1. **Location:** Facility Loading/Unloading Docks

2. **Scope:** Applies to all inbound or outbound trailers placed into a dock door for the purposes of unloading or loading product.

### Equipment Identification

| Glad-Hand Lock
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>![Glad-Hand Lock Image]</td>
<td>![Glad-Hand Lock Image]</td>
</tr>
</tbody>
</table>

3. **Requirements:**
   - Each facility shall have sufficient glad-hand locks (GHLs) to use on all trailers being loaded or unloaded.
   - Warehouse personnel responsible for applying the GHL are to be trained in accordance with the following procedures.
   - All Glad Hand Locks must be keyed differently; in no way should a key work in more than one Glad Hand Lock.

4. **Procedures for installing the Glad-Hand Lock:**
   All trailers (including drop, backhauls, and pallet trailers) are to be locked with a glad-hand lock before any unloading or loading process commences.

**Employee responsibilities:**
- Verify the correct carrier/trailer is at the assigned dock door
- Make sure that the truck’s engine is off
- Conduct a visual check to verify that the trailer is disconnected (pulled slightly forward, 5th wheel disengaged), dollies are down, and the wheel chock or ICC restraint is in place or engaged.
  - **EXCEPTION:** At facilities where the trailer cannot be disconnected because of space limitations, ensure the dollies are down and the wheel chock or ICC restraint is engaged.
  - **EXCEPTION:** For box or van type trucks (no brake air lines available); obtain the ignition key from the driver and maintain until loading or unloading is complete.
### Procedures for installing the Glad-Hand Lock

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</table>
| - To install the lock, slide body of lock onto Emergency Gladhand (Red airline) | ![Image of Glad-Hand Lock installation](image)
| - The latch plate on the coupler should be in good condition and not be bent or excessively worn. | ![Image of Glad-Hand Lock installation](image)
| - Rotate counter-clockwise into position as you would a regular Glad-Hand. | ![Image of Glad-Hand Lock installation](image)
| - When placed into position push the tumbler into the housing. | ![Image of Glad-Hand Lock installation](image)
| - This inserts the steel pin into the Gladhand Air opening so that the Gladhand lock cannot be removed. | ![Image of Glad-Hand Lock installation](image)
| - Immediately notify Supervisor if the GHL procedure cannot be accomplished due to faulty equipment or any other condition. | ![Image of Glad-Hand Lock installation](image)
| - The key to the GHL will remain in the custody of the designated associate until the operation is complete. | ![Image of Glad-Hand Lock installation](image)

### Procedures for removing the Glad-Hand Lock:

**Employee responsibilities:**
- Truck must be shut off
- Driver must be out of the cab and remain in view of the person removing the GHL.

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Glad-Hand Lock Procedures  
Installation & Removal

Procedures for removing the Glad-Hand Lock

- To unlock, insert key turning tumbler clockwise.
- Rotate Gladhand Lock clockwise to disconnect as you would a normal Emergency Glad-Hand fitting.
- Remove Glad-Hand Lock.
- Only after the GHL has been removed and personnel are clear of the truck travel area, may the driver then re-enter the truck and resume operations.

If for any reason, a trailer needs to be accessed (i.e., short product, over product, etc.,) after the Glad Hand Lock has been removed; **ALL** of the procedures listed above shall be reinitiated from the beginning.

**NO EXCEPTIONS**

### Revision History

<table>
<thead>
<tr>
<th>Revision #</th>
<th>Revision Date</th>
<th>Author</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>02.14.17</td>
<td>EHS</td>
<td>Initial Procedure</td>
</tr>
<tr>
<td>B</td>
<td>08.20.18</td>
<td>DO</td>
<td>Re-wording; Closing note that applies to accessing trailers after GHL has been removed. Added Clarification of locks needing to be keyed differently, explanation of disconnecting trailer, section 4, and added new exception for trailers without air lines.</td>
</tr>
</tbody>
</table>

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