**Sample safety program:**

Heavy equipment safety

***Insert company name***

**Heavy equipment safety program**

**Introduction**

Improper procedures used by our employees can cause injury, disability, or death. By outlining and following safe operating procedures for use of heavy equipment, we learn to prevent injury and safeguard ourselves and our coworkers.

**Goals**

To ensure all employees know and understand the safe operating procedures for the operation and maintenance of heavy equipment.

**Purpose**

Accidents resulting from heavy equipment operation can result in severe personal injury or death, major property damage and major damage to company products. This poses a serious problem for workers and their employer. This program establishes uniform requirements to make sure that hazards associated with the use of heavy equipment are evaluated, and that this information is transmitted to all affected workers.

**Safe operating procedures for the following heavy equipment:**

* **Asphalt pavers**
* **Backhoes**
* **Tracked excavators**
* **Compactor**
* **Dozers**
* **Cranes**
* **Boom trucks**
* **Loaders**
* **Road graders**
* **Scrapers**
* **Skid loaders**
* **Trucks**

**Certification**

***(Insert Company Name)*** will certify each operator has been trained and evaluated as required by this program. 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 and evaluation.

All employees allowed to operate any piece of heavy equipment, even if only occasionally, will be required to be certified beforehand.

***Only trained and authorized operators shall be permitted to operate the designated equipment.***

**General safety for heavy equipment**

**Personal protective equipment is mandatory and may include the following:**

* Boots/safety toe shoes
* Eye/face protection
* Long pants
* Hard hat
* Hearing protection
* Gloves

**Before work starts a pre-start/walk around inspection will be conducted:**

* Check for loose or worn parts and repair or replace immediately.
* Check all fluid/coolant levels.
* *Caution: Open the radiator cap only when the engine is cooled.*
* Inspect hydraulic line connectors and hoses for leaks before applying pressure to the system. Use paper or cardboard, not your hands, to search for leaks.
* *Caution: Hydraulic fluid escaping under pressure can penetrate skin and cause serious bodily harm.*
* Check tires for cuts, bulges, irregularities, abnormal wear and proper inflation.
* A fire extinguisher and first aid kit shall be mounted in the cab.

**Machine maintenance:**

* When servicing equipment, fasten a **Do Not Operate** tag on the steering wheel or ignition.
* Review **Lock out/Tag out Procedures**prior to servicing any equipment.
* Ensure the cab area is clean and free of debris and tools.
* Clean windshield, mirrors and lights.
* Remove all oil, grease or mud and snow from grab irons, handrails, steps, pedals, and floor to prevent slips and falls.
* Remove or secure any loose items such as tools, chains, or lunch boxes from the cab.

**Work site:**

* Check and mark the area for underground cables, gas lines, and water mains.
* Know work area clearances - watch for overhead or underground objects, holes, drop-offs, and partially hidden obstacles and wires.

**Mount properly:**

* Do not get on or off a machine that is in motion.
* Maintain a 3-point contact with the steps and handrails while getting on/into the machine.
* Do notuse the controls or steering wheel as a handhold.
* Do not operate the machine with wet, greasy, or muddy hands or shoes.

**Starting and testing:**

* Exhaust fumes are dangerous- always have a running machine in a well-ventilated area.
* Fasten your seat belt and adjust the seat prior to starting.
* Controls should be in neutral and the parking brake set before starting engine.
* Start the engine only from the operator's seat.
* Warn personnel in the area that you are starting the engine.
* Check all gauges, light, instruments and warning devices to assure that they are functioning properly, and the readings are within normal range.
* Test steering right and left.
* Test brakes against ground speed to be certain there is no malfunction.
* Ensure all implement controls are operating properly.

