 <p>DUTCH BROTHERS HEALTH, SAFETY & ENVIRONMENTAL PROGRAM</p>	Section: Operators, Vehicles, and Equipment		
	PREPARED BY: HEALTH AND SAFETY TEAM	DATE OF ORIGIN: 02/02/2023	REVISION # 1
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OPERATORS, VEHICLES, AND EQUIPMENT

PURPOSE

To give all employees instructions for the care and use of their vehicles and equipment

SCOPE

Equipment- General

All workers must be trained on the type of equipment they will be operating. All vehicles, machinery, tools and equipment shall be maintained in a condition that does not endanger a worker.

Equipment Pre-Start:

- All vehicles, machinery, tools and equipment must be used in accordance with the manufacturer's operating manuals.
- A daily circle check inspection shall be performed on all mobile equipment prior to start-up by the operator. A company inspection record has been developed for this purpose. Document the inspection and submit copies. Brake tests are included in the inspection:

Equipment Brake Testing Procedures

All operators shall follow the manufacturer brake testing procedures for the type of equipment they are operating.


1. Test the brakes according to the manufacturer procedures. A copy of the procedure is provided in the operator's manual. Typically, the procedure is also copied, laminated and placed in the cab of the machine.

Equipment Pre-Start:

- Equipment pull cords and emergency stops are to be tested regularly and at least monthly.
- Cables, chains, straps, hooks and other hoisting devices shall be inspected before use for damages like: cracks in welds; links or cords cut or kinked; and abrasions/scarring of materials that could weaken their strength and cause them to break.
- Regularly inspect catwalks and ladders for cracks or loose bolts so they don't fall or break when climbing or standing on.
- No worker shall operate a vehicle or machine unless they are competent to do so.
- Passengers are not allowed in or on a vehicle/machine unless a seat and seat belt is provided, unless it is for training purposes.

Equipment Operation:

- Three-point climbing procedures must be used when climbing into the cab of a machine or vehicle.
- Operators must always turn on all beacons and lights when travelling on public roadways, regardless of time of day, to ensure maximum visibility.
- All mixer trucks must have an operating reverse alarm.
- All mobile equipment must have an operating reverse alarm. Before backing up (reversing) your equipment, check your blind spots. If blind spots can't be seen while seated, then either physically get out of the cab to check your path or use someone to guide you.
- Excavators must not reverse unless they swing to travel forward or use a signaller to reverse.
- All exposed moving parts must be guarded to prevent injury.

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- All buckets, blades, forks or other devices shall be lowered to the ground when unattended by the operator, unless proper blocking or jacking is used (i.e. maintenance).
- No worker shall operate a backhoe or similar excavating machine in such a way that it or part of its load passes over a worker.
- Always be aware of overhead hazards, such as power lines. Equipment must maintain minimum distances from power lines. Please notify supervisor if working near a power line. Special procedures may apply.
- A functional parking brake must always be applied when a wheeled machine is unattended. If there is no parking brake or it is inoperable, then other means must be taken to prevent the vehicle/machine from rolling away.
- When operating a tractor backhoe, always ensure the parking brake is applied and the transmission in neutral before swinging the seat around to operate the rear attachments.
- Operators shall not use personal devices or cell phones while operating equipment. The 2-way / CB radios must only be used when it is safe to do so. Do not use the radios when reversing the machine. Do not use radios when working in areas that require your full attention (i.e. near ground workers, etc....)
- If a truck or other vehicle gets stuck and needs help, never push the vehicle from the rear, always pull out the vehicle from the front with a strap or chain. Always get permission from the driver first.

Equipment Parked – Shutdown

- Machines must be locked and secured with the master key turned off or removed at the end of the shift, nights or when the machine is parked and unattended. This is to prevent unauthorized individuals from operating/starting the equipment.
- Trucks must be parked in designated areas, keys removed and locked.
- Store attachments, tools, buckets, forks, etc. in safe and secure areas when finished with them, even if just for a few minutes. Make sure they are not able to tip over, fall or move suddenly (i.e. wedge loader forks into a stockpile).
- Unsafe or hazardous vehicles/machines/tools must be locked and tagged out and the supervisor must be notified immediately.

