



Proof of Training

Print name: _____ Signature: _____ Date: _____

Heavy Equipment

Purpose

To establish safety requirements that will protect ground workers and operators from injury during operation of heavy equipment.

Scope

This policy will apply to all personnel operating or working around heavy equipment on an Unger Construction project.

Responsibilities

Management (Board of Directors and Project Managers)

Management is responsible for ensuring that the materials (e.g., tools, equipment, personal protective equipment) and other resources (i.e., worker training materials) required to fully implement and maintain this program are readily available where and when they are required. Additionally, management will monitor the effectiveness of the program, provide technical assistance as needed, and review the program bi-annually.

Program Manager

Dave Simpson is responsible for the development, documentation, training and administration of the program. This position carries the responsibility of insuring this program is adhered to and that proper reporting is executed.

Supervisors (Superintendents and Foreman)

Supervisors are responsible for ensuring that a task specific job hazard analysis (JHA), also known as a safe work plan, is developed. The JHA will select, implement and document the appropriate site-specific control measures as defined within this policy. Supervisors will direct the work in a manner that ensures the risk to workers is minimized, adequately controlled and that practices defined by this policy will be followed. Supervisors are responsible for ensuring Unger Construction employees and subcontractors are following expectations. Supervisors will be held accountable for enforcing the requirements of this program. Undesirable behavior will not resolve itself, therefore supervisors must be directly involved with modifying behaviors inconsistent with program expectations. Supervisors will be held accountable for enforcing Unger Construction's disciplinary program.

Workers (Employees and Subcontractors)

Unger Construction has high expectations and requires safety excellence for each employee, crew, project and for our entire company. Workers are required to follow the minimum procedures outlined in this program. Workers are responsible for knowing the hazards and the control measures established in the JHA. Workers are responsible for using the assigned PPE in an effective and safe manner. Workers are responsible for stopping unsafe acts and correcting unsafe conditions on the spot as soon as they are discovered. Any deviations from this program must be immediately brought to the attention of your supervisor. Workers that choose to conduct themselves in a manner that is inconsistent with these expectations will be held accountable for those decisions and may incur disciplinary actions.

Hazardous Material Survey

Unger Construction requires hazardous materials surveys before demolition or renovation work begins. The survey shall include all of the following: A visual inspection of a facility or a portion thereof for suspect materials, sampling and laboratory analysis of any suspect materials found for the presence of asbestos. The hazardous materials survey will also furnish a written report that includes: a description of the area(s) visually inspected, a detailed description of any suspect material sampled, the results of any laboratory analysis of suspect materials, the method of analysis, and the total amount of asbestos containing material. Typically a floor or roof plan is included with the report to reference the written information visually.

The person conducting the survey must be certified pursuant to OSHA and/or EPA regulations. The survey may be performed by a certified Site Surveillance Technician (SST) under the supervision of a licensed consultant. Note: The survey may be performed by a certified Site Surveillance Technician (SST) under the supervision of a licensed consultant. Note: The survey needs to be kept in a project file so that it can be accessed when working on future projects.

If lead or asbestos have been confirmed to be present employees and subcontractors must follow Unger Construction's Lead and/or Asbestos program. If hazards such as asbestos or lead will be disturbed during remediation, a properly licensed professional must perform the work and follow appropriate regulations.

Job Hazard Assessment (Safe Work Plan)

Unger Construction utilizes JHA's as our means of hazard assessment and establishing a safe work plan. JHA's are performed by supervisors and/or workers. Our library of hazard assessments is maintained on the "S" drive. Before beginning a new task refer to the JHA library, generally speaking all scopes of our work are covered. For situations that have not yet been covered select one that is substantially similar and use it as a baseline. JHA's on the "S" drive are organized by work area and job description. JHA's include strategies for elimination, substitution, engineering and administrative controls. After applying all appropriate reduction and elimination technique, the remaining hazards will be analyzed and the proper PPE to reduce the hazards will be selected. PPE will be identified for hazards that are in the process of being reduced or eliminated and/or when hazard-reduction efforts are not 100% effective in eliminating the hazards.

For complex or moderate to high hazard tasks, tasks where an additional level of safety planning is needed, the safety director will perform the JHA with the supervisor and workers.

Training

Before any employee or subcontractor is allowed to operate heavy equipment, they must first receive training. Each employee must demonstrate an understanding of the required training, and the ability to follow the heavy equipment policy.

Proof of training is available on the "S" drive. The training data base can be sorted by employee name or by subject. This ensures supervisors and employees are able to confirm they have the necessary training and if they don't which employees do. Employees that need training should contact their project manager or superintendent to make arrangements for them to be trained.

