

When first taking your first call at a venue:

- Ask where to park when the business agent calls you work and be prepared to pay for parking. Cost will vary but is usually no more than \$3.
- Always arrive at least 1/2 hour prior to your call time so that you can find a place to park and locate the workplace.
- When you first arrive, immediately inform the Job Steward of your presence and ask if there is any paperwork you need to fill out to get paid.
- Always bring your Driver's License and Social Security Card so that the information is ready for your paperwork.
- Ask who your department head is and report to them when your paperwork is done.
- If you arrive for a morning work call, assume that you will be there all day and never ask to leave early. If taking an "Out" call, assume that you won't leave until it is finished and that it may take longer than you expect.
- Don't be afraid to ask questions when you are unsure about a job assignment. If you don't know about something, ASK!
- Please inform us if you have a fear of heights or other problems so that we don't put you in an uncomfortable or dangerous situation.
- Bring work gloves and a Crescent wrench with you on calls. Steel-toed shoes are highly recommended.
- Never assume you will be fed; bring a lunch with you or be prepared to buy lunch.

Once you are on the call and working:

- **Safety first, last and always!!!!**
- Learn people's names and tell them yours.
- Pay close attention to instructions and ask questions if you are unsure about what to do.
- If you observe something dangerous about to happen, speak up immediately. Safety is our primary concern.
- If you see someone struggling with lifting something, help them. If you need help lifting something, Ask for help.
- When you finish a task, report to your department head and ask for another. If one department's work is done, you may be put on a different crew. There's plenty of things to be done and no one gets to leave until they are all done!

When unloading a truck at the ramp:

- **PAY ATTENTION!** Listen to the truck loaders. They will give you information about a piece coming off a truck that may save your fingers or you life.
- Grab the boxes at a safe place when they come down the ramp. Avoid reaching near tight spaces, at box lids, or beneath pieces near the ramp. Your fingers can get pinched very easily. Pay attention to the safety of others working near you.
- Keep you toes away from the bottom edges of pieces

- Avoid unnecessary conversation when unloading a truck, especially when you get to the front of the line or have your hands on a piece.
- Always be on the lookout for open latches, sharp edges or splintered wood. Gloves will help a lot with these dangers.
- Make sure there is no one at the bottom of the ramp and that you have enough room at the foot of the ramp before you unload a piece.
- If the piece is heavy use the REAR wheels as a brake by dragging one of them against the side of the ramp as the piece comes down the ramp. **Don't drag the front wheels against the side of the ramp as this may cause the piece to flip over!**
- Always assume that pieces are top-heavy, have a strange center-of-gravity, or may shift unexpectedly. Bad wheels that freeze up are common.
- When unload long pieces watch that you don't hit anyone and that others are informed of your coming through.
- If pieces are stacked, watch the rider pieces as you move down the ramp.
- When a piece is stacked never place your fingers between the top and bottom pieces. When pushing set carts, keep fingers outside the cart. ALWAYS assume the load will shift because it probably will and you do not want your fingers or hands pinched.
- If you smoke, don't smoke when you are in line at the ramp.
- Be careful of pieces when you reach the bottom of the ramp. Avoid dragging pieces against the ground. Some pieces may need to be lifted at this point.
- Always remember that many of the things we handle are very expensive. Treat them with the respect they deserve i.e. don't bang or drop them.
- Follow the instructions of the truck loaders. The truck loaders do not usually leave the truck with a piece. Occasionally they have to for safety reasons. Let them handle the ramp, load bars, and straps unless they tell you otherwise. Do not step into the truck unless requested to do so by the loaders.

When loading a truck at the ramp:

- Never push a piece up the ramp until the loaders ask for it. Don't jam them up!
- Do not allow road personnel to push pieces up the ramp. Inform the steward immediately if you see this happening.
- When pushing a piece up the ramp foot the bottom edge so that piece doesn't tip over on to the ramp.
- Always push from the lowest point you can so that pieces don't tip over. Don't push from the top of the piece, it will tip over.
- Control the piece until it is in the loaders' control. Steer the pieces so that they don't hit the sides of the ramp. Never

allow pieces to roll into the truck unattended.

- Before pushing a piece, allow the previous pushers to come down the ramp. Don't jump off the side of the ramp or the truck bed.
- Never put yourself on the front of a rolling piece. If you fall, you may get hurt. Always handle pieces from the back or sides.
- Always help push heavy pieces and request help if you need it.
- Expect pieces to kick back and shift when you reach the top of the ramp, especially long pieces.
- When you are finished pushing a piece, look to see if the next piece requires assistance.