# Job Aid | Loose Load – With Physical (Social) Distancing

## PURPOSE

This document outlines the safe practices for working in a loose load work center **while maintaining the recommendations of physical (social) distancing.**

## SAFE GUIDELINES FOR CREATING A BRICK-PILED WALL FOR A LOOSELOAD

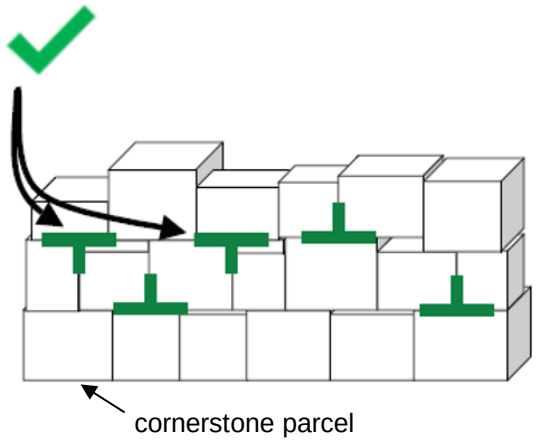
- **(NEW) For Physical (Social) Distancing: Working in the trailer, and practice the following:**
  - Ensure trailer light is on.
  - Team Leaders to assign two people to the loose loading operation.
  - While respecting physical (social) distancing and maintaining a distance of 2 m, one employee should be moving the parcels from the end of the conveyor to the brick pile in the trailer. The second employee should be straightening, organizing or rotating the parcels along the conveyor to make it better for the first employee to build the wall. Rotation between these two employees should occur throughout their time loading the trailer.
  - Work at a safe pace as necessary to avoid potential risks of slips and falls. Employ the use of the stools where needed (A60 or A61) and follow proper lifting and handling techniques
  - Do not place items requiring a 2 person lift into the loose load brick pile. These should be sent separately on a pallet or in a Monotainer to avoid the need for a 2 person lift when the trailer is received.
  - Aid from a second employee may be requested for select limited tasks. Follow social distancing guidelines, and if performing a 2 person lift, follow the practices outlined in the **Two Person Lifting for Heavy of O/S Parcels – With Physical (Social) Distancing** job aid.

- Brick Piling: (same as before)
  - When building the bottom layer of each wall, choose a solid parcel to use as the cornerstone parcel and construct the bottom layer to form a flat surface for the next layer.
  - Construct the next layer by placing or rotating varying sized boxes next to each other to ensure that the parcels overlap the seams of the layer beneath. Parcel edges cross at a “T” but still form a stable surface for the next layer. (Figure A)
  - Avoid lining up the sides of parcels, as this forms an unstable column. (Figure B)
  - Continue to build the layers up to a max of 6 in (15 cm) from the ceiling, or as high as can be safely reached on a step stand (A60 or A61).
  - Repeat the same layering technique on the next wall.
  - Continue building one wall at a time towards the tail of the trailer, leaving a 4 ft (1.2 m) clearance from the trailer door to fit one row of double stacked monos. These monos are used to stabilize the load during transit.

# Job Aid | Loose Load – With Physical (Social) Distancing

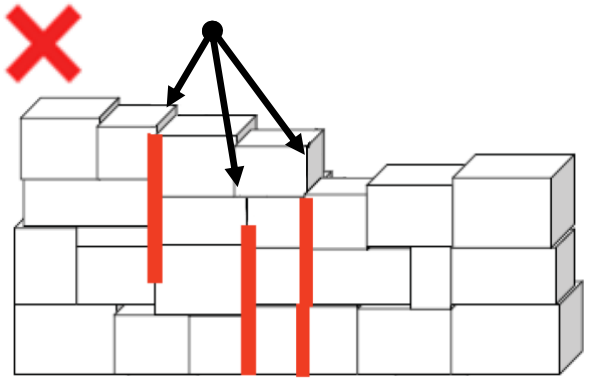
## STABLE AND UNSTABLE LOOSE LOADS

**Figure A**




A stable load is constructed with parcel edges overlapping to form a “T” shape, with heavier parcels at the bottom.

**Figure B**



An unstable load has parcels lined up to form a column. They may also have larger or heavy pieces placed at the top. This causes the parcels to sway, can damage products lower in the wall, and can ultimately topple.

**NOTE:** When possible, place heavier parcels on the bottom and lightweight parcels on the upper layers.

## HAVE QUESTIONS OR NEED MORE INFORMATION?

CMS Procedure 1401.18 – Integrated Mail Sort System (IMSS) Work Centre (Parcels and Packets)
Section 2.8.2