

Section 41
Brieser
Construction
SH&E
Manual

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All employees who operate or anticipate operating Mobile Equipment at Brieser Construction during their employment must comply with this policy.

Material
Handling
Equipment

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Mobile Equipment

Brieser Construction

I. Purpose

All employees who operate or anticipate operating Mobile Equipment at Brieser Construction during their employment must comply with this policy. This section describes safety requirements for the operation of the following motorized equipment:

- Earth Moving Equipment
- Powered Industrial Trucks (Also see Section 40)
- Mowers (Tractor)
- Off-Road Vehicles (ATVs and Snow Machines)

Operational information and safety precautions provided in the following sections **should** be applied when operating the described equipment.

II. Responsibilities

The Program Administrator: Brieser Safety Manager

This person is responsible for:

- Issuing and administering this program and making sure that it satisfies all applicable federal, state and local requirements.
- Ensuring all necessary inspections are maintained by conducting field audits.

Equipment Manager

These people are responsible for:

- Ensuring daily use inspections are conducted.
- Ensuring that equipment is repaired when malfunctioning
- Confirming defects observed in machinery or equipment shall be repaired or replaced before being used again.
- Documenting that preventive maintenance is performed on machinery or equipment and retained for the life of the machinery or equipment.
- Maintaining documentation for any attachments that are used.

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- Supervision of a preventative maintenance schedule based on manufacturer requirements and industry standards.

Project Managers, Superintendents and Foremen

These people are responsible for:

- Review any current revision of the Material Handling Equipment policy prior to implementation.
- Ensuring personnel assigned to operate equipment are sufficiently trained.
- Performance of proper planning, pre-use inspection, safe and correct operating practices.

Equipment Operator

These people are responsible for:

- All equipment operators must be trained and certified for the equipment that they operate
- Not engaging in any practice that could divert attention while actually engaged in forklift operation.
- Being physically or otherwise fit for the proficient and safe operation of any equipment under his/her controls.
- Document a daily equipment inspection form.
- Defects observed in machinery or equipment shall be reported to a supervisor, and must be repaired or replaced before being used again.

III. Definitions

Powered Industrial Trucks – The American Society of Mechanical Engineers (ASME) defines a powered industrial truck as a mobile, power-propelled truck used to carry, push, pull, lift, stack, or tier materials. Powered industrial trucks, often called forklifts or lift trucks, can be ridden or controlled by a walking operator. Excluded from the OSHA standard are vehicles used for earth moving or over-the-road haulage. Specialized equipment used in the construction industry includes rough terrain straight-mast and extended-reach forklift trucks.

Earth Moving Equipment – Machines, attachments, and derived machinery designed for loosening, picking-up, moving, transporting and/or distributing earth, or to grade earth and rock.

Off-Road Vehicle – Any type of vehicle which is capable of driving on and off paved or gravel surface. It is generally characterized by having large tires with deep, open treads, a flexible suspension, or even caterpillar tracks.

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IV. General Requirements

- All certified and trained operators must ensure proof of current authorization/license by verifying on their status on the company website via the training matrix.
- Store and handle liquid fuels such as gasoline and diesel in accordance with Flammable and Combustible Liquids Code.
- Turn off engine before filling fuel tanks.
- **Contact filler nozzle with the tank during fuel filling.**
- **No smoking or open flame within the immediate area during filling operations**
- Set brakes and block wheels to prevent movement of trucks and trailers while loading or unloading. The truck operator is required to check the blocks personally.
- No alterations or modifications shall be performed to the equipment without the manufacturer's approval, which must be documented.
- Equipment will be operated within capacity as outlined in the manufacturers operating manual.
- All Material Handling Equipment shall:
 - Have seatbelts installed, in proper working order and worn when in use
 - be equipped with engineered ROPS (Rollover Protection)
 - have manufacturer-installed horns that are functional
 - have audible, functional back-up alarms
 - have all required lighting and the lighting shall be functional
 - have fire suppression equipment suitable to the conditions and hazards

V. Safe Operation

- Brieser employees operating Material Handling Equipment shall:
 - **Before starting the engine, the operator shall fasten seat belts and adjust them for a proper fit and wear when operating**
 - **No operator shall operate mobile equipment without the protection of an enclosed cab or approved eye protection.**
 - **The operator shall not use, or attempt to use any vehicle in any manner or for any purpose other than for which it is designated.**
 - **The operator shall not load the vehicle/equipment beyond its established load limit and shall not move loads which because of the length, width, or height that have not been centered and secured for safe transportation.**
 - use standard horn signals
 - ensure lighting is functional and used as necessary
 - comply with all Site traffic control plans
 - not use communication devices or allow other distractions during operation

