

	COMPANY HEALTH AND SAFETY PROGRAM	
	Document No. 8.9	Date: August 16, 2006
	Construction Equipment Standard Operating Procedure	Revision: 0

1.0 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to promote safe working conditions and aid in avoiding any accidents from occurring. Equipment manufacturers set particular guidelines to follow in order to promote safe operations.

2.0 SCOPE

This procedure identifies safety rules and precautions that apply to all HES projects involving the use of track loaders, dozers, tracked and rubber tired excavators and loaders and other similar equipment.

3.0 RESPONSIBILITY

The responsibility for following this SOP rests in the hands of the operator. The responsibility for enforcing this SOP lies in the hands of the supervisor and project manager.

4.0 STANDARD OPERATING PROCEDURE

1. The operating guidelines identified in this procedure are as follows, but not limited to and in no special order:
2. Warning signs and labels should be cleaned or replaced dependent upon their condition.
3. Ensure that all protective guards and covers are secured in place on the machine.
4. Keep the machine, especially the deck, walkways, and steps, free of foreign material, such as debris, oil, tools, and other items not part of the machine.
5. Know the clearances of the machine (e.g. machine height, attachment width, etc.) especially when working in tight conditions.
6. Report any needed repairs or damage to the machine.
7. Support equipment and attachments properly when working beneath them. Do not depend on hydraulic cylinders.
8. Stay clear of all rotating and moving parts.
9. Keep objects away from moving fan blades.

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10. Do not use kinked or frayed wire rope cable. Wear gloves when handling wire rope cable.
11. Retainer pins, when struck with force, can fly out and injure nearby persons. Make sure the area is clear of people when driving pins.
12. Hot oil and components can cause personal injury. Do not allow hot oil or components to contact the skin.
13. Relieve all pressure in air, oil, fuel, or cooling systems before any lines, fittings, or related items are disconnected or removed.
14. Exercise special care when handling batteries or checking electrolyte levels.
15. Do not smoke while refueling or in a refueling area.
16. Have a fire extinguisher available and mounted in the manufacturer's suggested location.
17. Do not bend or strike high pressure lines. Do not install bent or damaged lines, tubes, or hoses.
18. Repair any loose or damaged fuel, coolant, and oil lines, tubes, and hoses.
19. Ensure that all clamps, guards, and heat shields are installed correctly to prevent vibration, rubbing against other parts, and excessive heat during operation.
20. Mount and dismount the machine from the front of the track using the handhold on the lift arm to maintain three-point contact.
21. Never get on or off a moving machine.
22. Never jump off the machine.
23. Adjust the seat to allow full travel of the pedals when the operator is seated against the seat back.
24. Make sure all lights are working properly.
25. Make sure no one is working on, underneath, or close to the machine before starting the engine or beginning to move the machine.

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26. Do not start the engine or move any of the controls if there is a DO NOT OPERATE or similar warning tag attached to the key start switch or controls.
27. Move all hydraulic controls to hold and the transmission control lever to PARK (NEUTRAL) before starting the engine.
28. Adjust the rearview mirror(s) for best vision, especially close to the machine.
29. Make sure the machine horn, the back-up alarm, and all other warning devices are working properly.
30. Carry attachments close to the ground.
31. Stay a safe distance from the edge of cliffs, overhangs, and slide areas.
32. If the machine begins to sideslip on a grade, immediately dispose of the load and turn the machine downhill.
33. Be careful to avoid a condition which could lead to tipping when working on hills, banks, or slopes, and when crossing ditches, ridges, or other obstructions.
34. Work up and down slopes, rather than sideways, whenever possible.
35. Keep the machine under control and do not work it over its capacity.
36. Never straddle a wire rope cable or similar device, nor allow others to do so.
37. 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.
38. Park on a level surface. If it is necessary to park on a grade, block the tracks securely.
39. Always wear seatbelts while operating heavy equipment.
40. Avoid backing over dirt rows or mounds. Approach in a forward direction at a slow rate of speed.
41. Ensure air conditioner and/or heater vents are directed away from the operator during start-up to minimize the potential for dust or other particulates from being blown into eyes, mouth or nose.

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5.0 OPERATOR TRAINING

Machine operators will review the operations manual for the particular machine being operated. This SOP will act as a supplemental document to be reviewed for machine operator's of the equipment.

6.0 PROCEDURAL REVIEW

This document will be reviewed when the machine receives any modifications, manufacturer makes recommendations or changes, or specific hazards or issues require control measures.

