

POWERED MOBILE EQUIPMENT PROGRAM

PURPOSE / SCOPE

The safe operation of material handling and/or personnel lifting equipment on and around the jobsite is essential. To help prevent injury to fellow workers and the public at large, only trained and authorized persons may operate a Powered Piece of Equipment on our jobsites. Powered mobile equipment includes the following pieces of equipment; forklifts, Rough-Terrain Forklift [RTFL] (such as Gradall, Lull, or Skytrak) and aerial lifts (such as boom lifts, scissor lifts, and rocket-lifts). This program reviews the basic safety rules and procedures these qualified operators must know and practice.

OSHA estimates that nearly a hundred workers suffer serious injuries from forklift accidents every single day. A worker dies in forklift accident every four days. And, about 90 percent of all forklifts will be involved in an injury-causing accident during their service life. That's the bad news.

The good news is, a vast majority of these deaths and injuries (and millions of dollars in facility and inventory damages) can be avoided when workers follow some simple forklift safety rules.

OWNER'S RESPONSIBILITIES

BASIC PRINCIPLES

Sound principles of safety, training, inspection, maintenance, application, and operation consistent with all data available regarding the parameters of intended use and expected environment shall be applied in the performance of the responsibilities of owners with due consideration of knowledge that the unit will be carrying personnel.

RECORD RETENTION

Winger Companies, herein referred to as Winger, will arrange for the training of equipment operators and will maintain a current list of trained and qualified equipment operators for each type of equipment. Training records shall be kept in the employee's safety training file and retained for at least 10 years.

Maintenance and inspection records will also be retained such as; name and address of purchaser, serial number and date of delivery; quarterly and annual inspection and service records.

MANUALS

Owners shall keep and maintain copies of the operating and maintenance manuals. These manuals are to be stored in the equipment's storage compartment. These manuals are considered an integral part of the aerial platform and are vital to communicate necessary safety information to users and operators. A copy of the ANSI Manual of Responsibilities is also required to be on each piece of equipment. Employees are required to read and understand their responsibilities before they use or operate powered mobile equipment.

MAINTENANCE

The owner of each piece of equipment shall arrange that the maintenance specified is properly performed on a timely basis. The owner shall establish a preventive maintenance program with daily, quarterly and annual inspections as noted in the Operation and Maintenance Manual. All problems and deficiencies will be corrected. When parts or components are replaced, they shall be identical or equivalent to the original part or component.

Quarterly inspections must be performed by a competent person. Any deficiencies must be noted and repaired as soon as possible.

Do not weld Modifications to equipment or accessories shall not be performed without written permission from the manufacturer. Modifications can weaken the structure creating a hazard that can cause death or serious personal injury.

EMPLOYEE'S RESPONSIBILITIES

SAFETY REGULATIONS& RESPONSIBILITIES FOR OPERATORS

BASIC PRINCIPLES:

The information in this section must be supplemented by good job management, safety control and the application of sound principles of safety, training, inspection, maintenance, application and operation consistent with all data available regarding the parameters of intended use and expected environment. Since the operator has direct control over the application and operation of the piece of equipment they are operating, conformance with good safety practices in this area is the responsibility of the operator.

INSPECTION AND MAINTENANCE:

Operators shall inspect and maintain the piece of equipment before each shift to ensure proper operation. Equipment that is not in proper operating condition shall be immediately removed from service until repaired. A functional test shall be performed and a Pre-Use Inspection Checklist shall be filled completed. This checklist must be turned into their foreman or safety director in order to maintain inspection records for each machine. Repairs can only be made by trained qualified individuals.

Each piece of material handling or personnel lifting equipment has an Operation & Maintenance Manual. It is the operator's responsibility to read and become familiar with that piece of equipment for safe operation. These manuals are considered integral parts of the safe operations and must be kept in the equipment's storage compartment.

JOBSITE INSPECTION:

Before equipment is used and during use, the operator shall check the area for possible jobsite hazards and document them using the Job Site Inspection Checklist which is on the reverse side of the Pre-Use Inspection Checklist.

DURING OPERATION OF MOBILE EQUIPMENT

Operators should follow these basic guidelines:

- ✚ From time to time, Winger employees must operate mobile equipment to perform their job tasks. Remember the following:
- ✚ Never operate a piece of equipment unless trained and authorized to do so. Only trained and authorized personnel may operate and access mobile equipment. At no time is a Winger employee to operate any mobile equipment without the proper training.
- ✚ Passengers are not allowed to ride a piece of mobile equipment unless it is specifically designed to accommodate passengers.
- ✚ All mobile equipment must be pre-inspected daily and recorded on the applicable Pre-Use Checklist. Always report any problems or malfunctions 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.
- ✚ To prevent injuries and collisions, backup alarms must be operable to alert others in the work area.