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- not climb Equipment while in motion
- not allow others to climb Equipment while in motion
- not allow other Workers to ride on Equipment, except in the seats provided (ensuring that all passengers wear seatbelts)
- be cautious when rotating the cab or when maneuvering through tight spots
- be cautious when entering/exiting buildings
- be cautious when reversing and use a Signaler/Spotter when vision is obscured or when required by the TSTI
- limit equipment use in congested work zones unless a clear work plan is established and communicated to affected Workers
- adhere to the capacity ratings
- make the unit inoperative and ensure it is in a safe state prior to exiting the equipment
- Prior to operating Material Handling Equipment, the operator shall:
 - document a pre-use inspection on the Brieser Daily Inspection Form
 - ensure all loose objects are secured
 - conduct a circle check of the equipment for:
 - potential obstructions and approach distances
 - fluids on, or under, the equipment
 - equipment damage
 - be completely familiar with all of the following:
 - controls, indicators and warning lights
 - caution, warning and danger decals affixed to the equipment
 - limits of the equipment
 - equipment blind spots

VI. Inspection & Maintenance

- The employee responsible for the equipment will inspect their equipment once per shift using the Daily Equipment/Vehicle Inspection Report booklets and forward the report to Brieser's Main Office.
- Defects observed in machinery or equipment shall be reported to a supervisor, and must be repaired or replaced before being used again.
- Vehicle maintenance can take the form of three distinct programs: preventive maintenance, demand maintenance, and crisis maintenance. While all three types have their role in the maintenance of equipment, the most cost effective control is preventive maintenance. A review of manufacturer's specifications and recommendations for periodic preventive maintenance is used to determine preventive maintenance schedules.

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- Preventive maintenance (PM) is performed on a mileage or time basis which is tracked monthly. Typical PM includes oil/filter changes, lubrication, tightening belts and components, engine tune-ups, brake work, tire rotation, hose inspection/replacement and radiator maintenance. Additional PM on commercial vehicles or trailers may include blower, lift, hydraulic or boom inspections.
- Demand maintenance is performed only when the need arises. Some vehicle parts are replaced only when they actually fail. These include light bulbs window glass, gauges, wiring, air lines, etc. Other "demand maintenance" items involve vehicle components that are worn based on information from the vehicle condition report. These include tires, engines, transmissions, universal joints, bushings, batteries, etc.
 - Daily vehicle inspection reports are used to identify demand maintenance items which are reported and tracked to completion.
 - Work orders are used for items that aren't necessarily demand maintenance items such as painting, identification replacement or fleet updates.
- Crisis maintenance involves a equipment breakdown while in the field. Though minimized through standard PM procedures, situations of this type are resolved by the on-site mechanic or Equipment & Facilities V.P.

VII. Recordkeeping:

- Employees forward all vehicle maintenance records for maintenance performed each month to the Equipment & Facilities V.P. This data is then tracked, scanned and maintained on monthly basis.
- Daily Inspections
 - Received daily
 - Those with a demand maintenance issue are logged separately for repair
 - Scanned into our electronic filing system monthly by equipment number
- Preventative Maintenance
 - Specified data is tracked to determine next maintenance date
 - Notes are entered under the equipment number
 - Maintenance receipts are scanned into our electronic filing system monthly by equipment number
 - Records are maintained for the life of the piece of equipment

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VIII. Training Procedure

1. Only authorized and trained personnel should be permitted to operate Material Handling Equipment.
2. All new operators will receive training which includes formal instruction, practical training and evaluation of the operator's performance of each type of Material Handling Equipment. This training will be conducted by a competent trainer and certification will be offered by the employee's local Operators Union. This will involve most Heavy equipment. Such as but not limited to:
 - a. Excavators
 - b. Combination Backhoe
 - c. Loaders
 - d. Crawlers
 - e. Scrapers
3. Equipment Safety Training Manual will cover all other forms of equipment training. A current list is maintained on our company website. All Brieser employees have access to the site and its contents.
4. Refresher training in relevant topics shall be provided to the operator when:
 - a. The operator has been observed to operate the vehicle in an unsafe manner;
 - i. The operator has been involved in an accident or near-miss incident;
 - ii. The operator has received an evaluation that reveals that the operator is not operating the equipment safely;

Certification that each operator has been trained and evaluated will be maintained. The certification will include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person (s) performing the training or evaluation