

February 13, 2018

7:30 – 9:00 am

True North Trucking/Jaydan Logistics Safety Meeting minutes

The meeting took place in Shari's Restaurant at 557 NW Phoenix Dr. in Troutdale OR. A sign-up list was distributed and all drivers attending signed to verify their participation. The sign-up list is a part of these minutes by attachment.

Steve Rautio kicked off the meeting with a couple of announcements. He asked everyone to be sure they had Hi-Vis jackets or vests in their trucks. He also asked all of the drivers to put their cell # and email address on the sign-up sheet.

Steve and Doug led a discussion about pre-trip check. Steve discussed the importance of doing a thorough pre-trip inspection that includes looking at fluid levels, inspecting for air or fluid leaks, checking tire pressure and making sure that all of safety equipment is in or on the truck. He noted that some drivers are very disciplined about doing a thorough pre-trip check while other are not. This is not acceptable. It is a requirement of the job to conduct a pre-trip check and drivers who are observed not doing a pre-trip will be disciplined and could be terminated. The pre-trip checklist that is attached to these minutes was distributed at the meeting.

Doug discussed the importance of checking tire inflation pressure particularly steer tires. Properly inflated tires handle better, wear longer and are much, much safer. Doug mentioned that he had put a new tire gauge in the driver's side door tray and asked every driver to use the gauge to check tire pressure as part of their pre-trip inspection. Tires should be inflated at 110 PSI cold.

The meeting included a Q&A session. There were several questions about tires, inflation pressures and the merits of using a mallet to gauge tire pressure vs. a tire pressure gauge. Doug responded that a mallet was not remotely accurate enough and that it really doesn't take long to check tire pressure with a gauge. Maybe a minute or two longer than rapping them with a mallet.

The meeting adjourned at 9:00 am.

PRE-TRIP INSPECTION STEPS

Tip the hood of the truck

- Check fluid levels: oil and coolant levels.
- For the pre-trip, look for oil, fuel, coolant, power steering fluid leaks... leak is either a problem or a potential problem.
- Make sure caps are tight for the rad, oil filler, power steering fluid and the dip stick is seated properly.
- Observe at the engine block. Check for leaks, fluid running down the side of the engine. Look at the hoses. Check for wear, cracking or fraying. Inspect fan belts for proper tension and signs of wear.
- Take a look at the engine fan. Make sure there are no pieces out of any of the blades.
- Look for any exposed or bare wires, or wires which appear out of place.
- Check windshield wiper fluid level.
- Scan steering axle tires for uneven wear, nails, etc.
- Take a look at the shock absorbers, ball joints and king pins for wear and proper lubrication.

Leave the truck hood up – continue with pre-trip inspection

- Observe all tires on your rig as well as the trailer.
- Visually inspect the airlines and electrical cord, to ensure they are properly connected
- Visually check the 5th wheel to make sure it's coupled to the trailer
- Ensure the landing gear is ok, legs are up and secure, and crank handle is secure
- Trailer suspension – air bags are up or no broken springs
- Brake pads. Look for good thickness.
- Brake adjustment indicators. Look for proper positioning.
- Look over the entire unit thoroughly for body damage.