- ✚ Any equipment that does not pass inspection must be tagged “out of service” and reported to your supervisor immediately.
- ✚ 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.
- ✚ Wear appropriate personal protective equipment when operating a piece of equipment (hard hat, safety glasses, gloves, safety toed footwear, and fall protection gear (is required when above 4 feet from ground level unless guardrails or handholds are provided). Hardhat and safety glasses are required to be worn at all times if equipment does not have an enclosed cab.
- ✚ Always connect your seat belt before starting and when operating.
- ✚ Be aware of your surroundings and changes on the jobsite. Are you working around or with another contractor? Is another piece of equipment moving in and around you? Are there people below you working? etc.
- ✚ Always use a piece of mobile equipment the way it was designed for its intended use.
- ✚ Do not exceed the load limitations and rated capacity of each piece of equipment you are operating.
- ✚ Operate at a safe speed (at posted speed limits when applicable). This should be determined by the conditions of the ground surface, congestion, visibility, slope, location of personnel, and other factors causing hazards of collision or injury to personnel.
- ✚ Maintain a safe distance from any energized power lines.
- ✚ Start/stop slowly to prevent load from shifting or spilling.
- ✚ Turn at a safe speed - smoothly and gradually.
- ✚ Be cautious on wet or slippery pavement.
- ✚ Maintain a safe distance behind other vehicles - three, vehicle lengths minimum.
- ✚ Sound the horn when approaching intersections, blind spots or other dangerous locations. Don't pass other vehicles.
- ✚ Use mirrors (if equipped) mounted at corners and in blind spots to see pedestrians and on-coming vehicles.
- ✚ Never allow any person to ride in or on material handling equipment.
- ✚ When fueling; shut off the engine, make sure the fuel nozzle makes direct contact with the tank, and no smoking or open flames within 50 feet of fueling operations.
- ✚ Never raise or lower the load while traveling.
- ✚ Keep arms and legs inside the cab of the equipment at all times.
- ✚ Personnel on lift platforms shall keep firm footing at all times. The use of planks, ladders or any other device on the platform to achieve additional height is prohibited.
- ✚ Watch out for pedestrians.
- ✚ Always make eye contact with an operator before walking in or around their work area.
- ✚ Ensure there is adequate clearance from overhead obstructions.
- ✚ Never leave a piece of equipment running while unattended. Unattended is considered to be 25 feet from the truck.
- ✚ Never turn a piece of equipment sideways on a ramp.
- ✚ Block/chock the wheels whenever a piece of equipment is left on an incline.
- ✚ Always drive a loaded piece of equipment with the load on the uphill side.
- ✚ Never let a gasoline/propane/diesel engine idle in an enclosed area.
- ✚ Drive with the load tilted back and the forks raised only enough to clear the road.
- ✚ Block and tie round objects so that they won't roll. Tie down ALL loads when possible.
- ✚ Use approved cylinder racks when transporting compressed gas cylinders.
- ✚ Never allow any person to stand or pass under the elevated portion of any truck, whether loaded or unloaded. For example, forklifts, Rough Terrain Forklifts (RTFL) and cranes.
- ✚ Park the piece of equipment carefully. Make sure the forks or bucket is on the ground, the brakes are set, the engine is off, and the keys removed.
- ✚ Never use a forklift as an elevator for personnel.
- ✚ Operators must verify trailer chocks, supports, and dock plates prior to loading/unloading.
- ✚ Care should be taken to prevent rope, electric cords, hoses, etc., from becoming entangled with personnel on work platforms.

