Personal Protective Equipment

* Hearing protection while operating machine
* Hi-Vis clothing and hard hat when outside machine
* Substantial appropriate footwear at all times
* Gloves and eye protection when doing maintenance or servicing

SAFE Procedures

1. Before equipment is started, walk around the machine. Visually inspect for oil leaks, low tires, vandalism, or any damage to the equipment. Advise supervisor of any abnormalities.
2. Mount and/or dismount the grader using 3 point mount/dismount method.
3. Operators are required to start their equipment prior to the start of their shift. Arrive early and allow for warm up.
4. Climb into the machine and be seated prior to starting the equipment. Start at idle speed. Check to see that all gauges are working and readings are normal, then climb out and inspect the lights.
5. Move equipment slowly forward and apply brakes to ensure they are working properly. Check to see that the back-up alarm is working. Report any concerns to your supervisor.
6. Due to poor visibility from the cab, be aware of all equipment, personnel, surveyors, slopes, banks, stakes, and survey markers on site and in general working area at all times.
7. Use good judgment during the operation of the grader.
8. Do not use the blade when stuck.
9. Do not blade in 4th gear or higher.
10. Apply brakes, lower all attachments and set the parking brake before getting off the equipment. Allow the equipment to cool off at the end of a shift prior to turning off the machine.
11. After parking the equipment at the end of a shift, walk around the machine. Visually inspect, again, for oil leaks, low tires, or damage. Advise supervisor of any problems.

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| **Grader**  **Lockout – Tagout**  **(One person working on machine)** | **Grader**  **Lockout – Tagout**  **(If more than one person working in machine)** | **Grader Tagout**  ***For machine without master switch*** |
|  |  |  |
| **Shut down procedure:** | **Shut down procedure:** | **Shut down procedure:** |
| 1. Notify other affected employees. 2. Lower all attachments to ground. 3. Shut down engine. 4. Set hydraulic lockout lever. 5. Turn off master switch. 6. Put lock and tag on master switch. 7. Test to verify zero energy (electrical-hydraulic-gravity). | 1. Notify other affected employees. 2. Lower all attachments to ground. 3. Shut down engine. 4. Set hydraulic lockout lever. 5. Turn off master switch. 6. Each worker attach personal lock and tag to scissor lockout hasp on master switch. 7. Test to verify zero energy (electrical-hydraulic-gravity). | 1. Notify other affected employees. 2. Apply parking brake. 3. Lower all attachments to ground. 4. Shut down engine. 5. Key out and in pocket. 6. Put lockout tag initialed by all workers on ignition switch. 7. Test to verify zero energy (electrical-hydraulic-gravity). |
| **Start-up procedure** | **Start-up procedure** | **Start-up procedure** |
| 1. Remove lock from master switch. 2. Start machine. | 1. Each employee removes personal lock from scissor lockout hasp on master switch 2. Start machine when all locks removed. | 1. Each employee crosses off their initials on lockout tag when their work is completed 2. Start machine when all initials on tag crossed off. |

**Please note:** *If your company uses alternate approved lockout processes, please replace the generic lockout section with your own instructions.*