



WEEKLY SAFETY MEETING

POWERED MOBILE EQUIPMENT

Frequently Winger employees must operate powered mobile equipment to perform their job tasks. Powered mobile equipment includes forklifts, rough terrain forklifts, skid loaders, tractors, mini-hoes, utility vehicles, etc. Remember the following:

- ✚ Only trained and authorized personnel may operate and access powered mobile equipment. At no time is a Winger employee to operate any mobile equipment without the proper training. Operators must have a valid driver's license. Operators are required to review the operator's manual.
- ✚ **All powered mobile equipment shall be pre-inspected daily and recorded on the applicable Pre-Use Checklist.**
- ✚ Operable backup alarms and fire extinguishers are required on all powered mobile equipment and Winger work trucks/vans.
- ✚ Any equipment that does not pass inspection, must be tagged "out of service" and reported to your supervisor immediately.
- ✚ Pre-Use Checklists are to remain with the equipment for the duration of that day. At the end of the day, checklists will be turned in to the appropriate person.
- ✚ Winger employees should perform a quick walk around before operating a piece of equipment that has already been inspected for the day by another employee.
- ✚ Quarterly inspections must be performed by a competent person. Any deficiencies must be noted and repaired as soon as possible.
- ✚ Use powered mobile equipment for their intended use. For example, aerial lifts are designed to lift workers and not designed to lift materials or parts into place or to be rigged from.
- ✚ When working closely with mobile equipment, keep your body away from pinch points, struck by or caught in-between hazards.
- ✚ All workers exposed to vehicular traffic must wear high visibility vests or clothing.
- ✚ Always look in the direction of travel and around you. Spotters, one or more spotters if necessary, must be used if the operator's vision is blocked or obscured.
- ✚ Be aware of and yield to pedestrians that may inadvertently walk or cross barricades into your work area. When necessary, use barricades to prevent others from entering the work area. When loading a truck be aware your surroundings.
- ✚ When walking as a pedestrian, ALWAYS make eye contact with the operator before going into their area.
- ✚ Always use designated pedestrian walkways and be alert for mobile truck traffic, particularly around corners, in corridors, and in warehouses. **Because of potential door spring/mechanism failures, struck by injuries, and other incidents, always use pedestrian doors instead of roll-up, overhead, or warehouse doors.**
- ✚ Keep all body parts inside the cab. Do not operate the controls from outside the equipment such as a skid loader, ROPS cab, forklift, etc.
- ✚ Use every handhold and step available when getting in and out of equipment. **NEVER** jump down from equipment.
- ✚ Safety glasses must be worn when operating or driving powered mobile equipment with the cab open and/or window down.
- ✚ Seat belts are required to be worn in powered mobile equipment, work trucks/vans, etc.
- ✚ Designated speed limits, or less depending on activities or congestion, must be followed at all times.
- ✚ All traffic signs must be obeyed. STOP and look twice before pulling out onto roadways or across railroad tracks.
- ✚ Do not use a cell phone while driving or operating equipment. Pull over and stop safely to talk.
- ✚ **No person shall be allowed to stand or pass under any loads. This includes the elevated portion (boom) of any powered mobile equipment. For example, forklifts, Rough Terrain Forklifts (RTFL), cranes, etc.**
- ✚ Tip the forks down to adjust the forks on the pivot shaft when adjusting forks on a forklift or rough terrain forklift. This prevents pinched fingers and muscle strains. **Loads must be secured. Use one or more tag lines to control and pivot loads when necessary.**
- ✚ **FREE RIGGING off of forks is prohibited. Always use the mast or an approved forklift attachment with load chart that is designed for this purpose.**

Free rigging poses several safety hazards:

- Could affect the capacity and safe operation of the piece of equipment.
- The use of a sling on the forks or tines of the forklift or RTFL is not approved by the manufacturer.
- Loads are off centered, can shift and become unstable.
- Shifting/swinging loads can make the forklift or RTFL become unstable and possibly causing tip overs.
- Slings can slide off the forks if the operator inadvertently tilts the carriage forward.
- Friction from the sling rubbing against the edge of the fork can damage the integrity of the sling.
- Forks can be too wide for the sling "eye" and will stretch and cause irreparable damage.
- Our customers have forbidden this practice.

- ✚ Always lower the man basket, bucket, or forks to the ground and apply the brake when leaving a machine.

Use wheel chocks when parked on an incline to prevent the machine from rolling forward or backwards.

- ✚ **ALWAYS** beware of overhead power lines.

- Check for wires before traveling or raising and lowering equipment.
- Depending on the voltage, maintain a minimum distance of at least 10 feet or more from all power lines.
- If tag lines are used, they must be non-conductive.

DANGER

DO NOT MANEUVER MACHINE OR PERSONNEL INSIDE PROHIBITED ZONE (MAD).
ASSUME ALL ELECTRICAL PARTS AND WIRING ARE ENERGIZED UNLESS KNOWN OTHERWISE.

Table 1-1. Minimum Approach Distances (M.A.D.)

VOLTAGE RANGE (Phase to Phase)	MINIMUM APPROACH DISTANCE in Feet (Meters)
0 to 50 KV	10 (3)
Over 50KV to 200 KV	15 (5)
Over 200 KV to 350 KV	20 (6)
Over 350 KV to 500 KV	25 (8)
Over 500 KV to 750 KV	35 (11)
Over 750 KV to 1000 KV	45 (14)

NOTE: This requirement shall apply except where employer, local or governmental regulations are more stringent.

Meeting Date: _____

Trainer: _____

Supervisor: _____

Location: _____

Attendees: (Please print clearly)

_____ _____ _____	_____ _____ _____	_____ _____ _____
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WEEKLY SAFETY MEETING

POWERED MOBILE EQUIPMENT QUIZ

1. Only trained and authorized personnel may operate and access mobile equipment. True or False? _____
2. All mobile equipment shall be pre-inspected daily and recorded on the applicable Pre-Use Checklist. True or False? _____
3. Pre-Use Checklists are to remain with the equipment for the duration of that day. At the end of the day, checklists will be turned in to the appropriate person. True or False? _____
4. Backup alarms and fire extinguishers are not required in powered mobile equipment. True or False? _____
5. Any equipment that does not pass inspection, must be tagged “_____” and reported to your supervisor immediately. _____
6. Winger employees should perform a quick walk around before operating a piece of equipment that has already been inspected for the day by another employee. True or False? _____
7. Be aware of your body positioning. Keep your body away from pinch points, struck by or caught in or between. True or False? _____
8. No person shall be allowed to _____ or _____ under the elevated portion (boom) of any powered mobile equipment. For example, forklifts, Rough Terrain Forklifts (RTFL), cranes, etc. _____
9. All loads must be _____.
10. Always tip the forks _____ when adjusting the forks on a forklift or RTFL. _____
11. Seat belts are not required to be worn in powered mobile equipment. True or False? _____
12. Always follow designated speed limits and traffic signs. True or False? _____
13. Depending on the voltage, maintain a minimum distance of at least _____ feet or more. _____
14. If taglines are used, they must be non-conductive. True or False? _____
15. One or more _____ is required if the operator cannot see clearly. _____
16. When necessary, use barricades to keep others out of your work area. True or False? _____
17. Operators can talk on their cell phones while operating or driving. True or False? _____
18. FREE RIGGING off forks is prohibited. True or False? _____

Printed Name: _____ Trained by: _____

Signature: _____ Trained by Signature: _____

Date: _____ Location: _____