Retraining

The need for retraining will be indicated when: An employee's work habits or knowledge indicate a lack of necessary understanding, motivation or skills, New equipment is installed that requires new or different procedures/PPE, Changes in the workplace make previous training obsolete, or Upon a supervisor request.

Operation, Alteration, Modification, Servicing, Repairing

Only authorized personnel, who are trained, certified or licensed for that particular piece of equipment, shall operate the equipment. The operator is primarily responsible for the safe operation of equipment. They must have knowledge of the safety regulations applicable to the equipment and its operation.

All heavy equipment shall be used in accordance to the manufacturers intended design and function and per their written instructions. Safety devices, covers, shields, interlocks and alarms shall be fully functional as the manufacturer intended for them. Heavy equipment cannot be modified or altered in any way without written approval from the manufacturer or formal approval from a Professional Engineer registered in the State of California. Additionally, approval shall be received from Unger Constructions Director of Safety, Director of Risk Management and the Vice President of Operations.

Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, warnings and limitations. Heavy equipment shall be only operated, serviced and repaired by qualified personnel. Before performing any services or repair work all equipment must be stopped and positively secured against any movement or operation. Should material become lodged or stuck in any bucket, bowl, paddle wheel or cam, the equipment operator will bring the equipment to a safe stop and shutdown the equipment and call for assistance. If the equipment is having mechanical difficulties, safely pull equipment to the edge of the cut or fill and stop. Before movement of equipment, the operator is to check mirrors for proper adjustments prior to engaging equipment.

Before starting heavy equipment or putting equipment in motion, always make certain there is no danger to other persons created by the operation of equipment.

Capacity

Unger Construction will not allow operation or loading of heavy equipment above 80 percent of the units documented capacity as specified by the manufacturer. Whenever the operation or load exceeds 70 percent of the units rated capacity Unger's Director of Safety shall be involved in approving the safe work plan or job hazard analysis.

Inspection

Operators shall make a careful inspection of such equipment at the beginning and end of each shift. Equipment operators will conduct a pre-shift safety inspection of their equipment prior to use. All required safety devices shall be in place and functioning per the manufacturers' requirements. Any defects must be reported to your supervisor immediately.

Safe Work Practices

All heavy equipment shall have a seatbelt. Seat belts will be used at all times. Personnel shall not be transported in or ride on equipment that are not equipped with seats for passengers. Equipment cannot be used to transport workers or materials unless it was specifically designed to do so.

Operators shall use appropriate handholds and steps when ascending and descending the equipment at all times. When fueling equipment with gasoline or liquefied petroleum gas (LPG), the engine shall be shut down.

All heavy equipment with an obstructed view to the rear will be equipped with a warning horn and an automatic back-up alarm that can be heard above and distinguished from the surrounding noise levels. Backup warning alarms shall be provided as required by OSHA standards. All warning alarms, if provided, shall be operational. Disabling alarms or warning devices will not be tolerated.

All personnel exposed to mobile heavy equipment shall wear a high visibility top color that provides operators of this type of equipment greater visual contact with personnel. Pedestrians and ground personnel shall not enter the area without first making visual eye contact with the equipment operator. Pedestrians and ground personnel shall not turn their back to mobile equipment when the equipment is within 25' feet of their position. No work shall be conducted by ground workers within 25' feet of the blind side of moving equipment.

If the Grade Setter is required to work in the vicinity of cuts and fills, the operator shall maintain visual contact with the Grade Setter until their equipment has left the area. If the operator loses visual contact of the Grade Setter, the equipment operator shall cease operations by bringing the equipment to a stop until visual contact is re-established.

Scrapers will run in a straight line while picking and dropping their loads. Grade setters will stay outside of the cut area until cut and drop is within one (1) foot of finish grade or operational change is necessary. Grade Setter pick-up truck(s) will stay at least 100 feet (4-scraper widths) away from the work area.

Heavy equipment shall not be left unattended unless parked securely to prevent movement. All ground engaging tools must be lowered to the ground, vehicles brakes set and the engine turned-off.

Project areas that have open sides shall have axle high berms, K-rails, barricades or flaggers to ensure proper protection and isolation from heavy equipment.

All equipment shall be safely parked, and the brake set before leaving the equipment. Equipment will be parked in a secured and clearly marked area, segregated from non-construction vehicle traffic. Attractive nuisance issues shall be mitigated by removing keys or securing the vehicles' control station from unauthorized entrance and operation.