

Connect Tow Vehicle to Trailer Procedure

January 2023

Introduction

It is the fundamental rule of IPS★ITCS to take every precaution to protect the safety and well-being of personnel while towing a trailer. This procedure sets out the rules and principles that must be followed to:

- Safeguard personnel pulling trailers.
- Train employees to the hazards of towing a trailer.
- and, to outline truck to trailer connection procedures.

Scope

This is the preferred method to connect a bumper pull trailer to a tow vehicle.

1. Determine what size coupler the trailer has. It could be a 2" or 2 5/16". The trailer coupler should be stamped on what size it is.
2. Check the coupler on the tow vehicle is properly attached and secure.
3. Raise your trailer tongue ball socket or coupler to a height to clear the ball on the towing vehicle.
4. Line up the center of the towing vehicle with the center of the trailer. Use the jack attached to the tongue of the trailer. Be sure to have enough height for clearance so you do not hit the trailer.
5. Stop the towing vehicle once the coupler is over the ball. Put the vehicle in park, turn off the ignition, and set the emergency brake.
6. Lower the tongue coupler socket onto the trailer hitch ball until the full weight of the trailer is on the ball. The trailer hitch ball should be at a height on the tow vehicle where the trailer is riding level.
7. Close the coupler clamp securing the ball in the coupler.
8. Lock the coupler on the ball using a hitch pin or hitch coupler lock.
9. Run the safety chains under the tongue so they cross one another and attach to the hitch on the towing vehicle. This keeps the trailer tongue from hitting the ground if it accidentally comes loose from the hitch while moving.
10. If applicable, attach the break-away switch on the trailer to the hitch on the towing vehicle. Separate from the safety chains.
11. Plug in the electrical connections for the trailer lights, and if applicable, plug in the electrical brake on the trailer to the tow vehicle.
12. You should check to make sure the hitch ball and coupler are firmly attached. Use the tongue jack to rise on the tongue to make sure the tongue coupler does not come off the ball.
13. Turn on the tow vehicle, release the emergency brake and pull forward a few feet.
14. Stop the vehicle, put it in park, set the emergency brake, and turn on the tow vehicle lights.

15. Walk around the tow vehicle and trailer and do a visual check:
 - a. Tongue jack is secured into a position off the ground,
 - b. Coupler is fixed to the trailer ball and locked into position.
 - c. Safety chains are attached to the tow vehicle hitch.
 - d. If applicable, the break-away switch is attached to the tow vehicle hitch.
 - e. Tires on the tow vehicle and trailer are at proper inflation.
 - f. All trailer gates/ doors are locked by bolt or key.
 - g. Check for any obstructions.
 - h. Adjust tow vehicle mirrors.
16. Check the running lights, blinkers and stoplights are working on the trailer.
17. After traveling a distance (initially, no more than 100 miles) check the trailer hubs with the back of your hand if they are overheating. If too hot to touch with your hand **STOP - DO NOT TRAVEL FURTHER.**
18. Always refer to the manufacturer for repairs and inspections.

Competency Assessment

No.	Questionnaire	C/NYC
Q1		
A1		
Q2		
A2		
Q3		
A3		
Q4		
A4		
Q5		
A5		

Enclosed Attachments	
Risk Assessment	<input checked="" type="checkbox"/>
Environmental Aspect and Impact	<input checked="" type="checkbox"/>
Training and Competency	<input checked="" type="checkbox"/>
Measure and Evaluation Tools	<input checked="" type="checkbox"/>

Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

Procedure	Competency	Date	Competent YES / NO	Employee Signature

(Please tick appropriate box)

This employee is competent in performing the job.

This employee has not attained the competency level.

*

* *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: _____

Signed By	Employee:	_____	Date:	_____
	Trainer:	_____	Date:	_____
	Assessor:	_____	Date:	_____
	Regional Manager:	_____	Date:	_____

Environmental Aspects and Impacts

Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

Activity	Aspect	Impact
Purchasing & Administrative Work	Consumption of goods	Conservation of natural resources
	Consumption of energy (eg. Electrical equipment and facilities)	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of waste (eg. Paper)	Consumption of space for waste disposal; Habitat loss
Climate Control	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
Cleaning of – offices / vehicles	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
Transport (Fleet vehicles / staff travel)	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution
	Consumption of goods (eg. Oil)	Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts
	Generation of waste (eg. Oil)	Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss
	Exhaust emission	Release of greenhouse gases and atmospheric pollution
	Use of dangerous goods (eg. Batteries)	Potential contamination of air, water or soil; Risk to human health
	Generation of noise	Disturbance to community; Habitat degradation
Operations		

Sample only.
To be filled in

Risk Assessment



Risk Assessment // insert name here

<p>Step No: Logical sequence</p>	<p>Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps.</p> <p>Each step should be logical and accomplish a major task.</p>	<p>Potential Safety & Environmental Hazards/Impacts at the site of the Job</p> <p>Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.</p>	<p>Risk Rating</p> <p>Refer to the risk matrix or HSEQT.PRO. Risk Mgt</p>	<p>Recommended Corrective Action or Procedure</p> <p><i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i></p> <p>Document who is responsible for implementing the controls to manage each hazard identified.</p>	<p>Risk Rating refer to the risk matrix or HSEQT.PRO.Risk Mgt</p>
1.					
2.					
3.					
4.					
5.					

Audit



Process: insert// Procedure: Insert //		Date:	Audited by:	
		Location of Audit:	Area Mgr/Supervisor:	
Item	Question	Evidence Sited	Comments	Conformance Score 0,3,5
1.				
2.				
3.				
4.				
5.				
6.				
7.				
AUDITOR'S SIGNATURE:		CONFORMANCE SCORE: / 25		0 – Non-Conformance 3 – Continuous Improvement Opportunity 5 – Total Conformance
SAFETY REP'S SIGNATURE:		CONFORMANCE %:		