

 <b>DALHOUSIE UNIVERSITY</b>  <b>Facilities Management Towing Trailers Safe Work Instructions</b>	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> January 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
<b>Service:</b> Environmental Services	<b>Shop:</b> Grounds and Horticulture	
<b>Hazards Identified:</b>  Improper tire inflation, being jammed between trailer and tow vehicle, over exertion when lifting, sharp objects, items projecting from trailer, excessive load weight, pinch or jam points, bad brakes, hazardous products		
<b>Personal Protective Equipment Required:</b>  Safety boots, hard hat, safety goggles or safety glasses, hearing protection, long trousers, safety gloves, sunscreen		
<b>Training Required:</b>  Before using this type of equipment employees must be trained by a competent person in its proper use. The operator's manual must be understood and followed by the operator at all times and reviewed regularly.  Employees must be trained in the proper use and maintenance of all required PPE before operating this equipment.		

1. Ensure that the tow vehicle to be used is strong enough to pull the trailer plus load.
2. Check the tow vehicle specifications to ensure the brakes and suspension are adequate for safely towing the trailer.
3. Ensure that the tow vehicle is equipped with the proper hitch.
4. Do not exceed the maximum tongue weight of the hitch assembly.
5. Do not exceed the load capabilities of the tow vehicle.

6. Ensure that when the trailer is put on the hitch ball there is very little change in attitude of the towing vehicle.
7. Ensure that safety chains and electrical cables are long enough for tight turns without dragging on the ground when the trailer and vehicle are in line.
8. Ensure that the safety chains and electrical connections between the trailer and the tow vehicle are in good condition and that all trailer lights are working properly.
9. Ensure that trailer brakes are well maintained and are in good working condition.
10. Do not use a trailer with a faulty lighting system.
11. Ensure that the trailer is maintained in good condition.
12. Ensure that the trailer tires have good treads and that tires inflated to the manufacturer's recommended pressure.
13. Check the recommended rear tire pressure for the tow vehicle and adjust pressure for loaded trailer if necessary.
14. Do not exceed the recommended tire pressure for towing conditions.
15. Ensure that outside mirrors provide clear visibility of the trailer being towed.
16. Ensure that the tow vehicle is equipped with any additional safety equipment required for trailer towing.
17. Do not exceed the Gross Vehicle Weight Rating of the trailer.
18. Load the trailer below the manufacturer's recommended load limit.
19. Ensure that loads are securely tied down in the trailer.
20. Ensure there are no projections beyond the sides of the trailer.
21. Ensure that loads projecting from the rear of a trailer have proper hazard signage.
22. Never overload the rear end of the towing vehicle.
23. Know the tongue weight of the trailer and adjust the load position accordingly to avoid fishtailing and "trailer dive".

24. Ensure that loads are evenly distributed in the trailer and / or over axles.
25. Keep heavy items low. Avoid trailer dive, don't stack too high.
26. Ensure loads are balanced side to side and front to rear.
27. Reduce the load to achieve stability and avoid overstressing the hitch and trailer components.
28. Accelerate slowly when pulling a trailer.
29. Avoid sudden, or unnecessary, movement of the steering wheel that could cause the trailer to sway.
30. Ensure you stop safely by braking sooner to allow for the extra weight of the trailer and load.
31. Increase your following distance to allow for increased stopping distance due to trailer and load.
32. Always remain attentive to traffic, road and weather conditions and adjust your driving habits accordingly.
33. Do not allow passengers to ride in a trailer when it is being towed.
34. All tow vehicle passengers must be seated in vehicle seats with seat belts fastened.