

Heavy Equipment Operation and Inspection Policy

1.0 Purpose

The purpose this policy is to provide uniform safe operating and inspections procedures for the use of heavy equipment throughout GSI, MPI's operations.

2.0 Scope

This policy applies to all GSI, MPI facilities (yard and shop) and jobsites where heavy equipment is being used. For the purpose of this policy, heavy equipment includes; cranes, aerial lifts, drill rigs, hydraulic excavators, bull dozers, off highway trucks and similar equipment.

3.0 Requirements

The following work rules will be instituted when all heavy equipment is in operation:

- A) Only qualified "competent operators" are to operate heavy equipment. The site supervisor is to confirm/verify that the operator is competent to operate the equipment the operator is assigned to.
- B) Seat belts must be provided and worn in all equipment having rollover protective structures (ROPS).
- C) Heavy equipment will be inspected by the operator prior to the beginning of each work shift. Documentation will occur via:
 - All other Equipment: Attachment A – Daily Equipment Checklist
- D) Parking brakes shall be engaged when not in use.
- E) Blades, buckets, dump bodies and other hydraulic systems must be fully lowered when equipment is not in use.
- F) Rated load capacity charts, recommended operating speeds, special hazard warnings and other essential information will be conspicuously posted in all heavy equipment. At no time will lifts be made that exceed rated load capacities.
- G) Operators must take signals from only one person. In an emergency, however, a stop signal can be given by anyone.
- H) Routine maintenance, fueling or repairs shall not be performed while heavy equipment is in use or running.

- I) Employees are prohibited from riding the hook or on a load.
- J) Loads shall be guided and prevented from swing by attaching a tag line to the load.
- K) Loads shall not be suspended on an unattended piece of equipment.
- L) The swing radius of all cranes must be barricaded to prevent employees from being struck by the counterweight.
- M) Safety latches are required on all crane blocks, balls and spreader cable hooks when not used with spreader hooks.
- N) Always stay in view of equipment operators. Never stand on the blind side of a piece of equipment or approach a machine without making eye contact with the operator.
- O) Only essential personnel should be permitted in any area where work is being performed by heavy equipment.
- P) Cabs will only have essential items; all loose items should be secured.
- Q) Equipment operators will not leave running machines unattended.
- R) Personnel operating aerial lifts will wear a full body harness attached by a lanyard to the basket.
- S) Equipment will be properly guarded.
- T) All equipment will be operated in accordance with manufactures specifications.

4.0 **Inspections**

In addition to daily inspections required prior to the start of each shift, an annual inspection will be performed for cranes, drill rigs with hoisting capability and aerial lifts. Inspections will be performed by certified inspectors. The shop manager is responsible for ensuring annual inspections take place. Documentation of the dates and results of the annual inspections will be kept on record. Additionally, each piece of equipment will be affixed with a sticker indicating the date of the most recent inspection.

Attachment A – Crane Inspection Report
Attachment B – Drill Inspection Report
Attachment C – Daily Equipment Checklist

