

Manual Section 4	Issue Date 03/17/16	Revision Date 01/01/24	Policy Number LLCP-042
	<b>Mobile Equipment</b>		

### **Purpose**

Mobile equipment can be a significant safety concern. During the movement of products and materials there are numerous opportunities for personal injury and property damage if proper procedures and caution are not used. The information in this policy shall be used to train prospective operators and provide the basis for refresher and annual retraining. Regardless of personnel job classification, only trained and certified operators shall be allowed to operate any mobile equipment.

### **Scope**

All LLC Companies including, Blanchard Industrial, LLC, GIS Engineering, LLC, Grand Isle Shipyard, Inc., and GWIS, Mack Steel, NuWave, Sun Industries, Valvemax, Discovery Industries, Inc.; hereafter identified as "Company".

### **Responsibilities**

#### ***Management***

- Provide adequate training in safe operation of all equipment used to move or access materials
- Provide written certification of each operator, which shall include the name of the operator, date trained, date evaluated, and the identity of the trainer
- Provide equipment that is safe to operate
- Implement an "Out of Service" program for damaged equipment
- Not allow modification to equipment except those authorized in writing by the equipment manufacturer
- Establish safe operating rules and procedures

#### ***Supervisors***

- Monitor safe operations of material handling equipment
- Ensure all equipment is safety checked daily
- Tag "Out of Service" any damaged equipment

#### ***Employees***

- Operate only that equipment for which they have been specifically trained and authorized
- Conduct required daily pre-use inspections
- Report any equipment damage or missing safety gear
- Follow all safety rules and operating procedures

### **Hazards**

- Falling loads
- Overloading of equipment
- Impact with equipment
- Piercing of containers
- Loading dock roll off
- Chemical contact - battery acid
- Fires during refueling

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### **Hazard Controls**

- Control of equipment keys
- Authorized fueling & recharge areas
- Proper palletizing of material
- Marked travel lanes
- Equipment warning lights
- Seat belts
- Mounted fire extinguishers

### **Pre-Qualification**

All candidates for mobile equipment operators must meet the following basic requirements prior to starting initial or annual refresher training:

- Must have no adverse vision problems that cannot be corrected by glasses or contacts
- No adverse hearing loss that cannot be corrected with hearing aids
- No physical impairments that would impair safe operation
- No neurological disorders that affect balance or consciousness
- Not taking any medication that affects perception, vision, or physical abilities

### **Training**

Training for mobile equipment shall be conducted by the Company's qualified trainers with the knowledge and ability to teach and evaluate each operator. All operational training shall be conducted under close supervision. All training and evaluation must be completed before an operator is permitted to use mobile equipment without continual & close supervision.

Trainees may operate mobile equipment only:

- Under the direct supervision of persons, selected by management, who have the knowledge, training, and experience to train operators and evaluate their competence; and
- Where such operation does not endanger the trainee or other employees.

### **Training Content**

Training consists of a combination of formal instruction, practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace.

### ***Initial Training***

Mobile equipment operators shall receive initial training in the following topics:

- Operating instructions, warnings, and precautions for the types of equipment the operator will be authorized to operate
- Differences between the equipment and the automobile
- Equipment controls and instrumentation: where they are located, what they do, and how they work
- Engine or motor operation
- Steering and maneuvering
- Visibility (including restrictions due to loading)
- Vehicle capacity

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- Vehicle stability
- Any vehicle inspection and maintenance that the operator will be required to perform
- Refueling and/or charging and recharging of batteries
- Operating limitations
- Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.

#### ***Workplace-related topics***

- Surface conditions where the vehicle will be operated
- Composition of loads to be carried and load stability
- Load manipulation, stacking, and un-stacking
- Pedestrian traffic in areas where the vehicle will be operated
- Narrow aisles and other restricted places where the vehicle will be operated
- Hazardous (classified) locations where the vehicle will be operated
- Ramps and other sloped surfaces that could affect the vehicle's stability
- Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust
- Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation

#### ***Refresher training and evaluation***

Refresher training, including an evaluation of the effectiveness of that training, shall be conducted to ensure that the operator has the knowledge and skills needed to operate the mobile equipment safely. Refresher training in relevant topics shall be provided to the operator when:

- The operator has been observed to operate the vehicle in an unsafe manner
- The operator has been involved in an accident or near-miss incident
- The operator has received an evaluation that reveals that the operator is not operating the equipment safely
- The operator is assigned to drive a different type of equipment
- A condition in the workplace changes in a manner that could affect safe operation of the equipment

#### **Safe Operating Procedures (SOP) & Rules**

- Only authorized and trained personnel will operate mobile equipment.
- Operators will only use the designed access and egress points provided by the manufacturer.
- All mobile equipment will be equipped with a, fire extinguisher, rotating beacon, back-up alarm and seat belts. Seat belts will be worn at all times by the Operator.
- The operator will perform daily pre- and post-trip inspections.
- Any safety defects (such as hydraulic fluid leaks; defective brakes, steering, lights, or horn; and/or missing fire extinguisher, lights, seat belt, or back-up alarm) will be reported for immediate repair or have the equipment taken "Out of Service".
- Operators will follow the proper recharging or refueling safety procedures.
- Mobile equipment will travel no faster than 5 mph or faster than a normal walk unless deemed necessary due to unspecified conditions.
- Hard hats will be worn by Mobile Equipment Operators.

