Alexander County Government Equipment Operations Policy

Equipment Operations Policy

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I. Policy

It is the policy of Alexander County to establish minimum requirements for practice and procedure to protect employees from hazards working with motorized equipment such as tractors, loaders, pans.

II. General

An employee must be protected and exercise the utmost caution when operating or working around motorized equipment.

III. Responsibilities

Management

- Department Heads or designees have the responsibility for ensuring attendance of training and implementation of the Equipment Operation Program.
- Department Head or designee shall be a competent person.
- Department Heads must assure that only trained individuals are assigned to operate motorized equipment.

Employees/Members

• Employee has the primary responsibility for proper care, use and inspection of their assigned equipment.

Safety Committee

 Safety Committee has the responsibility for assisting department in developing appropriate motorized equipment policies, providing technical guidance and assisting with employee training.

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IV. Training

- Each employee who may be assigned to operate motorized equipment will be trained to recognize hazards and procedures to follow to minimize these hazards.
- A competent person shall train employees in the following areas:
 - Proper equipment inspection
 - o Proper additional equipment necessary for particular equipment i.e. goggles, ear plugs etc.
 - o Correct Operation of equipment
 - Procedures to request repair of equipment
- A training record shall be maintained for each employee. The record shall contain the name of employee, date of training and signature of competent person conducting training session.
- Retraining shall be conducted when there is a change in or a replacement of equipment.
- Retraining shall also be conducted when an employee's actions demonstrate that the employee has not retained previous training.

V. Operations Guidelines

Each employee shall do each of the following prior to operation of motorized equipment:

- Review owners operation manual for each piece of equipment
- At no time shall a piece of motorized equipment be operated outside the guidelines established by the monitoring employee i.e. speed, slope, reach, lift capacity.
- Demonstrate knowledge of equipment inspection referring to fluids, bottles, lights, warning devices.
- Demonstrate competence and ability to request proper repair of defective equipment.
- When equipment is in operation and staff or public enter within 50 feet of the work area, motorized equipment shall immediately come to a safe stop and remain stationary until work area is clear.
- Demonstrate ability to properly use a fire extinguisher

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- Perform pre-operation inspection of equipment which includes:

 - ✓ Inspecting under machines for leaks✓ Checking oil, hydraulic, coolant/antifreeze and transmissions fluid levels
 - ✓ Checking tire pressure or track tightness
 - ✓ Make sure equipment is not locked or tagged out
 - ✓ Allowing equipment adequate warm-up time

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