

# General Safe Work Procedure – Vehicles and Mobile Equipment

---

**“Company Name”** Construction Ltd. has adopted the following policy regarding the use of Company vehicles:

1. Drivers are responsible for basic vehicle maintenance, including:
  - a) maintaining oil and water levels
  - b) ensuring tires are properly inflated
  - c) giving notification for service due
  - d) keeping the vehicle interior and exterior clean and tidy

Failure to perform these basic responsibilities will result in the following:

- a) 1st failure - written notice to driver and supervisor,
  - b) 2nd failure - Company vehicle operating privileges withdrawn.
2. All drivers of Company vehicles must possess a valid, appropriate driver's license.
3. Every worker required to drive a Company vehicle or operate mobile equipment must have read the safety rules applicable to mobile equipment and vehicles.
4. Workers must not operate Company vehicles while impaired by alcohol, fatigue, sickness or drugs (prescription or recreational).
5. Seatbelts must be worn by drivers and all passengers.
6. Operators must use running lamps or illuminated headlamps during daytime hours.
7. Workers must not operate mobile equipment unless they have been adequately instructed in the safe use of the equipment and have demonstrated to a supervisor that they are competent to operate the equipment. This rule does not apply when a trainee is operating the equipment under the supervision of an authorized instructor.
8. Unauthorized workers must stay off powered mobile equipment while the equipment is in motion.
9. Operators of **“Company Name”** Construction Ltd. mobile equipment or vehicles are responsible for the safe operation of the equipment. They must maintain full control of the equipment, and must comply with all laws and rules regarding the operation of the equipment.
10. If an operator has reason to believe that the equipment or a load is hazardous they must report it to their supervisor.

# General Safe Work Procedure – Vehicles and Mobile Equipment

---

11. Immediately before putting mobile equipment in motion, check loads for condition of blockings, hold-downs, lashings and clearance signals
12. Operators must obey all signs governing the movement, operation or parking of vehicles on any work site or public or private road.
13. The mobile equipment operator is the only worker allowed to ride the equipment, unless seats or other safe facilities for other workers are provided and used. Workers must not ride with any part of their bodies outside the vehicle or equipment, or stand in or on any vehicle or equipment unless protected against being thrown off balance.
14. Workers must not get on or off a moving vehicle except in an emergency.
15. Operators must not leave the controls unless the equipment or vehicle has been secured against movement by setting parking brakes and transmission locks, lowering any blades, buckets or forks to the ground and chocking wheels where necessary.
16. Operators must keep the cab, floor or deck of mobile equipment free of materials, tools or other objects that could create a tripping hazard, interfere with the operation of controls or interfere with exiting the vehicle.
17. Tools and equipment carried in any part of a vehicle or piece of mobile equipment where workers are riding must be placed or secured to prevent injury to workers.
18. Mobile equipment used for lifting or hoisting must be operated within the safe working load limits.