



Picture Process Map (PPM)

Roll-Off Procedure (AZ)

PURPOSE:

The purpose of the Roll-off Procedure is to define the safety parameters for Roll-off trucks entering the ROC Warehouse. This procedure applies to all positions that work at the ROC.

Required Tools and Materials
<input type="checkbox"/> Traffic Flag

GLOSSARY:

Flagger: Any Warehouse Operations/Transportation Team member, or Temporary worker who works on the dock and has been trained on this procedure.

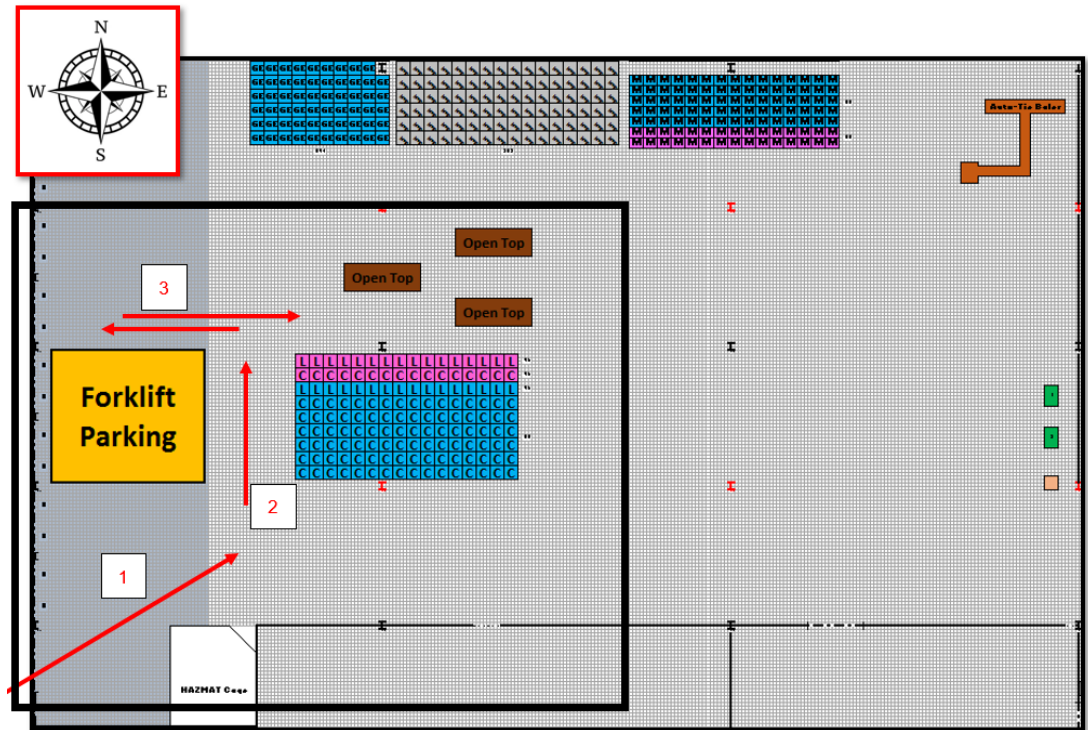
Roll-off Driver: A Goodwill Team Member or Temporary Worker with a Class A or B Driver's License, and has been trained on this procedure.

Pedestrians and Forklift Drivers: Any ROC team member who is not a Flagger or Roll-Off Driver.

OVERVIEW

This map is where the Roll-off procedure takes place; the arrows show the routing of the truck.

- Driver arrives at the South Entrance, honks, and waits for Flagger. The Driver is guided east into the ROC.
- The Driver is guided north to pass the forklift parking.
- The Driver is guided west into the areas of Docks 23-27 and then reverses into place to drop the Open Top.



