


<i>HEALTH AND SAFETY MANUAL</i>	
Title: Mobile Equipment	
Approved by: Greg Savoy	Rev. 8/30/11

1 Purpose/Scope:

This procedure is intended to establish rules and requirements for the use of mobile equipment.

This program is applicable at every work area where mobile equipment are used. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Company employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent. Only authorized employees shall be allowed to operate mobile equipment.

2 Responsibilities:

2.1 Responsibilities:

2.1.1 Managers/Supervisors:

- Ensure that at the beginning of each shift, the operator shall inspect.
- Ensure that all employees have been trained in the use and inspection methods for mobile equipment in accordance to the manufacture's guidelines.
- Ensure that all employees are aware that if an inspection discovers a defect/malfunction of the clutch or the braking system, steering, lighting, or control system of the equipment his/her supervisor shall be notified, lockout/tagout the equipment and equipment cannot be used until repairs are made.

2.1.2 Employees are responsible for following this program inspect the mobile equipment daily and report any damages or repairs that may be needed to their supervisor.

3 Requirements:

3.1 Mobile Equipment

- 3.1.1 Working loads must to be determined before use; this will include personnel and equipment that will be on the mobile unit.
- 3.1.2 Units are to be inspected and documented daily and at shift changes
- 3.1.3 If defects are found, use is prohibited until repairs and or replacements can be made.
- 3.1.4 Unauthorized personnel shall not be permitted to ride on equipment unless it is equipped to accommodate passengers safely.
- 3.1.5 The operator shall ensure the warning signal is operating when the equipment is backing up.
- 3.1.6 No operator shall operate mobile equipment without the protection of an enclosed cab or approved eye protection.
- 3.1.7 Before starting the engine, the driver shall fasten seat belt and adjust them for a proper fit.
- 3.1.8 The operator shall not use, or attempt to use any vehicle in any manner or for any purpose other than for which it is designed.
- 3.1.9 The operator shall not load the vehicle/equipment beyond its established load limit and shall not move loads which because of the length, width, or height that have not been centered and secured for safe transportation.
- 3.1.10 The operator of a gasoline or diesel vehicle shall shut off the engine before filling the fuel tank and shall ensure that the nozzle of the filling hose makes contact with the filling neck of the tank. No one shall be on the vehicle during fueling operations except as specifically required by design. There shall be no smoking or open flames in the immediate area during fueling operation.

3.2 Mobile Ladder Stands

- 3.2.1 At least two (2) of the four (4) casters shall be of the swivel type.
- 3.2.2 Casters shall be in the locked position, when ladder is being used.
- 3.2.3 Units having more than five (5) steps or 60 inches vertical height to the top step shall be equipped with handrails.
- 3.2.4 Handrails shall be a minimum of 29 inches high. Measurements shall be taken vertically from the center of the step.

- 3.2.5 Mobile ladders shall be inspected and document each day and at shift changes.
- 3.2.6 If defects are found, use is prohibited until repairs and or replacements are made.
- 3.2.7 The use of a mobile ladder stand is prohibited if working on electrical equipment, unless designed for such.
- 3.2.8 Mobile ladder shall not be moved with personnel standing on the ladder.

4 References:

None

5 Exhibits:

None.