Excavators

Due to limited visibility, the swing zone of an excavator is a no-go zone for any worker while the excavator is operating.


If you need to enter this zone for any reason, you must first:

- clearly communicate your intentions with the operator and get their approval
- the excavator must stop working while you are in the swing zone
- communicate again with the operator when you are away from the zone

Excavator operators must also be aware of hazards in their swing zone. Use a signaller if working in close proximity to objects such as hydro poles, vehicles or buildings.

Elevated work platforms

Includes any vehicle-mounted device, telescoping or articulating, or both, which is used to position personnel. These include scissor lifts, articulated and telescopic booms.

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Typically, all elevated work platforms will be rented units. Operators must ensure they are familiar with the model before use.

DBRMX employees must follow all the requirements and procedures when using an elevated work platform: Please note that equipment not designed for use as a personnel lift shall not be used (i.e., front-end loader buckets, backhoe buckets).

- Only trained workers are authorized to operate elevated work platforms. Operators are also required to review the owner’s manual and shall be given ample time to become familiar with the equipment and its controls before operation is permitted.
- Controls shall be tested prior to use to determine that they are in safe working condition.
- Workers are not permitted to stand on the rails of elevated work platforms.
- A body harness shall be worn, and a lanyard appropriately attached. Ensure you have 100% tie off. Other types of personal protective equipment (PPE) (i.e., safety glasses, gloves), shall be worn according to the specific task.
- Workers shall not be permitted to use an elevated work platform as a means of access.
- Large or excessive amounts of material, excluding tools, shall not be transported in an elevated work platform. Other material lifts would be necessary for such activities.
- Load limits specified by the manufacturer shall not be exceeded.
- Elevated work platforms that can operate horizontally shall set brakes and outriggers, when used, be positioned on pads or a solid surface, and chock wheels before using on an incline.
- Look in direction of travel and make sure that the path is firm and clear of obstructions that may cause the platform to overturn or collide with people, vehicles, etc. Ensure barricades and signs are provided as a means of control if required.

Quick Couplers

All operators of quick coupler attachments must be trained in their proper use and care.

DBRMX may use more than one type of coupler from different manufacturers, so an operator must be trained on whichever type they are using.


Training for quick couplers shall follow the manufacturer operation instructions and must include:

- engaging, use, disengaging and maintenance procedures.

A copy of the manufacturer’s operator manual shall be readily available for each type of coupler being used. Preferably the manual will be stored in the cab of the machine.

Lock out and Tag out

All workers must know the policies and procedures to lockout and tagout a vehicle, machine or tool due to a defect, hazard or because of repair and maintenance.

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SEE LOCK-OUT TAG-OUT IN PART 1 FOR MORE INFORMATION. WORKSITE LOCATION SPECIFIC PROCEDURES ARE POSTED ON THE SAFETY BOARD

- The process of lockout and tagout is used to de-energize equipment and prevent unscheduled or accidental starting, moving or operating.
- Lockout and tagout ensures a safe work environment that would normally be dangerous if equipment were to shift or operate. This is required on all vehicles and machines when any type of work is required, and the worker may be injured because of the nature of the work performed.
- Lockout and tagout will also be required when a vehicle or machine is unsafe to use because of a defect or hazard (i.e. no brakes on a loader).
- Small tools must be tagged out and removed from service when they are defective or hazardous (i.e. a broken ladder, broken chain). Send all small tools to Aaroc Equipment for evaluation.
- Regular daily maintenance (i.e. checking oil and fluid levels) does not normally require lockout because the worker has not removed any safeguards and the procedure is part of a normal daily routine. The worker is not generally exposed to any hazards. Workers are permitted to perform daily maintenance without lockout if the manufacturer instructions permit. Beyond this daily maintenance however, work is prohibited unless lockout is used.
- If a guard must be removed, lockout is required.

Always refer to the manufacturer instructions for their detailed lockout procedures if available.

- The specific procedures may vary slightly depending on the equipment and set-up.
- Advise your supervisor that the equipment is locked out.

WHEN IN DOUBT, ASK SOMEONE WHO KNOWS