

DEPTH OF KNOWLEDGE STUDY GUIDE - NSPT

5 SEEING HABITS		8 KEYS TO LIFTING & LOWERING	
AIM HIGH IN STEERING		Get close to the object – <i>work within your power zone</i>	
<i>How do we do it?</i> Imaginary Target. Baseball/Dartboard		Position feet shoulder-width apart – <i>one slightly in front of the other</i>	
<i>What does it do?</i> Centers car in traffic lane; Safe path on turns		Bend at the knees – <i>keep the natural curve of your back</i>	
<i>Key Phrase:</i> Find a safe path well ahead		Test the object – <i>for weight & shifting contents</i>	
		Get a firm grip – <i>grasp opposite corners</i>	
		Lift with a smooth, steady motion – <i>don't jerk</i>	
		Move your feet – <i>step or pivot; don't twist</i>	
		Use existing equipment – <i>to assist with the lift and lower</i>	
GET THE BIG PICTURE		5 KEYS TO SLIPS & FALLS	
<i>How do we do it?</i> How wide and deep? What's in it? Object and Ground.		Walk at a brisk pace – <i>don't run</i>	
<i>What does it do?</i> Keeps you away from billboards; Smooth stops and turns; buys time		Establish firm footing - <i>maintain your balance</i>	
<i>Key Phrase:</i> Stay back and see it all		Look before stepping – <i>scan your work area</i>	
		Don't walk on conveyors, <i>unsecured belts chutes, rollers, or slides</i>	
		Make adjustments to <i>changing conditions</i>	
KEEP YOUR EYES MOVING		RULES TO BACKING	
<i>How do we do it?</i> Move eyes: front 2 seconds; rear 5-8 seconds		<i>Back only when necessary</i>	
<i>What does it do?</i> Keeps you alive at intersections; Keeps eyes ahead of car		<i>If you must back, back first and to the driver's side</i>	
<i>Key Phrase:</i> Scan – don't stare		<i>Before and during backing scan the area</i>	
		<i>Tap horn continuously when backing</i>	
		<i>Use your rearview monitor as a third mirror</i>	
		<i>When in doubt, stop and get out</i>	
LEAVE YOURSELF AN OUT		YARD CONTROL PROCEDURES	
<i>How do we do it?</i> Have escape route. Take path of least resistance		<i>Only yard-certified employees are allowed in the yard outside of designated pedestrian walkways and break areas</i>	
<i>What does it do?</i> Space on all four sides, but always in front		<i>All employees must use pedestrian doors to enter & exit the building</i>	
<i>Key Phrase:</i> Be prepared. Expect the unexpected		<i>When on break, all employees must remain in designated break areas</i>	
		<i>Drivers must obey posted speed limits and wear seat belt at all times</i>	
		<i>Vehicles in the yard must have operable headlights, flashers, and reflective material providing a 360-degree visibility</i>	
		<i>Drivers must take ignition keys from vehicle when parking their vehicle in the yard</i>	
		<i>Certified yard employees must wear reflective vest when working in the yard</i>	
		<i>Certified yard employees must use orange cone when working in yard</i>	
MAKE SURE THEY SEE YOU		CSA QUESTIONS	
<i>How do we do it?</i> Communicate in traffic. Horn lights and signals		Explain what you would do if a package were generating smoke, fumes, or is otherwise irritating inside of the facility. Answer: Don't touch, leave the area, notify supervisor.	
<i>What does it do?</i> Establishes eye to eye contact		Explain what you would do if a package were generating smoke, fumes, or is otherwise irritating on road. Answer: Don't touch, secure the vehicle, notify supervisor.	
<i>Key Phrase:</i> Don't gamble. Use your horn lights and signals		Explain what you would do if a package was leaking and you don't know its contents. Answer: Treat it like a HazMat.	
10-POINT COMMENTARY			
When starting up at an intersection, look left, right, left and check your mirrors			
When stopped in traffic, leave one car length of space in front			
Count 1,2,3 after the vehicle ahead has begun to move before moving			
4-6 seconds following time for speeds up to 30 mph and 6-8 seconds for speeds over 30 mph			
8-12 second eye lead time – this is the depth in which my vision should be			
Scan the steering wheels of parked cars for signs of life			
Be aware of stale green lights and have a point of decision			
Establish eye to eye contact with motorists and pedestrians			
When pulling from the curb look over your left shoulder.			
Use of mirrors – every 5-8 seconds, looking forward every 2			