


<b><i>HEALTH AND SAFETY MANUAL</i></b>	
Title: Motor Vehicles (Non-Road)	
Approved by: Greg Savoy	Rev. 1/1/08

1 Purpose/Scope:

The purpose this program is to establish safety requirements for motor vehicles that do not operate on public roadways.

Applies to those vehicles (auto, truck, etc.) that operate within an off-highway jobsite (i.e. in-plant jobsite), not open to public traffic.

2 Responsibilities:

2.1 Regional Managers shall ensure that only approved equipment and devices are used.

2.2 Supervisors shall ensure that only approved equipment and devices are used and maintained in an operable condition.

2.3 Employees must be qualified to operate vehicle and are responsible for inspecting each vehicle as required by this program.

3 Requirements:

3.1 All in-plant vehicles must have the following:

3.1.1 Service brake system, an emergency brake system, and a parking brake system.

These systems may use common components, and must be maintained in operable condition.

3.1.2 Two headlights and two taillights in operable condition whenever visibility conditions warrant additional light.

Brake lights are required regardless of light conditions.

3.1.3 Any in-plant vehicle that has an obstructed view to the rear must have a reverse signal alarm audible above the surrounding noise level or the vehicle must be backed up only when an observer signals that it is safe to do so.

- 3.2 All in-plant vehicles with cabs must be equipped with windshields and powered wipers.
  - 3.2.1 Cracked and broken glass must be replaced and if vehicle is operated in areas or under conditions that cause fogging or frosting, the windshield must be equipped with operable defogging or defrosting devices.
- 3.3 Tools and materials must be secured to prevent movement when transported in the same compartment with employees.
- 3.4 Vehicles used to transport employees must have seats firmly secured and adequate for the number of employees to be carried.
- 3.5 Seat belts and anchorages meeting DOT requirements must be installed in all motor vehicles and used by all occupants.
- 3.6 All rubber-tired motor vehicle equipment manufactured on or after May 1, 1972, must be equipped with fenders.
  - 3.6.1 All rubber-tired motor vehicles must be equipped with fenders.
  - 3.6.2 Mud flaps may be used in lieu of fenders whenever motor vehicle equipment is not designed for fenders.
- 3.7 All vehicles must be checked at the beginning of each shift or prior to first use, to assure that the following parts, equipment, and accessories are in safe operating condition and free of apparent damage that could cause failure while in use:
  - Service brakes, including trailer brake connections;
  - Parking system (hand brake);
  - Emergency stopping system (brakes);
  - Tires;
  - Horn;
  - Steering mechanism;
  - Coupling devices;
  - Seat belts;
  - Operating controls; and
  - Safety devices.
- 3.8 These requirements also apply to equipment such as lights, reflectors, windshield wipers, defrosters, fire extinguishers, etc., where such equipment is necessary.
- 3.9 If defects are found during inspections or any time while the vehicle is in operation, the vehicle must be taken out of service and red tagged.
  - 3.9.1 Operating red tagged vehicles is prohibited.
  - 3.9.2 All defects found during inspections must be corrected before the vehicle is placed in service.

4 References: OSHA 29 CFR 1926.601 Motor Vehicles

5 Exhibits: None.