and the safety procedures to be followed. Proper equipment, including restraining devices and/or barriers for inflating tires, a clip-on-chuck with a sufficient length of hose to permit the employee to stand clear of the rim trajectory, and an in-line valve with a pressure gauge or a presettable regulator must be furnished by the employer.

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