**Machine operation:**

* Acquaint yourself with the controls before operating the machine.
* Only the operator is permitted to ride on the machine.
* While backing up use extra care and sound the horn to clear the area.
* If a malfunction is observed, **"DO NOT OPERATE"** until the proper repairs have been made.
* Drive at speeds compatible with working conditions.
* Do not coast downhill. Select a gear that will prevent excessive speed when going downhill. Do not park on a steep incline.
* Know the stopping distance at any given working speed.
* Do not permit anyone to stand or pass under the bucket or lift arms.
* Follow the manufacturer's load capacity limits. Identification plates are attached to all machines.
* If the machine is stuck, back it out or stop engine and get help.
* Do not make mechanical adjustments while the unit is in motion.
* Always follow the manufacturer's recommendations for pulling or towing.
* Lower all the hydraulic equipment before shutting down or getting off the machine.
* During snow removal, be alert for any obstructions covered by snow.

**Refueling:**

* Shut off and cool the engine and any electrical equipment before fueling.
* Ensure the fueling area is well ventilated.
* Do not smoke while refueling. Keep open flames and sparks away from area.
* Ground the funnel or fuel nozzle against the filler neck to avoid sparks when refueling.
* Do not use gasoline or diesel fuel for cleaning parts.
* Check the battery and electrolyte levels according to manufacturer’s instructions.
* Know where the fire extinguishers are located.

**Batteries:**

* Battery charging will be performed in the designated area provided with adequate ventilation of gassing batteries as well as the capability for flushing and neutralizing spilled electrolyte.
* Trucks are to be properly positioned and brakes applied before attempting to change or charge batteries.
* Where applicable the conveyor, overhead hoist, or equivalent material handling equipment will be utilized for handling batteries.
* All reinstalled batteries will be properly positioned and secured in the truck.
* When charging batteries, acid must be poured into water instead of water poured into acid. Only approved containers will be used for dispensing electrolyte.
* Assure that battery vent caps are functioning, and the battery covers are open to dissipate heat.
* Smoking is not permitted within twenty feet of refueling operations.
* Tools and other metal objects are to be kept away from the top of uncovered batteries.
* Employees handling batteries will wear face shields, goggles, rubber gloves, aprons, and rubber boots, to protect against acid burns.
* If acid is spilled on workers clothing it will be removed immediately and any affected body parts flushed with water.

**Ether – cold start precautions:**

* Diesel cold start systems contain ether which is explosive. Keep away from heat, sparks, and open flames. Work in a well-ventilated area.
* If swallowed, breathed or contacted on skin or eyes seek medical attention immediately. Follow recommendations on the SDS sheets.
* Point the openings of the valve, tube or atomizer away from yourself and others while testing the diesel cold start system.
* Store replacement ether cylinders in a cool dry place away from direct sunlight. Do not keep them in the operator’s compartment.

**Operating a power take-off (PTO):**

* Shut off the engine and wait until the PTO stops completely before getting off, disconnecting or servicing the PTO unit.
* Wear snug fitting clothing when operating the power take-off or when near rotating equipment.
* When operating stationary PTO equipment, always apply the parking brake and block the rear wheels front and back to prevent any unnecessary movement.
* PTO shields are mandatory on all PTO-driven equipment.

**Road rules:**

* When turning, use hand or turn signals.
* Obey all traffic regulations. Know local traffic laws regarding lights, warning signs, load limits, and slow-moving equipment on highways/roadways.
* When backing up traffic, pull over and allow the vehicles to pass.

**Shut down/parking:**

* Park on level ground.
* When parking on a grade, block the wheels and set the parking brakes.
* When parking, lower all loader, buckets, hydraulics to the ground.

**The following rules and guidelines are written for specific types of heavy equipment. If the type of equipment you will be operating is not listed below, consult with your supervisor. Always refer to the operator manual for specific operating instructions and safety tips.**

**ALWAYS WEAR YOUR SEAT BELT WHILE OPERATING EQUIPMENT.**

**Asphalt pavers:**

* Mount and dismount only where steps and handrails are provided using a three-point contact.
* Never get on or off a moving machine or when the engine is running.
* Make sure no one is working on, underneath, or close to the machine before starting the engine or beginning to move the machine.
* Be sure hands and feet are clear of the screed before using the depth control switch.
* Stay a safe distance from the edge of cliffs, overhangs and slide areas.
* If the machine begins to side or slip on a grade, immediately lower the hopper, and turn the machine downhill.
* Work up and down slopes rather than sideways whenever possible.
* The machines tend to be back heavy when the hopper is empty. When moving the machine up a steep grade, always operate with the hopper down grade.
* Shut off the screed torches and allow the screed to cool before spraying the fuel oil or kerosene.
* Never straddle a wire rope cable or similar devise, nor allow others to do so.
* For parking, park on a level surface, move propel lever to center, block the tracks in both directions, and lower the screed completely.

