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1.0 PURPOSE

The purpose of this procedure is to establish the requirements of training for mobile equipment operators and to ensure safety for personnel who utilize and/or work around mobile equipment.

2.0 SCOPE

This procedure applies to all mobile equipment which are purchased, leased, operated, inspected, maintained, sold, transferred and decommissioned, excluding forklifts. Forklifts are considered a significant component of the occupational health and safety (OHS) system and there is a separate procedure dedicated to this topic, Lift Truck Safety (OHS-4.6.10).

3.0 DEFINITIONS

Mobile equipment: Any industrial vehicle utilized to transport people or material. Some examples include but are not limited to:

- Aerial work platforms (man-lifts, scissor lifts);
- Golf carts;
- Company cars and vans;
- Tractors;
- Lawn mowers;
- Front end loaders;
- Dump trucks; and
- Trucks and attachments. Attachments can include:
 - Packer
 - Snow plough
 - Salters
 - Hook and roll-on
 - Trailers
 - Water tankers

4.0 RESPONSIBILITIES

Department Manager/Supervisor: will maintain an inventory of the department's mobile and lifting equipment and review it annually to ensure it is up to date.

Managers / supervisors or equivalent:

- Ensure all employees who utilize mobile equipment will be appropriately trained;
- Identify hazards associated with the job;
- Develop safe operating procedures (SOPs) where required, with guidance from the Office of OHS, and ensure all workers are trained and follow the SOP;
- Ensure safety inspections are being performed prior to the start-up of equipment each day the equipment is used, and ensure all unsafe items are addressed immediately;
- Ensure inspections and planned maintenance are performed on the mobile equipment; and

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- Maintain records of mobile equipment inspections and maintenance.

Office of OHS:

- Arrange mobile equipment training; and
- Maintain records of training.

Mobile equipment operators:

- Attend mobile equipment training as required;
- Follow SOP when using mobile equipment; and
- Complete pre-start up safety inspection prior to using mobile equipment each day the equipment is used.

5.0 REFERENCE DOCUMENTS

OHS-3.1.1 Job Hazard Analysis

OHS-3.1.1a Job Hazard Analysis form

OHS-4.5.3 Management of Change

OHS-4.5.4 Preventive Maintenance

OHS-4.6.10 Lift Truck Safety

OHS-4.6.7 Lock-out / tag-out

OHS-5.1.1 Workplace Inspections

OHS-5.1.1d Employee Pre-start Up Inspection Checklist

6.0 PROCEDURE

No employee of the University of Windsor is to operate mobile equipment on behalf of the University without expressed authorization of the management of the University of Windsor and without being deemed competent by management.

Hazards

The manager/supervisor or equivalent will identify hazards of mobile equipment through the Job Hazard Analysis process (OHS-3.1.1). The JHA process will also identify the controls in place to eliminate or minimize them.

Operators shall not operate mobile equipment while taking medications or substances that could adversely affect vision, perception, and mental or physical abilities that are necessary to maintain the safe operation of the mobile equipment.

Mobile Equipment Requirements

The following minimum requirements must be provided as required for all mobile equipment at the University of Windsor:

- Seat belts for operators and passengers
- Headlights
- Warning devices (e.g. horn, whistle, gong, back-up alarms or other sound-producing device, strobe lights, as appropriate)
- Adequate operator visibility

Where such controls do not exist and legislation requires, the University of Windsor will make every effort to bring the equipment up to these standards.

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Mobile Equipment Selection

New and/or modified mobile equipment will be selected according to the Management of Change (OHS-4.5.3). Selection of mobile equipment must be made in consultation with the Purchaser, Office of OHS, and the appropriate department Manager / Supervisor.

Additionally, the following criteria specific to mobile equipment will apply:

- Hazards identified in the operating area
- Fire and explosion risks
- Intended use of the equipment
- Atmospheric risks (i.e. carbon monoxide control for internal combustion engines)
- Layout of the workplace (clearances from equipment and people)
- Ergonomic factors
- Internal combustion engines are prohibited from areas that may have explosive concentrations of dusts, gases or vapours, or where exhaust gases might accumulate and cause a hazard

The specifications determined by the manufacturer will be used in establishing training, maintenance, and service programs.

Pre-start up inspections

Any mobile equipment identified by the University as requiring a pre-start up inspection will be inspected prior to using the mobile equipment on each day the equipment is used as per Workplace Inspections (OHS-5.1.1). Any item designated as unsafe is to be reported to the Manager / Supervisor's attention immediately. The Manager / Supervisor will take the mobile equipment out of service (using proper lock out procedures, OHS-4.6.7 Lock-out / tag-out) and make arrangements to have the items corrected prior to the equipment being returned for regular use. The inspection books must be kept on or near the mobile equipment, with the copy forwarded to the department Manager / Supervisor. The completed inspection sheets will be retained for one year.

Training

Managers / Supervisors of operators of mobile equipment will ensure that the drivers are trained in and follow the SOP for the operation of specified mobile equipment. The SOP for the operation of specific mobile equipment is available on the OHS website (www.uwindsor.ca/safety). All operators of these specific mobile equipment shall be trained in these procedures.

Any operator of mobile equipment will be trained, qualified, competent, and/or certified, as required, and be granted authorization prior to the use of mobile equipment.

Maintenance and Repair

Preventive maintenance (OHS-4.5.4) and inspections (OHS-5.1.1) will be conducted as per the manufacturer's specifications. Only trained and authorized personnel shall maintain, repair, adjust, and inspect mobile equipment. Managers / Supervisors shall ensure that authorized personnel have easy access to manufacturer's operating manuals to certify safe use and proper maintenance of all mobile equipment.

Maintenance records will be available to employees upon request.

7.0 REVISION HISTORY

| Date (yyyy/mm/dd) | Revision |
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