



## **MOBILE EQUIPMENT OPERATIONS**



## **Purpose**

---

This program is written to follow regulatory requirements and provide directives to employees about their responsibilities in the operations and management of Arrow S Energy Operating (the company) mobile equipment.

## **Scope**

---

When work is performed by a contractor on a company site, the contractor's program shall take precedence. However, this program may be adopted for use by contractors who do not have a formal Equipment Operation Program.

## **Key Responsibilities**

---

### **Site Manager**

- Responsible for the implementation and maintenance of the program for their site and ensuring all assets are made available in compliance with the plan.

### **Employees**

- All company equipment operators and spotters shall be familiar with this procedure.
- Follow all requirements, report unsafe conditions, and follow all posted requirements.

## **Mobile Equipment**

---

The following requirements apply for all Arrow S Energy Operating locations:

- Arrow S Energy Operating HSE Director must develop and implement safe work procedures for the use of powered mobile equipment in the workplace and must train workers in those safe work procedures.
- The equipment operator of mobile equipment shall be directly responsible for the safe operation of that equipment and shall comply with all laws and regulations governing the operation of the equipment.
- Maintenance records for any service, repair or modification which affects the safe performance of the equipment must be maintained and be reasonably available to the operator and maintenance personnel during work hours
- All mobile equipment shall be maintained in safe operating condition and operation, inspection, repair, maintenance and modification shall be carried out in accordance with manufacturer's instructions or, in the absence of the instructions, in accordance with good engineering practice.
- Servicing, maintenance and repair of mobile equipment shall be done when the equipment is not in operation, except that equipment in operation may be serviced if the continued operation is essential to the process and a safe means is provided.
- Only authorized employees shall be allowed to operate mobile equipment. Authorization to operate mobile equipment will be issued to employees qualifying under appropriate training and proficiency testing. The person must also have in their possession an applicable operator's license for forklift and/or manlift
- operator certificate where required and be familiar with the operating instructions pertaining to the equipment and be authorized to operate the equipment. Authorization will be issued only after these requirements are met.



- A supervisor must not knowingly operate or permit a worker to operate mobile equipment which is, or could create, an undue hazard to the health or safety of any person or who is in violation of any local or federal regulations.
- Unauthorized personnel shall not be permitted to ride on equipment unless it is equipped to accommodate riders safely.
- At the beginning of each shift, the operator shall inspect and check the assigned equipment, reporting immediately to his/her supervisor any malfunction of the clutch or of the braking system, steering, lighting, or control system and locking/tagging out the equipment if necessary. The company equipment inspection form is located at [www.arrowsenergy.com/hse](http://www.arrowsenergy.com/hse).
- The operator shall immediately report defects and conditions affecting or likely to affect the safe operation of the equipment to his or her immediate supervisor or other authorized person and confirm this by a written report as soon as possible. If an inspection of powered mobile equipment identifies a defect or unsafe condition that is hazardous or may create a risk to the safety or health of a worker. Operators and supervisors must ensure that the powered mobile equipment is not operated until the defect is adjusted, repaired or the unsafe condition is corrected.
- The operator of mobile equipment must not leave the controls unattended unless the equipment has been secured against inadvertent movement such as by setting the parking brake, placing the transmission in the manufacturer's specified park position and by chocking wheels where necessary.
- No operator shall leave unattended a suspended load, machine or part or extension of it unless it has been immobilized and secured against inadvertent movement. When parked, forks, buckets, blades and similar parts shall be in the lowered position or solidly supported.
- Before a worker starts any powered mobile equipment, the operator shall make a complete 360-degree visual inspection of the equipment and the surrounding area to ensure that no worker, including the operator, is endangered by the startup of the equipment. No worker shall start any powered mobile equipment until the inspection is completed.
- All powered mobile equipment shall be inspected by a competent person for defects and unsafe conditions as often as is necessary to ensure that it is capable of safe operation. A written electronic record of the inspections, repairs and maintenance carried out on the powered mobile equipment is maintained at the solution center and will be made readily available to the operator of the equipment. As soon as is reasonably practicable the defect must be repaired, or the unsafe condition is corrected.
- All mobile equipment shall be equipped with a working signal alarm for backing up. The operator shall make sure the warning signal is operating when the equipment is backing up.
- The operator shall use manufacturer provided access ways to get on or off equipment. Do not jump to the ground.
- No operator shall operate mobile equipment in any condition other than manufacturer intended design.
- Operators must wear eye protection when working in equipment without window protection or when operations occur with windows open.
- Where there is a danger to the operator of powered mobile equipment or any other worker who is required or permitted to be in or on a unit of equipment from a falling object or projectile, Arrow S Energy Operating requires that the powered mobile equipment is equipped with a suitable and adequate cab, screen or guard.
- Every forklift will be equipped with a seat belt for the operator if the forklift is equipped with a seat and the operator of a forklift is required to use the seatbelt. Before starting the engine, the driver shall fasten seat belts and adjust them for a proper fit.
- Each mobile equipment vehicle used for lifting must be provided with a durable and clearly legible load rating chart that is readily available to the operator. The operator shall not load the vehicle/equipment



beyond its established load limit and shall not move loads which because of the length, width, or height that have not been centered and secured for safe transportation.

- 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's manual for powered mobile equipment must be readily available to a worker who operates the equipment.
- A competent person shall perform services, tire repairs and hydraulic system repairs, disassembles and reassembles of powered mobile equipment in accordance with the specifications of both the tire manufacturer and the manufacturer of the powered mobile equipment.
- All mobile equipment must be equipped with:
  - (a) an audible warning signal;
  - (b) a means of illuminating the path of travel at any time and taillights when, because of insufficient light or unfavorable atmospheric conditions,
  - (c) adequate illumination of the cab and instruments; and
  - (d) a mirror providing the operator with an undistorted reflected view to the rear of the mobile equipment.
- The operator of a gasoline or diesel vehicle shall shut off the engine before filling the fuel tank and shall see that the nozzle of the filling hose contacts the filling neck of the tank. No one shall be on the vehicle during fuelling operations except as specifically required by design. There shall be no smoking or open flames in the immediate area during fuelling operation.
- When a worker is required to work beneath elevated parts of mobile equipment including trucks, the elevated parts shall be securely blocked.
- Materials and equipment being transported shall be loaded and secured in a manner to prevent movement which could create a hazard to workers or another person. This includes keeping the cab, floor and deck of mobile equipment free of material, tools or other objects which could create a tripping hazard, interfere with the operation of controls or be a hazard to the operator or other occupants in the event of an accident.
- Where the operator of a vehicle, mobile equipment, crane or similar material handling equipment does not have a full view of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment or its load, the vehicle, mobile equipment, crane or similar material handling equipment shall only be operated as directed by a signaler who is a competent person.
- The signaler shall be stationed, in full view of the operator and with a full view of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment and its load, and clear of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment and its load.
- Where a vehicle, crane or similar equipment is operated near a live power line carrying electricity, every part of the equipment shall be kept at least the minimum distance from the live power line for the voltage as required by local or federal law.