
 HEALTH, SAFETY & ENVIRONMENTAL MANUAL	4.14 Safe Work Program – Operators and Equipment			
	Revision Number: R0		Number of Pages: 5	
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SAFE WORK PROGRAM

Equipment - General

All machinery, tools, and equipment shall be maintained in a condition that does not endanger a worker.

Pre-start:

- All 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. Use the HCSS app for this purpose. A maintenance and inspection file for every piece of equipment will be logged by the equipment maintenance division.
- Operators digging in the vicinity of utilities must also complete the “Pre-Dig and Post-Dig Hazard Assessment” as part of their daily inspection.
- Hoisting and rigging equipment shall be inspected before use for damages like cracks in welds, bends, breaks, abrasions/scarring of materials that could weaken their strength and cause them to break.
- No worker shall operate a vehicle or piece of equipment unless he or she is competent to do so.
- Passengers are *not* allowed in or on a vehicle/equipment unless a seat and seat belt is provided. Operators must wear a seat belt on all equipment while operating.

Operation:

- Three-point climbing procedures must be used when climbing into or out of 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 dump trucks must have an operating reverse alarm.
- All mobile equipment usually has 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 a signaller.
- 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.
- Operators must be aware of the legislation regarding reversing vehicles. See applicable section in this manual for more information. Operators must discuss the potential hazards of reversing with their supervisor prior to starting their shift. This will ensure whether a signaller is required.
- All buckets, blades, forks, or other hoisting devices on mobile equipment shall be lowered to the ground when unattended by the operator.
- 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.
- A functional parking brake must always be applied when a rubber-tired machine is unattended. If there is no parking brake or it is inoperable then other means must be taken to prevent the vehicle or equipment 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.



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- Operators shall not use 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 trenches, near ground workers, etc.) unless needed for communication on the task.
- If a dump 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.

Parked - Shutdown:

- Machines must be locked and secured with the master key off or removed at night or when the machine is unattended. This is to prevent unauthorized individuals from operating or starting the equipment.
- Operators must park machinery side by side, perpendicular to the road, for serviceability and presentation, if feasible at their site.
- Store attachments, tools, buckets, forks, trench boxes 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/equipment/tools must be locked and tagged, and the supervisor must be notified immediately.



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Equipment Maintenance Policy

The employee understands and agrees to ensure the following maintenance policy is followed during their employment at J-AAR. The employee understands that any violation of this policy will be grounds for corrective action and/or dismissal.

The operator will:

Circle Check

1. Perform and document a daily circle check prior to operating a machine to inspect for leaks, cracks or other issues which could be detrimental to the operation of the machine and/or the safety of themselves or co-workers. All deficiencies will be documented on the HCSS inspection app. Any deficiency that affects the safety or durability of the machine will be reported immediately on the app.

Idling Policy

2. Vehicle and equipment idling policy requires the responsibility of the operator to perform an engine shut down if it's expected that engine idle time will exceed 3 minutes. This action will reduce emissions and noise pollution, reduce maintenance and fuel costs, prolong warranty coverage, avoid negative perception of idling company vehicles and is beneficial for the environment. In extreme conditions or for health and safety reasons, a supervisor may choose to temporarily override certain conditions of this policy, including the idle policy.

Cab Cleanliness Policy

3. Please ensure windows are cleaned every morning, garbage is removed every evening, and the cab floor swept every night.

Lube & Grease

4. Lube and grease all fittings (not connected to an auto-lube system) during the workday no later than at the end of their workday.
5. Monitor that the auto-lube system has an adequate supply of grease and that all grease points are receiving grease.
6. Ensure that all vital fluid levels are within operating range while operating a machine.

Vandalism protection/ organization / serviceability safety

7. Ensure that all applicable guards are in place at the end of the shift.
8. Ensure that the machinery is parked in a well-lit location, if available.
9. Ensure that the machinery is parked near the site access, beside the other machinery on the project. Machinery should be parked perpendicular to the road when feasible.
10. Ensure machinery is parked in such a way as to relieve any sources of potential energy or potential safety hazards.
11. The operator will ensure that all padlocks are installed and secured and that all doors are closed and locked.



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If the employee is not completely sure or aware of the correct procedures to accomplish the above tasks, they agree to refer to the operator's manual located with the machine and/or contact the equipment shop for clarification.

Bumper Berms

In areas where there is the potential for vehicles, either construction or public, to drive over an edge or embankment in a mine, operators need to install bumper berms to act as a barrier.

Berms must be at least ½ the height of the largest tire on site and maintained as required. Typical locations will include:

- fill dumps and stockpiles;
- road cuts

Supervisors must regularly inspect the workplace and have operators install berms whenever needed.

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 near objects such as hydro poles, vehicles, or buildings. Excavators are not allowed to reverse unless they swing to travel forward or use a signaller to reverse.

Quick Couplers

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

J-AAR 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 ground test is mandatory every time an attachment is installed.

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

Workers must understand the policies and procedures to lockout and tagout a vehicle, machine, or tool due to a defect, hazard or because of maintenance.



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- 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 are 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, leaking fuel tank on a generator). Send all small tools to the shop or stores for evaluation.
- Regular daily maintenance (i.e. checking oil and fluid levels, cleaning cab/tracks) 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, a lockout is required.

Management Responsibility and Commitment

J-AAR management understands that the safe operation of equipment is essential to protect not only the operator but also the safety of other workers and the public. Furthermore, the preservation and sustainability of the environment is essential.

The procedures and policies described in this section provide instruction, advice, and training to operators so that incidents can be avoided, and the environment protected. J-AAR will continue to ensure that these procedures are followed in order to comply with all regulatory requirements.