**MOBILE EQUIPMENT USAGE POLICY**

**MANAGEMENT STATEMENT**

As an employee of this organization you may be asked to operate various types of machinery and/or equipment during the course of your employment. The organization has set fourth guidelines to ensure that all equipment operations are conducted in a safe manner. Failure to comply with the contents of this policy may result in disciplinary action up to and including termination.

**SCOPE**

This policy applies to all machinery and equipment owned, leased or rented by the organization and all employees, or contractors under the direct supervision of the organization’s employees.

**PURPOSE**

The purpose of the organizationsMobile Equipment Usage Policy is to ensure the following:

* Employees who operate equipment have been formally trained in safe operation and fully understand the equipment and hazards associated with operation.
* Equipment is maintained and in good condition.
* Equipment is used for business purposes only.

**RESPONSIBILITIES**

***Management/ Supervision***

* Designate a competent person to conduct training.
* Ensure that all employees received task training on any piece of machinery prior to operating.
* Ensure training records are being maintained for all initial and refresher training modules.
* Ensure that pre-operational inspections are done on all pieces of equipment.
* Ensure that all safety concerns related to equipment or machinery are corrected in a timely manner.

***Employees***

* Successfully complete all required training related to equipment/machinery usage.
* Adhere to all established guidelines of this policy.
* Conduct pre-operational checks on all equipment.
* Report any issues to supervision immediately.

**MOBILE EQUIPMENT/MACHINERY**

Employees of this organization may be asked to operate the following types of machinery:

(List the various types of equipment used in your operation here.)

**TRAINING & CERTIFACTION**

\*\*No employee will be permitted to operate any piece of equipment or machinery prior to receiving task training. Any person caught in non-compliance of this guideline will receive corrective action.\*\*

* Management will designate competent persons for the purposes of employee training.
* Training may also be conducted by outside sources.
* All training will be conducted in accordance with any state or federal guidelines for the particular piece of machinery.
* All training modules will include classroom and performance based components as needed.
* Written exams may be given for various types of equipment.
* Upon successful completion of training, employees will receive a certification credential that identifies the equipment he or she is permitted to operate.
* The certification credential must be kept on the employee’s person at all times when operating the equipment.
* Based on experience, employees may undergo an observation period before a certification is issued.
* Employees with prior documented experience may be permitted to forego the observation period.
* All employees will receive refresher training per state, federal and/or manufacturers’ guidelines.
* Employees may receive additional training or coaching in the event unsafe behaviors or a lack of proficiency is noted, new equipment is purchased or working conditions change.
* All training activities will be documented and maintained on file for a period of at least five years.

**TRAINERS/COMPETENT PERSONS**

Based on experience and knowledge, this organization has designated the following persons to conduct training and certify employees to operate equipment.

*(List Employees who are permitted to conduct training here.)  
 JOHN D SMITH – Shift Supervisor (Example)*

**MAINTENANCE AND INSPECTIONS**

* A preoperational check must be completed each day using the designated form.
* Preoperational check forms should be submitted to supervisory personnel daily.
* Any issues or discrepancies must be immediately reported to your direct supervisor.
* Only authorized persons are permitted to perform maintenance or repairs on machinery.
* All repairs and preventative maintenance will be recorded and maintained on site for the period of time that the organization owns the piece of equipment.

**PERSONAL PROTECTIVE EQUIPMENT**

* Seat belts must be worn at all times while on mobile equipment.
* Certain types of equipment may require additional PPE (such as fall protection).
* Personal fall protection must be worn at all times while working from aerial lifts, scissor lifts and/or bucket trucks.

**EQUIPMENT USAGE**

* Employees must keep equipment clean and free of trash and clutter.
* Smoking is prohibited while operating equipment.
* Employees are prohibited from using equipment for personal reasons.
* Employees are prohibited from racing or engaging in horseplay while operating equipment.
* No changes or modifications are to be made to equipment without being instructed to do so by supervisory personnel.
* Any accident or property damage must be reported to supervisory personnel immediately.
* Equipment should only be used for its intended purpose.

**MOBILE EQUIPMENT USAGE POLICY**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that on this \_\_\_\_\_day of \_\_\_\_\_ 20\_\_\_, have read and fully understand the contents of this policy. I understand that my failure to comply with safety guidelines discussed during this process may result in disciplinary action, including termination of employment.

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Employee Name Trainer Name

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Signature Signature

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Date Date