- ✚ Each employee must adhere to these rules and regulations.
- ✚ Employees are not responsible for following the Safety Cone Policy detailed in the Winger Safety Manual's Vehicle Safety Program when operating the following industrial equipment which would include the following:
 - All forklifts (rough terrain and straight mast)
 - Scissor lifts
 - Golf carts
 - Articulating boom lifts
 - Single man lifts

DURING OPERATION OF AERIAL LIFTS

- ✚ Only authorized and trained personnel may operate and access aerial lifts. Specific training is required for each equipment model in use. Never operate an aerial lift until you have received the proper training.
- ✚ The second person in an aerial lift must be trained unless there is a third person on the ground trained in emergency rescue.
- ✚ For elevated work, aerial lifts are always the first choice over ladders. Each foreman when planning their job needs to take into consideration the height of the work to be performed and have the appropriate aerial lift at the job.
- ✚ A pre-use safety inspection checklist shall be performed thoroughly and documented prior to daily use. Turn paperwork into the safety department or your foreman.
- ✚ When renting equipment, make sure that you do a thorough pre-use inspection. Report any deficiencies to your supervisor immediately. We are responsible for any damage that happens while renting the equipment.
- ✚ Obey operating instructions, warnings and cautions for each aerial lift.
- ✚ When operating an aerial lift in a walkway or roadway, barricade the area with caution tape so truck or foot traffic will not be in your work area.
- ✚ Aerial lifts shall always be operated at a safe speed for existing conditions.
- ✚ Never operate an aerial lift on soft ground or unlevel surfaces.
- ✚ Never operate any aerial lift on grating unless approved by an engineer.
- ✚ Always beware of overhead power lines. Check for wires before traveling or raising and lowering the platform. Maintain a minimum distance of at least 10 feet from all power lines.
- ✚ Lower the basket or platform to the ground before moving the aerial lift.
- ✚ Before moving the aerial lift, the operator shall make sure that no person or objects are in the path of travel. Communicate movement of the aerial lift to all personnel on and around the aerial lift. Use a spotter to help you back the aerial lift safely.
- ✚ Never exceed the lift's Rated Working Load (RWL). Never exceed the boom or personnel basket load limits.
- ✚ Never utilize an aerial lift as material hoisting equipment.
- ✚ When the aerial lift is equipped with outriggers or stabilizers, deploy these in accordance with the manufacturer's instructions. Never move an aerial lift with the outriggers or stabilizers extended.
- ✚ Always make sure the access gate is closed or safety chain is attached whenever the aerial lift is in use.
- ✚ Always enter and exit the platform with three-point contact. Do not exit using the "fireman's style".
- ✚ Always keep both feet planted firmly on the floor of the basket or platform.
- ✚ Never step up on the midrail or toprail to extend your reach.
- ✚ Never use boards across the midrails. Reposition or discuss with your foreman
- ✚ Never use a ladder, bucket or other objects to extend your reach.
- ✚ Wear your fall protection gear at all times inside the personnel platform.
- ✚ Tie-off to the manufacturer's designated anchorage point on the aerial lift.
- ✚ Never tie-off to objects outside the aerial lift while working from the platform except when:
 - ✚ If you need to exit the aerial lift to climb onto a pipe rack or structural steel, follow these procedures:
 - ✚ Designate this procedure on the Winger PJHA
 - ✚ Do NOT exit the lift in winds exceeding more than 20 mph

- ✚ Workers shall remain 100% tied off at all times
- ✚ To ensure 100% tie-off, the operator's primary SRL snaphook shall be attached to the lift's anchorage point
- ✚ Position the personnel platform with the access gate facing the direction you will exit within 12 inches of the surface you plan on accessing
- ✚ Attach secondary SRL snaphook to adjacent structure
- ✚ Climb safely out of the lift
- ✚ Unhook primary SRL snaphook
- ✚ Perform your elevated work safely
- ✚ When returning to the platform, operator must attach the primary SRL snaphook to the platform anchor point before detaching secondary SRL hook
- ✚ Keep hoses, electrical cords, and welding cables clear of moving parts when raising and lowering the personnel platform.
- ✚ Do not tie cords to the guardrails. This can cause tip-overs. Use a method for quick release such as resin spring clamps.
- ✚ Boom or platform must be lowered when parked. Never leave equipment with boom in air.
- ✚ In extenuating circumstances, boom lifts may be used as a fall restraint device as long as:
 - Designated on Winger PJHA
 - The pitch is no greater than 4:12 slope
 - Lift must be positioned a minimum of 4' from the leading edge
- ✚ Spotter must remain on ground near the machine base controls to prevent unauthorized use and to prevent the machine from being used.
- ✚ Employees are not responsible for following the Safety Cone Policy detailed in the Winger Safety Manual's Vehicle Safety Program when operating the following industrial equipment:
 - All forklifts (rough terrain and straight mast)
 - Scissor lifts
 - Articulating boom lifts
 - Single man lifts

OPERATOR TRAINING

The operation of each piece of equipment is subject to certain hazards that can be protected against only by the exercise of intelligence, care, and common sense. It is essential to have competent, careful personnel, trained in the intended use, safe operation, maintenance and service of these types of equipment.

