



## Safe loading and unloading of trucks

1. Always follow the instructions of Steinweg personnel and make sure you have read the site rules.
2. Make sure you wear the correct personal protective equipment.
3. When loading or unloading the trailer, always ensure that you are in a safe position outside the working area of the forklift truck.
4. Make sure you never walk past the forklift truck during loading / unloading!

The following applies to **loading docks**: Stay out of the trailer when a forklift is present in the trailer!

When **loading sideways** the following applies: Always stay at least 1 meter outside the reach and turning circle of the forklift truck and make sure that you keep eye contact with the forklift truck driver!

5. Preparing the securing of the load may only start after approval of the forklift driver. Make sure that the forklift driver always sees you!
6. The moving of the pillars may only start after approval from the forklift driver. Make sure that the forklift driver always sees you!
7. Securing the load may only start after approval from the forklift driver and only after the loading has been completed. Please be aware that during loading, it is NOT secured!
8. When securing the load, never go to places where you can be hit by (falling) cargo or come into contact with the forklift truck and / or other traffic.
9. Be aware at all times of the fact that there is heavy work traffic at the terminal and that there is a risk of collision hazard and accidents occurring. The Steinweg work traffic always has priority over pedestrians and freight traffic.
10. Failure to follow these instructions and safety rules can result in a life-threatening danger! If the rules are not observed, **you can be denied access to the terminal without your truck being loaded or unloaded.**