**Backhoes:**

* **KNOW THE WORKING RANGE OF THE MACHINE.**
* Be sure attachment or load does not catch on obstructions when lifting or swinging.
* When lifting a load, do not lift, swing or stop unnecessarily fast.
* Be sure everyone is in the clear before swinging or moving in any direction. **NEVER**swing or position attachment or load over personnel or vehicle cabs.
* Never allow personnel to walk or work under any part of the machine or load while the machine is operating.
* Never allow anyone to ride the attachment or the load. This is an extremely dangerous practice.
* Do not load a truck unless the driver is in a safe place. Then, load the truck from the rear or side.
* Use a signal person. The signal person must be in direct communication with the operator, and the operator must pay close attention to the signals.
* Never exceed the lifting capacity of the machine. Stay within the lifting limits shown on the

Load Rating Chart. Remember - you may be able to lift the load in close, at ground level, but as the load radius and elevation change, the lifting capacity of the excavator may decrease.

* Keep the machine well back from the edge of an excavation. Avoid undercutting the machine. If necessary, provide adequate shoring to prevent the machine from falling into the excavation.
* Level off the work area if possible.
* Avoid swinging or extending the bucket farther than necessary in a downhill direction. This will reduce the stability of the machine.
* When working with the bucket on the uphill side, the excavator may tip over if the slope is too steep.
* Avoid working with the tires across the slope, as this reduces stability and increases the tendency for the machine to slide.
* Always be sure that slings or chains used to lift the load are of adequate strength and that they are in good condition.
* Always watch your boom clearance.
* Turn off the engine and allow the machine to cool before working on the machine. Most fluids on the excavator are hot enough to cause severe burns at normal operating temperatures.

**Trackhoes:**

* Do not permit more than one person on the trackhoe while it is in operation.
* Carry the loader bucket low at all times, especially when working on a hillside or when backing up an incline.
* When perating on a slope, use caution when swinging the loader bucket to the downhill direction.
* Always dump the loader bucket on the uphill side of a slope.
* Never allow anyone to work in, or under, a raised loader bucket.
* Watch for overhead wires. Operating a boom in close proximity to power lines is unlawful.
* Check the area for trees and other obstacles which may limit swing movements.
* Test to ensure that there is sufficient clearance around the equipment to swing the boom.
* Ensure that the area is clear of workers before lowering stabilizers or moving the boom.
* Test the swing action for effective starting and stopping.
* Ensure that the machine remains stable throughout boom swings and movements.

**Compactors:**

* Operate the machine only while seated and with the seat belt fastened.
* Do not allow riders on the machine unless additional seat, seat belt and rollover protection systems are provided.
* Operation on slopes: Best compaction results are obtained with the machine operating directly up and down the slope. Operating sideways on a slope can result in skidding, tipping and difficulty to maintain good directional control.
* Connect trailing equipment to a drawbar or hitch only.
* No personnel should be between the machine and trailing equipment when maneuvering to connect them. Block the tongue or hitch of trailing equipment to align it with the drawbar or hitch.
* Know the maximum height of the equipment.
* Park on a level surface, block the machine, engage the parking/secondary brake and move the propulsion lever to stop.

