



Layers of Protections for Truck Drivers on Intalco Property

- All over the road truck drivers must sign in at the Intalco main gate plant entrance. At that time they are given verbal and written instructions as to the safety expectation and requirements while on Intalco property.
 - Use of the Intalco tarping station is required for truckers that must prepare their trailers to ready them for loading or unloading – breaking down side boards, removing trap bows or tarps, etc.
 - Warning signage is posted at the Intalco warehouse, tarping station and the car loader shipping area warning drivers to stay off truck beds and loads.
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Written Over the Road Truck Driver Safety Instructions

ATTENTION TRUCK DRIVERS **READ THIS DOCUMENT PRIOR TO LEAVING THE MAIN GATE**

Alcoa strives to be an injury-free workplace. For your safety, all OTR drivers entering Alcoa Shipping or Receiving areas are required to wear the following MINIMUM clothing and safety equipment. If you don't have the REQUIRED equipment it may be borrowed from the front gate:

EQUIPMENT	LOANED
Hard Hat	
Safety Glasses/ Goggles (With side shields)	
Pants / Coveralls (no shorts allowed)	
Shirt / Smock (no tank tops)	
Footwear (no sandals, flip flops)	

Note: Additional safety equipment and rules may apply to other areas.

VEHICLE SAFETY RULES

- SPEED LIMIT – 15 MPH
- HEAD LIGHTS ON
- SET PARKING BRAKE
- SHUT DOWN ENGINE BEFORE LEAVING TRUCK CAB

TARPING STATION / ELEVATED PLATFORM

For your safety an elevated platform is provided for your use when ANY task requires you to be Four feet or more off the ground. Prior to entering the plant to pick up or drop a load you must use this station to: untarp, breakdown / raise any side rails, remove tarp bows, move any dunnage, relocate chains/straps and or tarps. Also you must use this area for tarping loads prior to departure from the plant.

Follow the signs to the Tarping Station located in the West Parking Lot, ¼ mile to the west.

RETRIEVING CHAINS & STRAPS

If you need to mount the truck deck to retrieve a mis-thrown chain or strap, YOU MUST HAVE A SPOTTER. Contact Shipping Department Personnel for assistance.

**FAILURE TO COMPLY WITH THESE SAFETY PROCEDURES COULD RESULT IN LOSS OF LOAD
AND YOU NOT BEING PERMITTED TO RETURN TO THE PLANTSITE**

Thank You for Your Cooperation

RETURN THIS FORM WITH YOUR EQUIPMENT TO THE FRONT GATE

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Warning Signs Located at Truck Tarping Station, Warehouse and Casthouse Car Loader Area

