

# Regional Safety Alert

Keeping Our Employees Safe on the Ramp

ISSUE 07 February 12, 2018

## SAFETY

Did  
you  
know?

Over 1/2 of the ground damages in 2017 were caused by ground equipment rolling into an aircraft?

These damages were caused by beltloaders, tugs during pushback and various other ground equipment. Some of the ways to avoid damages like this are:

- Come to a complete stop, shift to neutral or park (if applicable), set parking brake, and turn off engine (except in below freezing temperatures) before exiting equipment. If vehicle is left running, park as close to the terminal as possible and chock at least one tire fore and aft to prevent movement.
- DO NOT make contact with the aircraft. This includes the rubber spacers of beltloaders, jetbridges and air stairs.
- Hand rails are raised, and used, only on those units that are configured/modified for use on regional jet aircraft (EXCEPTION: NOT USED FOR CRJ-200) and must be raised when personnel are entering or exiting the cargo compartment. Hand rails must be lowered anytime the boom or beltloader is adjusted/moved.

Reports indicate that the highest rates of damage occurred during June and November. By following the proper rules, these damages can be avoided.



## Awareness

*No equipment should enter the Diamond of Safety unless absolutely necessary. All equipment, including walk-behind beltloaders and tugs/carts used by bag runners, will come to a complete stop at the boundary of the diamond and ensure the equipment brakes are operative.*

*The vehicle must proceed at a walking speed. Tugs are not permitted within five feet of the aircraft at any time.*

## Station Briefing Guide 2-12-18

Stations are urged to use this guide to assist with Station Safety Briefings. This information should be reviewed daily with all employees to ensure understanding and compliance. This may result in employees hearing it more than once but will serve to reinforce the information. The questions at the bottom must be used to ensure understanding.

### SAFETY

- Come to a complete stop, shift to neutral or park (if applicable), set parking brake, and turn off engine (except in below freezing temperatures) before exiting equipment. If vehicle is left running, park as close to the terminal as possible and chock at least one tire fore and aft to prevent movement.
- DO NOT make contact with the aircraft. This includes the rubber spacers of beltloaders, jetbridges and air stairs.
- Hand rails are raised, and used, only on those units that are configured/modified for use on regional jet aircraft (EXCEPTION: NOT USED FOR CRJ-200) and must be raised when personnel are entering or exiting the cargo compartment.

### AWARENESS

- No equipment should enter the Diamond of Safety unless absolutely necessary.
- All equipment, including walk-behind beltloaders and tugs/carts used by bag runners, will come to a complete stop at the boundary of the diamond and ensure the equipment brakes are operative.
- Tugs are not permitted within five feet of the aircraft at any time.

**How do you prevent movement when you park a piece of ground equipment when the engine is running?**

**What must you do prior to entering the Diamond of Safety and why?**

**What is never allowed within 5 feet of the aircraft?**