**Dozers:**

* Operate the controls only with the engine running.
* Do not allow riders on the machine unless additional seat, seat belt, and rollover protection are provided.
* The operator must make sure that no one will be endangered before moving the machine.
* Report any needed repairs noted during operation.
* Carry implements close to the ground, approximately 40cm (15 in) above ground level.
* Stay a safe distance from the edge of cliffs, overhangs, and slide areas.
* If the machine begins to sideslip on a grade, immediately dispose of the load and turn the machine downhill.
* Be careful to avoid the condition which could lead to tipping when working on hills, banks, or slopes, and when crossing ditches, ridges, or other obstructions.
* Work up and down slopes, rather than sideways, whenever possible.
* Keep the machine under control and do not work it over its capacity.
* Be sure hitch points and the towing devices are adequate.
* Connect trailing equipment to a drawbar or hitch only.
* Never straddle a cable, wire rope, or similar device nor allow others to do so.
* Personnel are prohibited to be between the machine and trailing equipment when maneuvering to connect them. Block the tongue or hitch of trailing equipment to align it with the drawbar or hitch.

**Loaders:**

* This is a one-person machine, **NO RIDERS ALLOWED**.
* Know the pinch points and wrap points on the loader.
* Operate at a speed consistent with working conditions, visibility, and terrain.
* Ensure loader has an adequate rear counterweight
* When crossing exposed railroad tracks, ditches, ridges, or curbs reduce speed and cross at an angle.
* Carry loaded buckets as close to the ground as possible. The further a loaded bucket is from the ground the more unstable the loader becomes.
* Use extreme caution when operating a loader on a side slope. Slow down and carry the bucket, loaded or empty, as close to the ground as possible.
* Stay in gear when traveling downhill - this will help control speed.
* Never move a load above the heads of other workers.
* When back filling, use extreme caution. The weight of the material plus the weight of the machine could cause the new construction to collapse.
* Keep work area level; avoid developing ruts by occasionally back dragging the bucket to smooth the surface.

**Road grader:**

* Do not permit riders in or on the grader. Grader is a one-person piece of equipment.
* Do not dismount from the grader with the engine running - lower all attachments and stop engine first.
* Before backing up, use extra care to ensure persons and vehicles are clear of the grader.
* Know and use hand signals required for jobs and know who has the responsibility for signaling.
* Select a gear that will prevent excessive speed when going downhill. Do not coast downhill.
* Note and avoid all hazards and obstructions such as overhangs, ledges, slide areas, electrical lines, underground cables, water mains, or gas lines.
* Watch for bystanders and never allow anyone to be under or to reach into the grader and its attachments while operating.
* Check the local traffic laws for correct traveling requirements. If necessary, pull over and allow traffic to pass.
* When working near traffic areas or at night, use extra care. Use precautions, such as flares or reflectors, cones, red flags or red lights, barricades, flashing lights, and flagmen.
* Do not operate the grader in areas where volatile gases, dust, and combustibles may be present.
* Ensure the grader is properly equipped for grading in dry or forested areas.
* Avoid lubrication or mechanical adjustments with the grader in motion or the engine operating.
* Keep your head, body, limbs, feet, and hands away from all moving parts.
* Use extreme care when working with hydraulic systems. Relieve the hydraulic system pressure before performing any service.
* Match speed of the vehicle to job conditions.
* Be careful when operating with the wheels at right angle to a slope.
* When hooking up trailing equipment, keep all personnel away.
* Know your stopping distance at any given speed.
* Use caution when crossing side hills, ridges, ditches, and other obstructions.
* Keep close to inside bank when working on a side hill road or cut. Extend the blade to material near outer edge.
* Use extreme care to avoid tipping when working on hills, banks, or slopes.
* Cross obstacles at an angle and at slow speed. Be alert for sudden movement of machine when going over center of obstacle.
* Operate the vehicle only on level surface when cutting high banks.

