

# TOOLBOX TALKS

## Loading a Machine for Transport

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**TOPIC: Tips on proper methods for loading and securing machines and their components for safe transport. These are things that are known and practiced, but sometimes overlooked.**

**Discussion Date:** \_\_\_\_\_

**Employee Participants:**

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### Before Loading

- Always ensure adequate clearances (i.e., power lines and other obstructions) prior to loading machinery.
- Always read and understand the Operation & Maintenance Manual for the machinery being loaded.
- Check for fluid leakage.
- Always measure your load and check federal, state or local regulations for height, weight and width restrictions.
- ALWAYS inspect all anchor points and tie-down locations for visible signs of damage. Verify the trailer floor is serviceable.

### Loading

- Always wear the appropriate Personal Protective Equipment (PPE) when in, on or around any machine.
- Always wear your seat belt.
- Eye contact should be maintained by the operator and all around the machine.
- Keep anyone not involved in the loading away from the area.
- Make sure the machine is balanced. Accurate weights are necessary to ensure the machine is properly placed or positioned on the trailer for transporting.

### After Loading

- Lower all attachments to their lowest possible position. If attachments cannot be lowered, lock/bind attachments in the transport position (e.g., the center lock-pin for a backhoe loader).
- Lock the transmission in neutral and apply the parking break.
- Make sure the machine is off and key removed.
- Always use a measuring pole from the ground to the highest point on the machine when loaded on trailer.
- Always calculate total weight and ensure total width and length of load.
- If required, be sure to flag the machine prior to transport.

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