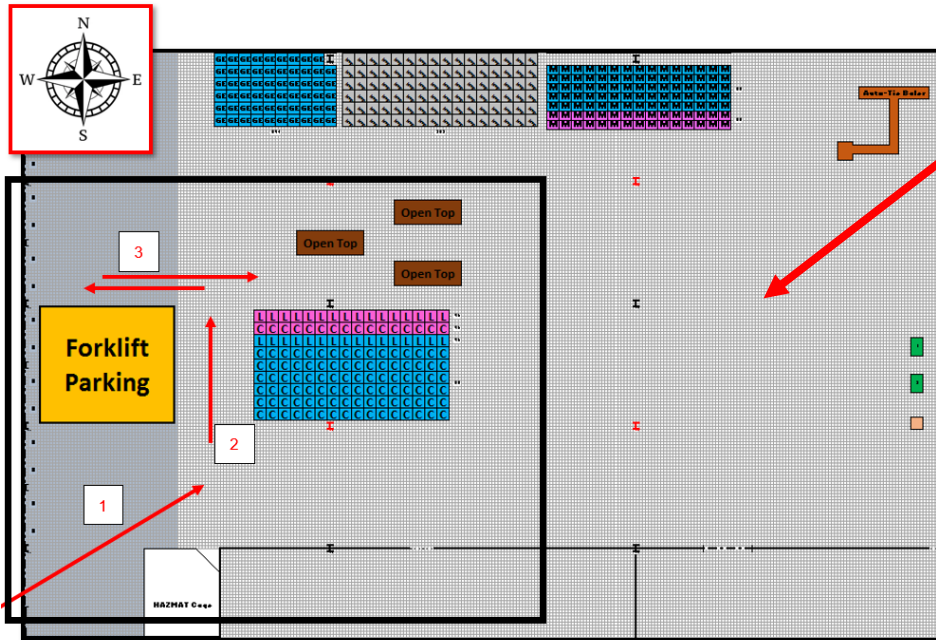
PEDESTRIANS AND FORKLIFT DRIVERS:

- When you hear or see a truck, look for and pay attention to the Flagger.
- Remain at least 20 feet away from the Roll-off Truck whenever and wherever the truck is within the warehouse.
- Never be behind or in front of a Roll-off Truck while it is lifting or setting down an Open Top container, as the Open Top can roll up to 20 feet from where it is being set down. This includes the east Aisle in front of the bailers. See “Danger Zone” on page five.
- Once the truck pulls away from the Open Top area and has turned towards the South Entrance, you may return to normal work except for the area around Door 31 and the forklift area where you need to wait until the truck has left the building.



PEDESTRIANS AND FORKLIFT DRIVERS:

- The black box on the map is the "Danger Zone" during Roll-off.
- It's possible the Flagger may not see you! When you see a Flagger, follow their direction.



This picture is taken east of the Open Top area, looking west. (from where the arrow is pointing)



You are often not visible to the Flagger on the east side of the Open Top area. Therefore you must take extra care to avoid any Open Tops, be aware of those moving, and stay at least 20 feet away.

Arrival: Prepare for Entry

DRIVER:

- At the South Entrance, honk the horn and wait for the Flagger to arrive
- If the Flagger does not arrive-honk horn every 30 second
- The Roll-off Driver never enters the warehouse without a Flagger escort

FLAGGER:

- Flagger is always on foot
- Obtain flag (Located at the South Entrance of the warehouse stored in the "I" beam on the north side of the entry)
- Ensure the driver's side window is open and the driver can hear you.
- Check for pedestrians



"I" beam with flags at South Entrance



Flagger watching for pedestrians at the South Entrance.

Arrival: Prepare for Entry

FLAGGER:

With the truck behind you:

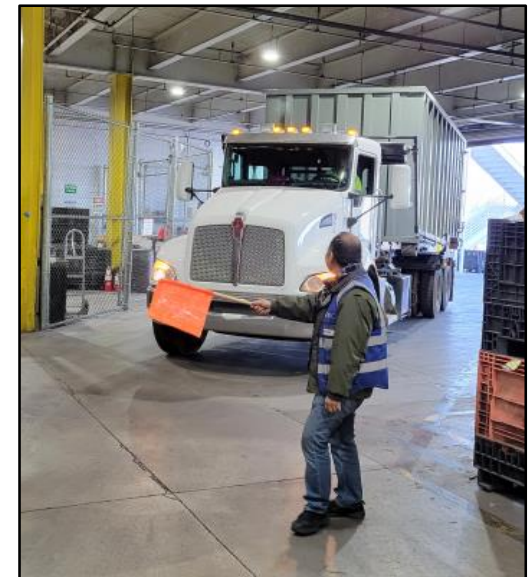
- Stand about 10-12 feet forward from the truck, off to the driver's side.
Never walk directly in front of the truck.
- Hold the flag and extend your arm in front of the truck.
- Ensure no pedestrians, forklifts, or other obstructions are in your way.
- When the path is clear, escort the Roll-off Driver into the building towards the designated Roll-off area.