**Scrapers:**

* Do not try to climb on or off the machine when carrying tools or supplies. Use a hand line to pull equipment up onto the platform.
* Check for proper operation of all controls and protective devices while moving slowly in an open area.
* Operate the machine only while seated.
* Operate the controls only with the engine running.
* Do not allow riders on the machine unless additional seat, seat belt, and rollover protection are provided.
* Carry bowl close to the ground, approximately 40cm (15 in) above ground level.
* Stay a safe distance from the edge of cliffs, overhangs, and slide areas.
* If the machine begins to sideslip on a grade, lower the bowl and bring the machine to a safe stop.
* Be careful to avoid the condition which could lead to tipping when working on hills, banks, or slopes, and when crossing ditches, ridges, or other obstructions.
* Work up and down slopes, rather than sideways, whenever possible.
* Keep the machine under control and do not work it over its capacity.
* Personnel are prohibited from being between the machine and trailing equipment when maneuvering to connect them. Block the tongue or hitch of trailing equipment to align it with the drawbar or hitch.
* Park on a level surface. If necessary, to park on a grade, block the machine. Lower bowl to the ground and apply slight down pressure. Stop the engine.

**Skid loaders:**

* Check to see that counterweights as recommended by the manufacturer are in place.
  + NOTE: This is very important as improperly balanced skid-steer loaders are easily upset.
* Clean steps, pedals, and floor of any slippery substances.
* Clear the driving compartment for loose items that might interfere with the controls.
* Check the work area for hazards such as holes, soft spots, and obstructions. Check overhead for utility lines, doorway clearances, or other obstructions.
* Mount the machine wearing clean, dry shoes using the grab bars or handrails provided.
* Adjust the seat, fasten the seat belt, set the brake, and place transmission in park or neutral before cranking the engine.
* Visually check for the presence of others in the area and warn them away.
* If the machine is garaged, leave the door or some windows open for ventilating the exhaust.
* Start the engine and check all controls to see that they are functioning properly.
* Check horn and backup alarm to see that they are working.
* Operate with caution on uneven surfaces. Avoid steep slopes completely.
* Carry the load as low as possible. Avoid sharp turns and slopes with a raised load.
* Travel straight up or down, with the heavy end of the machine pointed uphill.
* Operate with extreme caution near areas with sharp drop-offs.
* Do not undercut banks or materials that are piled high, to avoid cave-ins or falling of material.
* **NEVER** leave the machine without first lowering the bucket, stopping the engine, setting the parking brake, and placing the shift in park or neutral. Dismount the machine carefully. Do not jump out of the loader.
* If stopping for any length of time, lock the ignition and remove the key.

**Trucks:**

* Truck drivers will be properly and thoroughly trained before attempting to do any work with or on any type of truck.
* Our motor vehicle policy, as well as State and Federal regulations, prohibit the operation of commercial motor vehicles by individuals who do not have the proper training and license. Do not attempt to operate any dump truck unless you have the proper license and training.
* Thoroughly inspect the truck for any defects that may inhibit safe operation of the vehicle. DOT regulations require that the operator fill an inspection form each day before placing the truck into operation. This form is an excellent tool to help the operator remember to check all necessary items.
* Always use the steps and grab irons and face the vehicle when getting in or out of the truck.
* Place the gearshift into neutral and set the parking brake before starting the engine.
* Allow the engine to reach operating temperature and the air pressure to build to operating pressure before placing the truck into motion.
* Carefully check the area around the truck before placing it into motion. Objects or people that are very close to the truck may not be visible from the driver’s seat.
* Always make sure that your seatbelt is properly fastened before driving the truck.
* Allow adequate stopping distance between the truck and the vehicles in front of it.

**Dump trucks:**

* Check the area around the truck for obstructions (tree limbs, overhead wires, etc.) before raising the dump box. Make sure that the spreader chains are not set if you intend to dump in a pile.
* Always try to be on a level surface when you raise the dump box. As the box rises, the truck’s center of gravity goes up and the truck becomes less stable and more apt to tip over. If you must dump on a slope, place the truck so that it faces straight up, or down the slope. Do not try to raise the box with the truck parked parallel with the slope. Remember that a dump truck is much more apt to tip over (or run into overhead obstructions) when spreading material then it is when dumping in a pile.
* **NEVER** work under a raised box (not even “for just a little bit”) unless the box is adequately supported by a prop rod or cribbing. Do not rely on the truck’s hydraulic system to hold the box up while you work under it.

