

## Safety Meeting minutes

November 7, 2017, Shari's Restaurant, Troutdale, Oregon

### Attendees:

- Joe Newell
- Julia Newell
- Brian Salzor
- Patricia Compton
- Kelly Compton
- Patrick Gauthier
- Jason Hornsby
- Doug Woodcock
- Steve Rautio

The meeting took place at Shari's restaurant on Marine Dr. in Troutdale Oregon and commenced at 7:30 am.

Doug Woodcock introduced himself and spoke briefly about his background and his plan for True North Trucking. Specifically, Doug said that Steve Ratio would continue to serve as General Manager and be responsible for managing the staff, drivers and fleet.

Steve Ratio led an interactive discussion focused on the best procedures when hooking up trailers. Steve discussed how to safely hook up trailers and dolly's. Specific areas of discussion included:

- Critical importance of applying the emergency brake before exiting the tractor cab to hook up a trailer or dolly.
- Develop a routine and follow that routine every time you hook up a trailer or dolly
- Making sure the air is off to the trailers
- If you have two people working as a team the person hooking up the trailer must move out from behind the trailer so the driver can see them in the rear-view mirror before moving the tractor. The driver must not back up or move forward until he can see the person hooking up the trailer in his/her mirror.
- Steve believes that the best practice is for one person to hook up the trailer and connect the air hoses so there can be no assumption that the other person completed some portion of the hook up procedure.
- One of the drivers encouraged the other drivers to use their horn when maneuvering around the terminal. It is always better to use the horn to get someone's attention than not.

Steve Ratio will be circulating a checklist for hooking up trailers and dolly's as a follow up to the meeting.

The meeting adjourned at approximately 9:10 am.