FLAGGER/DRIVER:

Both the Driver and Flagger are responsible for being aware of your surroundings and waiting for the area to be cleared before dropping or picking up an Open Top.



Flagger and truck where they turn north into the ROC

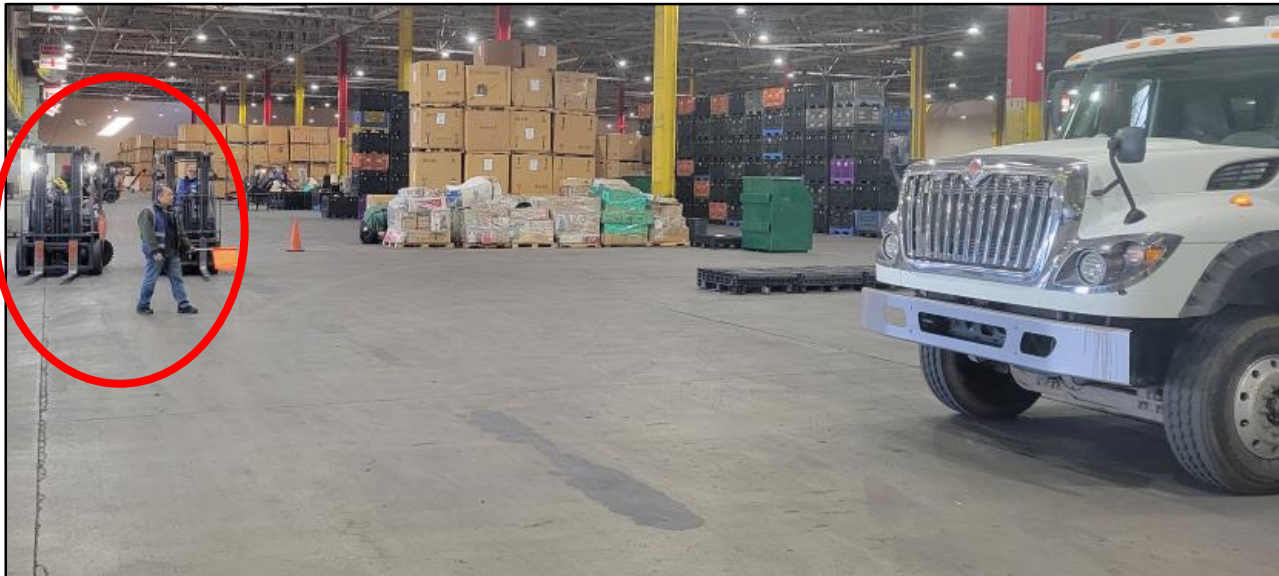


FLAGGER:

- Lead the truck into the area of Docks 23-27, far enough for them to back straight into their spot.
- Continue to ensure the pathway and drop-off/lifting areas are completely clear of forklifts and pedestrians before the truck reverses into position.



The truck pulled into the Dock 25 zone to back into the Open Top Area.



The truck has fully backed into the Open Top area, ready to drop the container.

FLAGGER:

- Flagger always remains in front of the truck during the entire procedure and keeps forklifts and pedestrians at least 20 feet away from all sides of the Roll-off
- Traffic may proceed whenever the Open Top is not being dropped or lifted - the Flagger is responsible for directing all traffic.

DRIVER:

- Once you complete the roll-off/lifting, honk your horn to notify anyone in the area that you will be moving.
- Signal to the Flagger that you are ready to leave the building.



Empty Open Top being unloaded



Flagger watching for traffic during the drop off of the Open Top Container.