

SAFETY MEETING MINUTES

DATE:

TIME:

CONDUCTED BY:

SAFETY COMPLIANCE COMPANY

CONDUCTED FOR:

SUBJECTS DISCUSSED: HEAVY EQUIPMENT SAFETY

Operation of heavy equipment such as excavators, loaders, graders, rollers, and bulldozers, should always be done by highly skilled operators who have demonstrated the ability and necessary skills to operate safely. Ground-based workers should be trained in how to work safely around the equipment, and how to stay clear. Unsafe practices by either the operator or those around the equipment can create very dangerous situations. Serious injuries can occur if the equipment strikes a worker, or if the equipment is rolled over.

1. Good communication is essential. A standardized set of hand signals should be used by the operator and signal person. Operators should always know exactly where all ground based workers are located, and the wearing of high visibility vests will help the operator to locate them quickly. The equipment should have a back up warning alarm that can be heard by all nearby workers. Two-way radios are also valuable communication tools.

2. Heavy equipment must have a rollover protective structure (ROPS) meeting OSHA requirements. The ROPS is designed to protect the operator if the machine tips over. A seat belt must be worn so that the operator will not be thrown out of the seat during a rollover or upset situation. If working on slopes, try to avoid moving across the face of the slope. Try to operate up and down the slope face if possible. Use extreme caution when operating near open excavations.

3. Wear hearing protection when required. If it has been determined that noise levels around the equipment could potentially cause hearing loss, always use protective plugs or muffs when working on or around the equipment.

4. Never jump onto or off the equipment. Operators should always use the three-point contact rule when climbing onto or off heavy equipment. The three-point rule means having both feet and one hand, or one foot and both hands in contact with the ladder access at all times.

5. Inspect and service the equipment regularly. Complete equipment service in accordance with the manufacturer's recommendation. Periodic safety inspections on all components of the equipment should be done regularly by qualified personnel. Inspect the steering system and brake systems carefully. A pre-shift walk around inspection by the operator is highly recommended.

Injury accidents involving heavy equipment on construction sites have a higher probability of resulting in a fatality than many other types of accidents. It is critical to follow all of your company's safety rules and procedures when operating or working around heavy equipment.

(continued)

Review of Injuries

Reviewed prior injuries and close calls for last quarter. Discussed what new procedures and policies can be implemented to prevent recurrence.

Review of Employer & Employee Responsibility

Discussed that it is responsibility of *Company Name* to provide the safest possible environment for its employees and that it is the responsibility of the employees to be accountable for their own safety by adhering to the Codes of Safe Practice for their job and by abiding by the safety rules and regulations of the Company.

RECOMMENDATIONS:

- 1.**
- 2.**
- 3.**

APPROVED BY:

SAFETY INSTRUCTOR
SAFETY COMPLIANCE COMPANY

DATE

(continued)

HEAVY EQUIPMENT INSPECTION FORM

CHECK APPLICABLE BOXES – IMMEDIATELY REPORT ALL DEFECTS VERBALLY	<u>OK</u>	<u>NO</u>	<u>N/A</u>
ROPS: roll-over protection system: Manufacturer approved system secured to mainframe of equipment.			
Seatbelts in working order			
Lights: mounted and working while operating			
Battery: check for corrosion, loose terminal, hold downs			
Engine Running: check oil pressure, knocks and leaks			
Gauges: All must be working; oil temperature, etc.			
Steering Clutches: must have 3-4” free travel			
Brakes: must hold at half travel			
Muffler and Spark Arrester: approved type			
Fuel System: must be free of leaks			
Fan and Fan Belts: check for defects			
Engine Supports: equalizer bar, springs, main springs: check shackle bolts			
Hydraulic System: no leaks or drips			
Belly Plate, Rock and Radiator Guards: securely mounted			
Final Drive, transmission and differential: check for dripping			
Sprocket and Idlers: cracks in spokes, sprocket teeth sharp			
Tracks and Rollers: grouzers height under 1 ¼ inch, loose rollers, broken flanges			
Blade, Ripper, Winch: operate smoothly and hold at any point			
Dozer and Assembly: bolts missing, cracks			
Drawbar: serviceable, safe			
Body and Cab Conditions: report dents and damage			
EXPLAIN ALL ISSUES MARKED “NO” IN AS MUCH DETAIL AS POSSIBLE BELOW			