**PERSONAL PROTECTIVE EQUIPMENT**

* Hi-vis hardhat orange
* Hearing protection – Ear Plugs or Earmuffs
* Gloves
* CSA Safety footwear with non-slip soles and proper ankle support
* Hi-vis vest

When outside vehicle/machine on worksite, the following PPE must be worn: **Hi-Vis Hard Hat, Hi-Vis Vest, Safety Footwear**

**Emergency Equipment Required**

* First Aid Kit
* Two-way Radio
* 1 - Fire Extinguisher with 3A10BC rating
* Tire Chains (seasonal)
* Extended Trailer Permit (if required)
* Safety Binder
* Truck Insurance
* Trailer Insurance
* Reflective triangles / flares

**General Safety Requirements:**

* Refuse unsafe work, do not operate unsafe equipment.
* Drivers must complete a “Trip Inspection Report/Logbook” and ensure vehicle is safe to operate. The “Logbook” must be retained in the vehicle.
* Wear your seatbelt when driving the truck.
* Drive with headlights on.
* Prior to exiting truck, set parking brake
* Maintain 3 points of contact when mounting, dismounting and inspecting the machine, using handles, handrails and footsteps.
* Be cautious of slipping hazards especially when stepping on frozen metal.
* Practice good housekeeping and don’t carry loose items in the cab.
* Drivers must possess a valid Class 1 driver's license.
* A Vehicle Identification Number (VIN) posted on the front of the vehicle (where required).
* Use tire chains where warranted or when in doubt.
* Ensure reflective triangles/flares are placed far enough away from the truck to properly warn oncoming traffic.
* Trucks shall also be equipped with sufficient wrappers/cinches to secure load.
* No passengers (excludes Trainees or Supervisors) are permitted.
* Vehicle must comply with Licensee’s EMS requirements.
* Drivers must obey all posted traffic signs.

**De-Energization, Lockout and Maintenance:**

* Lockout equipment that is being worked on to prevent accidental movement.
* Park on a flat, stable area, set park brake.
* Hydraulic and electrical systems should be isolated or shut-off.
* Turn off the master key or disconnect the batteries.
* Isolate all sources of stored energy by blocking, bleeding and/or rendering harmless any counterweights, springs and flywheels.
* Servicing, maintenance and repair of mobile equipment must not be done when the equipment is operating, unless continued operation is essential to the process and a safe means is provided.
* Elevated machine components must be immobilized and secured against inadvertent movement.
* If a worker is required to work beneath an elevated part of mobile equipment, the elevated part must be securely blocked.
* Test the equipment to ensure complete de-energization and stability.

**Working at Heights:**

Working at heights over 3m (10ft) is not permitted unless a fall restraining device is used.

**General Loading Safety Procedures:**

* The truck driver and loader operator are responsible for ensuring the truck is loaded safely. The truck driver and loader operator shall correct all load deficiencies. **Do not leave the loading area until problem is corrected.**
* The driver shall wear the following PPE when outside of the cab of the truck. (Hi-Vis Hard Hat, Hi-Vis Vest, Safety-footwear)
* Ensure the trailer is securely fastened to the truck, and air hoses, electrical cords and safety chains are connected, and the air system is charged.
* In the event that the truck needs to backup, ensure that workers and equipment are in the clear.
* Driver must stand in a safe location visible to loader operator, in front of the truck, or remain in the cab of the truck. The loader man will not load the truck if truck driver is not in a safe location.
* The truck driver must be looking for unsafe loading hazards while the load is being placed on/in the truck. The truck driver will notify the loader man immediately of any issues over radio.
* Loads shall not be in excess of legal Gross Vehicle Weight.

**Unloading Procedures:**

* Follow all the Safe Work Procedures for the yard you are unloading at. This includes items such as: Radio Use Communication, Speed Limits, Passengers, PPE, and Height Restraint.

If a hazardous condition is encountered that is not covered in this procedure, contact your supervisor immediately for assistance and direction.

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| **Chip Truck**  **Lockout - Tagout**  **(One person working on machine)** | **Chip Truck**  **Lockout - Tagout**  **(If more than one person working on machine)** | **Chip Truck**  **Tagout**  ***For Machine without master switch*** |
|  |  |  |
| **Shut down procedure:** | **Shut down procedure:** | **Shut down procedure:** |
| 1. Notify other affected employees. 2. Apply parking brake. 3. Lower blade and ripper or grapple to ground. 4. Shut down engine. 5. Turn off master. 6. Put personal lock and tag on master switch. 7. Test to verify zero energy (electrical-hydraulic-gravity). | 1. Notify other affected employees. 2. Apply parking brake. 3. Lower blade and ripper or log grapple to ground. 4. Shut down engine. 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 blade and ripper or log grapple 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 personal lock from master switch. 2. Start machine. | 1. Each employee removes personal lock and tag 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 |