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| Safety Policy & Procedure Manual | | Section: | Date: 12-8-2015 |
| | | Revision: | |
| Subject: Mobile Powered Equipment | | | |

Purpose

This program is written to be in compliance with local regulatory requirements and provide directives to managers, supervisors, and employees about their responsibilities in the operations and management of LTR's mobile equipment.

Responsibilities

Safety Managers

- The Safety Managers are responsible for developing and maintaining the program and related procedures. These procedures are kept in the safety manager's offices.

Branch Managers

- Responsible for the implementation and maintenance of the program for their branch and ensuring all assets are made available for compliance with the program.

Employees

- All employees shall be familiar with this procedure and the local workplace vehicle safety program.
- Follow all requirements of this procedure, report unsafe conditions, and follow all posted requirements.

Mobile Equipment

The following requirements apply for all LTR branch locations:

- LTR must develop and implement safe work procedures for the use of mobile powered equipment in the workplace and must train employees in those safe work procedures.
- The equipment operator of mobile equipment shall be directly responsible for the safe operation of that equipment and shall comply with all laws and regulations governing the operation of the equipment.
- Maintenance records for any service, repair or modification which affects the safe performance of the equipment must be maintained and be available to the operator and maintenance personnel during work hours.

Subject:

Mobile Powered Equipment



- All mobile equipment shall be maintained in safe operating condition and operation, inspection, repair, maintenance and modification shall be carried out in accordance with manufacturer's specifications.
- Servicing, maintenance and repair of mobile equipment shall be done when the equipment is not in operation.
- Only authorized employees shall be allowed to operate mobile equipment. Authorization to operate mobile equipment will be issued to employees qualifying under appropriate training and proficiency testing administered by a qualified instructor.
- A supervisor must not knowingly operate or permit an employee to operate mobile equipment which is, or could create, an undue hazard to the health or safety of any person or is in violation of any local or federal regulations.
- Mobile equipment in which the operator cannot directly or by mirror or other effective device see immediately behind the machine must have an automatic audible warning device which activates when the equipment controls are placed in reverse and be audible above the ambient noise level.
- Unauthorized personnel shall not be permitted to ride on equipment unless it is equipped to accommodate riders safely.
- At the beginning of each shift, the operator shall inspect and check the assigned equipment, reporting immediately to his/her supervisor or other authorized person and confirm this by a written report as soon as possible. If an inspection of mobile equipment identifies a defect or unsafe condition, LTR must ensure that the mobile equipment is not operated until the defect is repaired or the unsafe condition is corrected.
- The operator of mobile equipment must not leave the controls unattended unless the equipment has been secured against inadvertent movement by setting the parking brake, placing the transmission in the parked position and by chocking wheels where necessary.
- No operator shall leave unattended a suspended load, machine or part or extension of it unless it has been immobilized and secured against inadvertent movement.
- Powered equipment shall not be left unattended unless forks, buckets, blades and similar parts are in the lowered position or solidly supported.
- A 360 degree visual inspection of the equipment and surrounding area shall be performed to ensure that no employee/employees are endangered by the startup of the equipment before starting any mobile equipment.
- All mobile equipment shall be equipped with a working signal alarm for backing up. The operator shall make sure the warning signal is operating when the equipment is backing.
- The operator shall use access provided to get on or off of equipment. Use three points of contact when getting on or off of equipment.

Subject:

Mobile Powered Equipment



- No operator shall operate equipment without the protection of an enclosed cab or approved eye protection if an enclosed cab is not available for potential eye hazards.
- Where there is a danger to the operator of mobile equipment, or any other worker who is required or permitted to be in or on equipment, from a falling object or projectile, LTR requires that mobile equipment is equipped with a suitable and adequate cab, screen or guard.
- All mobile powered equipment shall be equipped with a seat belt and is required to be worn by operators at all times while the equipment is in use.
- Each mobile equipment vehicle used for lifting must be provided with a durable and clearly legible load rating chart that is readily available to the operator. The operator shall not load the equipment beyond its established load limits and shall not move loads which because of length, width or height that have not been centered and secured for safe transportation.
- Mobile equipment used for lifting, hoisting or similar operation shall have a permanently affixed notation stating the safe working load capacity of the equipment and the notation must be kept legible and clearly visible to the operator.
- 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 and intended.
- The operator's manual for mobile equipment must be readily available to an employee who operates the equipment.
- LTR must ensure that a competent person services. Inspects, disassembles and reassembles a tire or tire and wheel assembly of mobile powered equipment in accordance with the specifications of both the tire manufacturer and the manufacturer of the mobile powered equipment.
- All mobile equipment must be equipped with an audible warning signal, a means of illuminating the path of travel at any time and tail lights, adequate illumination of the cab and instruments, and a mirror providing the operator with an undistorted reflected view to the rear of the equipment.
- Adequate and approved fire suppression equipment shall be provided on mobile equipment.
- The operator of a gasoline or diesel vehicle shall shut off the engine before fueling 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 the fueling operation. There shall be no smoking or open flames in the immediate area during the fueling operation.
- When an employee is required to work beneath elevated parts of mobile equipment, the elevated parts shall be securely blocked
- Materials and equipment being transported shall be loaded and secured in a manner to prevent movement which could create a hazard to employees or other persons. This includes keeping the cab, floor and deck of mobile equipment free of material, tools or

Subject:

Mobile Powered Equipment



other objects which could create a tripping hazard, interfere with the operation of controls or be a hazard to the operator or other occupants in the event of an accident.

- Where the operator of a vehicle, mobile equipment, crane or similar equipment does not have a full view of the intended path of travel, the equipment shall only be operated as directed by a signal who is a competent person.
- The signaler shall be station, in full view of the operator and with full view of the intended path of travel of the mobile equipment and its load.
- Where a vehicle, mobile equipment or similar equipment is operated near a live power line carrying electricity at more than 750 volts, every part of the equipment shall be kept at least the minimum distance from the live power line for the particular voltage as required by local or federal law.
- Under no circumstances will an employee be directed, required or permitted to work under or remain in the range of a swinging load or part of unit of mobile equipment due to the inherent danger.