**Boom lifts (Bucket trucks):**

About 26 construction workers die each year using aerial lifts. More than half of the deaths involve boom-supported lifts, such as bucket trucks and cherry pickers with majority of the remaining involving scissor lifts. These deaths are commonly caused by electrocutions, falls, and tip overs. Other causes include being caught between the lift bucket or guardrail and an object (such as steel beams or joists) and being struck by falling objects. (A worker can also be catapulted out of a bucket, if the boom or bucket is struck by something.)

**Before operating an aerial lift:**

* Check operating and emergency controls, safety devices (such as, outriggers and guardrails), personal fall protection gear, wheels and tires, and other items specified by the manufacturer. Look for possible leaks (air, hydraulic fluid, and fuel-system) and loose or missing parts.
* Check where the lift will be used. Look for a level surface that will not shift. Check the slope of the ground or floor; do not work on steep slopes that exceed slope limits listed by the manufacturer. Look for hazards, such as, holes, drop-offs, bumps, and debris, and overhead power lines and other obstructions.
* Set outriggers, brakes, and wheel chocks – even if you are working on a level slope.

**Using and aerial lift:**

* Always close lift platform chains or doors.
* Stand on the floor of the bucket or lift platform. **Do not** climb on or lean over guardrails.
* Do not exceed manufacturer’s load-capacity limits (including the weight of such things as bucket liners and tools).
* If working near traffic, set up work-zone warnings, like cones and signs.

**To prevent electrocutions:**

* Non-electrical workers must stay at least 10 feet away from overhead power lines.
* Electrical workers must de-energize/insulate power lines or use proper personal protective equipment and tools.
* Insulated buckets protect from electrocution due to electric current passing through you and the boom to ground. An insulated bucket **does not** protect if there is another path to ground – for instance, if you touch another wire.

**To prevent falls:**

To help keep workers inside guardrails or in buckets, OSHA requires either a full-body harness or a positioning device on bucket trucks or boom-supported lifts. OSHA accepts a positioning device (belt) with a short lanyard if there is an anchorage inside the bucket.

**To prevent tip over:**

* Check the manufacturer’s instructions.
* Do not drive with the lift platform elevated (unless the manufacturer says that is okay).
* Do not exceed vertical or horizontal reach limits or the specified load-capacity of the lift.
* On an elevated scissor lift, avoid too much pushing or pulling.

**Maintenance and Inspections:**

* De-energize and lockout/tagout aerial lifts before any maintenance or repairs.
* Each aerial lift must be inspected as the manufacturer requires – every 3 months or after 150 hours of use, whichever comes first. And the owner of a lift must do a detailed yearly inspection, as required by the manufacturer.

*NOTE: Many construction contractors rent aerial lifts instead of buying them. You may not know which model you will be using, even though operator controls and other key features differ on each model. Also, you may not know the maintenance history of the lift.*

**The dealer or company renting out the lift should:**

* Be sure the lift is properly inspected and serviced before rental.
* Provide operator and maintenance manuals and maintenance history.
* Make sure the operator controls are easy to reach and properly marked.

**Before operation, you should:**

* Be sure an aerial lift is not modified without written permission of the manufacturer.
* Be sure an aerial lift is used only under conditions approved by the manufacturer.
* Be sure proper personal fall-protection is provided and used.

**Cranes:**

The crane operator shall be familiar with and follow manufacturer operating procedures to operate the crane safely. In addition, the crane shall be operated following all local, state, and federal guidelines. Cranes shall also be operated within the Federal Aviation Administration (FAA) guidelines. Proper permitting and notifications, if applicable, are the responsibility of the crane contractor.

**Swing Radius/Work Area:**

* No employees are allowed within the fall zone (whether the crane is moving or not) except for employees who meet the falling conditions:
* They are hooking, unhooking, guiding, or receiving a load.
* They are engaged in the initial attachment of the load to a component or structure.
* They are operating a concrete hopper or bucket.

