

## DuPage County Environmental, Safety, Health & Property Loss Control Program Mobile Equipment Safe Use

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**Purpose:** To provide general safety procedure coupled with the manufacturer's manual on how to operate various mobile pieces of equipment.

### **General Operator Safety:**

1. Never operate equipment which has a "DO NOT OPERATE" tag affixed to it.
2. All guards and shields must be in place and working properly when equipment is in operation.
3. Windshields on such equipped cabs must be kept clean and free of scratched and defects which can affect visibility.
4. Operators must walk completely around the machine before mounting to be sure no obstacles or co-workers are close enough to be hit by the machine moving.
5. Operators are required to wear hearing protection when operating equipment not equipped with a cab, or equipment that subjects the operator to high noise levels such as a leaf blower.
6. Operators should use three point contact with the equipment being mounted or dismounted to prevent falls.
7. Operator is responsible to become familiar with all load rating, and other information, supplied with the equipment.
8. Operators must always yield the right of way to loaded vehicles and be able to come bring the equipment to a complete stop.
9. Operator must always keep the equipment in gear when running. Never coast.
10. Operators must not permit riders or observers on mobile equipment, unless the equipment has been provided with manufacturers supplied seating and protection is provided the rider.
11. No one is allowed to ride in a bucket or any other portion not designed with seating.
12. Operator must keep hand holds, steps, ladders free of excess mud, grease, ice etc.
13. The equipment shall only be started and operated form the operators station, or location recommended by manufacturer.
14. Operators must lower, or properly block all booms, buckets, blades etc. any time equipment is unattended.
15. Operators must constantly monitor the clearance of equipment and overhead power lines. A minimum of 10ft must be maintained between any portion of the equipment and lines, even if the boom or power lines are shielded. A spotter may be necessary to assist operator maintain the 10ft clearance.
16. Swing radius of backhoes and other rotating mobile equipment must be barricaded to prevent employees from being struck by or caught between equipment and other object.

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17. Whenever equipment is equipped with outriggers they must be deployed correctly with all outriggers fully extended.
18. Operators must avoid side travel when working on a slope. Travel on a slope should be perpendicular to the slope as much as possible.
19. Operators must travel with the bucket or load as close to the ground as possible to allow for clear visibility by the operator and prevent tipping of the equipment.
20. Operators shall ensure that no one is allowed under a suspended load of material.
21. When operating close to an excavation or trench a signalperson should be used if the operator's view of the edge is obstructed.
22. Equipment supplied with a cable to pull or lift equipment, the operator must take slack up slowly in the cable and avoid jerking or kinking it.
23. Standard signal charts should be available on all job sites.
24. No one should be allowed to perform maintenance on the equipment when it is running.
25. If emergency maintenance must be done in the field the Operator is responsible to see that the equipment is safely blocked from rolling and or jacks are on solid and level ground or wooden planks for stability. The keys to the equipment must be removed when maintenance is being performed.