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- Operators should be in an enclosed cab or wear eye protection.
- Operator will sound horn and use extreme caution when meeting pedestrians, making turns and cornering.
- Passengers may not ride on any portion of the mobile equipment unless designed as such. .
- Lift capacity will be marked on all equipment. Operator will assure load does not exceed rated weight limits.
- All mobile equipment will be equipped with a multi-purpose dry chemical fire extinguisher. (Minimum rating; 2A:10B:C)
- Operators are instructed to report all accidents, regardless of fault and severity, to Management. Management will conduct an accident investigation.

### **Changing and Charging Storage Batteries**

- Battery charging installations shall be located in areas designated for that purpose.
- Facilities shall be provided for flushing and neutralizing spilled electrolyte, for fire protection, for protecting charging apparatus from damage by equipment, and for adequate ventilation for dispersal of fumes from gassing batteries.
- A conveyor, overhead hoist, or equivalent material handling equipment shall be provided for handling batteries.
- Reinstalled batteries shall be properly positioned and secured in the equipment.
- A carboy tilter or siphon shall be provided for handling electrolyte.
- When charging batteries, acid shall be poured into water; water shall not be poured into acid.
- Equipment shall be properly positioned and brake applied before attempting to change or charge batteries.
- Care shall be taken to assure that vent caps are functioning. The battery (or compartment) cover(s) shall be open to dissipate heat.
- Smoking is prohibited in the charging area.
- Precautions shall be taken to prevent open flames, sparks, or electric arcs in battery charging areas.
- Tools and other metallic objects shall be kept away from the top of uncovered batteries.

### **Operations**

- If at any time mobile equipment is found to be in need of repair, defective, or in any way unsafe, the equipment shall be taken out of service until it has been restored to safe operating condition.
- Before starting equipment, the operator shall fasten seatbelt.
- Equipment shall not be driven up to anyone standing in front of a bench or other fixed object.
- No person shall be allowed to stand or pass under the elevated portion of any equipment, whether loaded or empty.
- Unauthorized personnel shall not be permitted to ride on mobile equipment unless designed for that purpose.
- When mobile equipment is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the equipment is parked on an incline.
- There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
- Equipment shall not be parked so as to block fire aisles, access to stairways, or fire equipment.

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- All mobile equipment shall be used in the manner for which it was designated and used for no other purpose.

### **Traveling**

- All traffic regulations shall be observed, including authorized speed limits. A safe distance shall be maintained approximately three equipment lengths from the equipment ahead, and the equipment shall be kept under control at all times.
- The right of way shall be yielded to ambulances, fire equipment, or other vehicles in emergency situations.
- Other equipment traveling in the same direction at intersections, blind spots, or other dangerous locations shall not be passed.
- The driver shall be required to slow down and sound the horn at cross aisles and other locations where vision is obstructed.
- The driver shall be required to look in the direction of, and keep a clear view of the path of travel.
- Grades shall be ascended or descended slowly.
- Under all travel conditions the equipment shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
- Stunt driving and horseplay shall not be permitted.
- The driver shall be required to slow down for wet and slippery floors.
- Running over loose objects on the roadway surface shall be avoided.
- While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.
- The driver shall ensure that there is a back-up alarm which is fully functional.

### **Loading**

- Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads which cannot be centered.
- Only loads within the rated capacity of the equipment shall be handled.
- The long or high (including multiple-tiered) loads which may affect capacity shall be adjusted.
- Equipment equipped with attachments shall be operated as partially loaded equipment when not handling a load.

### **Fueling Safety**

- Fuel tanks shall not be filled while the engine is running. Spillage shall be avoided.
- No employee should be on the equipment being re-fueled unless designed in that manner.
- Spillage of oil or fuel shall be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine.
- No equipment shall be operated with a leak in the fuel system until the leak has been corrected.
- Open flames or smoking shall not be permitted for checking electrolyte level in storage batteries or gasoline level in fuel tanks.

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### **Maintenance of Mobile equipment**

- Any mobile equipment not in safe operating condition shall be removed from service. All repairs shall be made by authorized personnel.
- Those repairs to the fuel and ignition systems of industrial equipment which involve fire hazards shall be conducted only in locations designated for such repairs.
- Equipment in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.
- All parts of any such industrial equipment requiring replacement shall be replaced only by parts equivalent as to safety with those used in the original design.
- Mobile equipment shall not be altered so that the relative positions of the various parts are different from what they were when originally received from the manufacturer, nor shall they be altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts.
- Industrial equipment shall be examined before being placed in service, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examination shall be made at least daily. Where industrial equipment are used on a round-the-clock basis, they shall be examined prior to use each shift. Defects when found shall be immediately reported and corrected.
- When the temperature of any part of any equipment is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the vehicle shall be removed from service and not returned to service until the cause for such overheating has been eliminated.
- Mobile equipment shall be kept in a clean condition, free of lint, excess oil, and grease. Noncombustible agents should be used for cleaning equipment. Low flash point (below 100 deg. F.) solvents shall not be used. High flash point (at or above 100 deg. F.) solvents may be used.