Before any person can be authorized to operate a piece of equipment, they must earn the designation "qualified" by being trained by an approved, qualified equipment trainer. Qualified means that employees will satisfactorily answer the equipment operator test as well as demonstrate their ability to safely perform operational skills in operating a piece of equipment. Satisfactorily means that all questions are answered and that questions answered incorrectly will be reviewed.

The user and operator must make decisions on the maintenance, use and operation of each piece of equipment with due consideration for the fact that the safety of the operator and other personnel is dependent on those decisions. Before proceeding with a job, all employees SHALL assure themselves they can perform the work safely. If they are assigned work they are not qualified to perform or are not comfortable performing, they SHALL inform their supervisor immediately. Failure to comply with the required responsibilities in the use and operation of each piece of equipment could result in DEATH or SERIOUS INJURY.

Operators shall possess a valid driver's license.

Winger follows the powered industrial operator training standard 1910.178(l) for all types of powered mobile equipment on our job sites:
OSHA CFR §1910.178(l)

- (1) Safe operation.
 - (i) The employer shall ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training and evaluation specified in this paragraph (I).
 - (ii) Prior to permitting an employee to operate a powered industrial truck (except for training purposes), the employer shall ensure that each operator has successfully completed the training required by this paragraph (I), except as permitted by paragraph (I)(5).
- (2) Training program implementation.
 - (i) Trainees may operate a powered industrial truck only:
 - [A] Under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence; and
 - [B] Where such operation does not endanger the trainee or other employees.
 - (ii) Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace.
 - (iii) All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.
- (3) Training program content. Powered industrial truck operators shall receive initial training in the following topics, except in topics which the employer can demonstrate are not applicable to safe operation of the truck in the employer's workplace.
 - (i) Truck-related topics:
 - [A] Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;
 - [B] Differences between the truck and the automobile;
 - [C] Truck controls and instrumentation: where they are located, what they do, and how they work;
 - [D] Engine or motor operation;
 - [E] Steering and maneuvering;
 - [F] Visibility (including restrictions due to loading);
 - [G] Fork and attachment adaptation, operation, and use limitations;
 - [H] Vehicle capacity;
 - [I] Vehicle stability;
 - [J] Any vehicle inspection and maintenance that the operator will be required to perform;
 - [K] Refueling and/or charging and recharging of batteries;
 - [L] Operating limitations;
 - [M] 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.

(In addition, the operator must verify trailer chocks, supports, and dock plates prior to loading/unloading, load capacity, instructions, distances, refueling, ramps, visibility and balancer and counterbalances.)
 - (ii) Workplace-related topics:
 - [A] Surface conditions where the vehicle will be operated;
 - [B] Composition of loads to be carried and load stability;
 - [C] Load manipulation, stacking, and unstacking;
 - [D] Pedestrian traffic in areas where the vehicle will be operated;
 - [E] Narrow aisles and other restricted places where the vehicle will be operated;
 - [F] Hazardous (classified) locations where the vehicle will be operated;
 - [G] Ramps and other sloped surfaces that could affect the vehicle's stability;
 - [H] Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;
 - [I] Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.
 - (iii) The requirements of this section.

(4) Refresher training and evaluation.

(i) Refresher training, including an evaluation of the effectiveness of that training, shall be conducted as required by paragraph (I)(4)(ii) to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely.

(ii) Refresher training in relevant topics shall be provided to the operator when:

[A] The operator has been observed to operate the vehicle in an unsafe manner;

[B] The operator has been involved in an accident or near-miss incident;

[C] The operator has received an evaluation that reveals that the operator is not operating the truck safely;

[D] The operator is assigned to drive a different type of truck; or

[E] A condition in the workplace changes in a manner that could affect safe operation of the truck.

(iii) An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three years.

(5) Avoidance of duplicative training. If an operator has previously received training in a topic specified in paragraph (I)(3) of this section, and such training is appropriate to the truck and working conditions encountered, additional training in that topic is not required if the operator has been evaluated and found competent to operate the truck safely.

(6) Certification. The employer shall certify that each operator has been trained and evaluated as required by this paragraph (I). The certification shall 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 or evaluation.

SOURCE CREDITS

U.S. Department of Labor, Occupational Safety and Health Administration, www.osha.gov
Mechanical Contractors Association of America, www.mcaa.org

DOCUMENT CONTROL

Initial Program July 21, 2006
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