

Job Aid | Loose Unload – With Physical (Social) Distancing

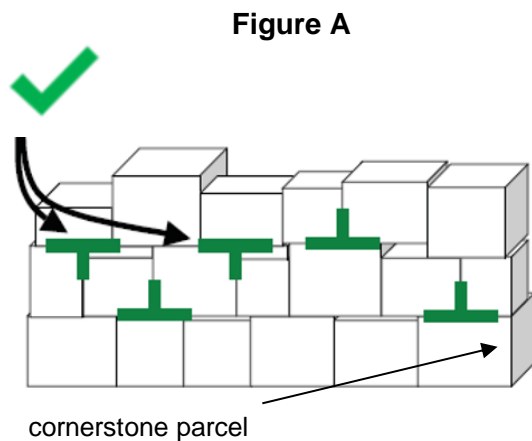
PURPOSE

This document outlines the safe procedures during the loose unloading process center while maintaining the recommendations of social distancing and how to identify unstable loads.

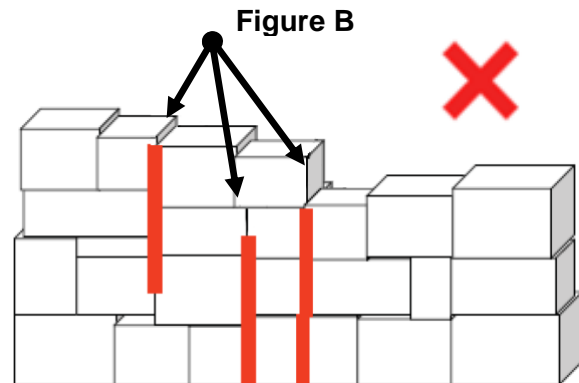
(NEW) For Physical (Social) Distancing: Working in the trailer, and practice the following:

- Ensure trailer light is on.
- Team Leaders to assign two people to the loose unloading operation.
- While respecting physical (social) distancing and maintaining a distance of 2m, one employee should be moving the parcels from the brick piled wall to the conveyor while the second employee should be straightening, organizing or rotating the parcels on the conveyor. Rotation between these two employees should occur throughout their time unloading 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.
- Aid from a second employee may be requested for select limited tasks (such as stabilizing an unstable load). Follow physical (social) distancing guidelines, and if performing a 2 person lift, follow the practices outlined in the **Two Person Lifting for Heavy or O/S Parcels – With Physical (Social) Distancing** job aid.

EVALUATING LOADS



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



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.

• If the load is stable:

- Use a step stand (A60 or A61) to unload items along the top rows of each wall to minimize reaching over the shoulder.
- Continue unloading until the brick-piled wall is at shoulder height and the step stand is no longer required to reach items.

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- **Continuously evaluate the load throughout the trailer during the unloading process, as some walls may differ in stability:**
 - Is the load leaning?
 - Are parcels lined up to form a column?
 - Are visually heavy and/or larger pieces placed at the top?
- **If the load is unstable:**
 - Stop unloading and contact a supervisor.
 - Supervisor will assess the load to determine if additional staff are needed to safely unload

HAVE QUESTIONS OR NEED MORE INFORMATION? _____

[CMS Procedure 1401.18 – Integrated Mail Sort System \(IMSS\) Work Centre \(Parcels and Packets\)](#) section 2.5.2