If employees are within the fall zone and are engaged in hooking, unhooking, guiding a load, or the initial attachment of the load, the following conditions must be met:

* The material being hoisted must be rigged to prevent unintentional displacement.
* Hooks with self-closing latches or the equivalent must be used.
* A qualified rigger must rig the materials.
  + A qualified rigger shall perform the rigging of all equipment. The qualified rigger shall inspect all rigging equipment before each lift, and any equipment found to be worn, damaged, or defective shall be removed from service immediately. Synthetic slings must not be used where the potential for the webbing to be cut exists. Softeners shall be provided where necessary to protect slings, regardless of type, against sharp edges.

**Signals:**

* The signal person and the operator must meet before the beginning of the operation and discuss and agree upon a method of communication. If hand signals are utilized, both the operator and the signal person must provide documented proof of training in the “Standard Method” of hand signals, as can be found in Appendix A of OSHA’s crane standard.
* The point of operation is not in full view of the operator.
* When the equipment is traveling, the view in the direction of travel is obstructed.
* Whenever the operator or person handling the load determines the site-specific safety concerns warrant a signal person.
* If radios or cell phones are used to communicate, they must be tested on-site before beginning operations. They must be transmitted through a dedicated channel unless there are multiple cranes and shared communications are required for coordination.

**Crane Maintenance:**

* Maintenance, inspection, and repair personnel are permitted to operate the equipment only when the following requirements are met:
* The operation is limited to the functions necessary to perform maintenance, inspect the equipment, or verify its performance.
* The operation is completed under the direct supervision of a properly licensed operator, or the maintenance personnel is familiar with the operation limitations, characteristics, and hazards associated with the type of equipment being worked on.
* Maintenance and repair personnel must be qualified for the equipment and repair tasks performed.

**Heavy equipment daily shift checklist**

Heavy equipment will be examined daily before being placed in service and at the end of the day. If the equipment is used daily on more than one shift, it shall be inspected before each shift.

Equipment manufacturer/Name of equipment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identifying number: \_\_\_\_\_\_\_\_\_\_ Inspected by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Items to be checked:**

**OK NOT**

**OK**

\_\_\_\_ \_\_\_\_ Tires

\_\_\_\_ \_\_\_\_ Horn

\_\_\_\_ \_\_\_\_ Back up alarm

\_\_\_\_ \_\_\_\_ Lights

\_\_\_\_ \_\_\_\_ Battery

\_\_\_\_ \_\_\_\_ Controller

\_\_\_\_ \_\_\_\_ Lift system, to include load limit switches, load engagement means, chains, cables, forks, etc.

\_\_\_\_ \_\_\_\_ Brakes (normal and emergency)

\_\_\_\_ \_\_\_\_ Steering mechanism intact, no excess play in steering

\_\_\_\_ \_\_\_\_ Hydraulic system intact, no leaks or fluid puddle present

\_\_\_\_ \_\_\_\_ Hydraulic fluid level

\_\_\_\_ \_\_\_\_ Truck clean, free of dirt, excess oil and grease

\_\_\_\_ \_\_\_\_ Overhead guards intact, not broken or damaged

\_\_\_\_ \_\_\_\_ All gauges working properly

\_\_\_\_ \_\_\_\_ Seat belts work properly

\_\_\_\_ \_\_\_\_ Fuel Level

\_\_\_\_ \_\_\_\_ Fuel system intact, no smell of fuel, cap in place

\_\_\_\_ \_\_\_\_ Propane tank secured in saddle

\_\_\_\_ \_\_\_\_ Engine oil fluid level

\_\_\_\_ \_\_\_\_ Transmission fluid level

\_\_\_\_ \_\_\_\_ Exhaust system intact, no visible emissions

\_\_\_\_ \_\_\_\_ All name plates and markings are in place and maintained in legible condition

List any other problems found with the equipment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Note: Any items found to be defective will require immediate notification of your supervisor and the equipment will be taken out of service until repaired.***

***Insert company name***

**Heavy equipment program training acknowledgement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have received training on the proper use of heavy equipment. I have asked and received clarification on all questions regarding this program. I understand that my failure to follow the requirements outlined in this program may result in disciplinary actions, up to, and including, termination

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Employee Signature Date

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Supervisor’s Signature Date