



# Pannier Corporation

## Health and Safety Handbook

### Marking System Group



#### Mobile Equipment

Original Date:	Section:	Revision date:	Page:
2/10/2011	18	5/20/2013	1 of 2

**Policy Statement**

It is the goal of Pannier Corporation to provide a safe and healthful workplace for all employees and other persons at worksites where mobile equipment operations are performed. Therefore, Pannier Corporation has adopted this Mobile Equipment Safety Plan for the safe operation of Mobile Equipment at the Glenshaw Plants. This Plan applies to all facilities and worksites where mobile equipment and related equipment are operated or stored.

**Plan Administrator** - The Plan Administrator is responsible for revising the Plan as necessary and has overall responsibility for ensuring that the requirements of the plan are followed.

**Safety Manager** – The Safety Manager or his designee must conduct periodic hazard assessments and ensure that all appropriate safe work practices prescribed in the Plan for each type of Mobile Equipment are implemented. The manager has the authority to suspend or stop operations if he/she determines that workers are exposed to potential injury or if equipment may be damaged.

**Training** – Each Supervisor is responsible for the individual training involved for their department on mobile equipment procedures.

**Plan Review and Update** – This Plan will be reviewed by the Plan Administrator and the Safety Manager, as needed, to reflect changes in the work and/or worksite conditions, and when injury or illness incidents warrant a review.

**Safe Operation of Powered Industrial Trucks** – Only authorized employees will be allowed to operate mobile equipment. Authorization to operate mobile equipment will be issued to employees qualified under appropriate training and proficiency testing. Prior to permitting an employee to operate a powered industrial truck, Pannier will ensure that each operator has successfully completed the training required.

**Training Requirements** – Powered industrial truck operators will receive training in the following topics:

- Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;
- Differences between the truck and the automobile;
- Truck Controls and instrumentation, where they are located, what they do, and how they work;
- Engine or motor operation;
- Steering and maneuvering;
- Visibility (including restrictions due to loading);
- Fork and attachment adaptations, operation, and use limitations;
- Vehicle capacity;
- Vehicle stability;
- Any vehicle inspection and maintenance that the operator will be required to perform;
- Refueling and/or charging and recharging of batteries;
- Operating limitations;
- Any other operating instructions, warnings, or precautions listed in the operator’s manual for the type of vehicle that the employee is being trained to operate.

**Operator’s Responsibilities** – At the beginning of each shift the operator will inspect and check the assigned equipment, reporting immediately to his/her supervisor any malfunction of the clutch, breaking system, steering, lighting, or control system and locking/tagging out the equipment if necessary. The operator will also be responsible to insure that the warning signal is operating when the equipment is backing up.

No operator will operate mobile equipment without the protection of an enclosed cab or approved eye protection. Before starting the engine, the driver will fasten his/her seat belt and adjust them for a proper fit.



**Pannier Corporation**  
**Health and Safety Handbook**  
**Marking System Group**



**Mobile Equipment**

Original Date:	Section:	Revision date:	Page:
2/10/2011	18	5/20/2013	2 of 2

**Other Safety Precautions** – Unauthorized personnel shall not be permitted to ride on equipment unless it is equipped to accommodate passengers safely.

The operator shall not use, or attempt to use any vehicle in any manner or for any purpose other than for which it is designated.

The operator shall not load the vehicle/equipment beyond its established load limit and shall not move load's which because of the length, width, or height that have not been centered and secured for safe transportation.

The operator of a gasoline or diesel vehicle shall shut off the engine before filling the fuel tank and shall ensure that the nozzle of the filling hose makes contact with the filling neck of the tank. No one shall be on the vehicle during fueling operations except as specifically required by design. There shall be no smoking or open flames in the immediate area during fueling operations.