



DRUMHELLER

CORPORATE SERVICES



SAFE OPERATING PROCEDURE FOR POWERED MOBILE EQUIPMENT

ADMINISTRATIVE POLICY #A-01-05

THE PURPOSE OF THIS POLICY:

The Town of Drumheller is committed to the safety of our employees, citizens and property; therefore all operators of powered mobile equipment shall follow these instructions.

PRIOR TO START UP:

1. Walk around the machine and make a visual check to determine any damage or deficiencies: i.e.
Electrical problems, leaks etc.
2. Check fuel levels.
3. Check tire inflation.
4. Rectify and deficiencies prior to start up.
5. The operator will insure that all windows are clean and his/her view is unobstructed.

START UP:

1. Start the machine according to the manufacturer's recommendations.
2. Check all mechanical functions of the machine including the brakes prior to leaving the yard.

OPERATION:

1. While operating the machine the utmost care must be given to your surroundings.
2. While on road surfaces, all regulations of the Traffic Safety Act are to be adhered to.
3. While working, all flashing lights must be operational, where applicable.

4. While working the operator must be able to contact an outside source via two-way radio or cell phone. (Working alone regulation AOH&S)
5. While leaving the cab on any roadway the operator will wear traffic vest.

SHUT DOWN:

1. After use of the equipment, the operator shall leave the unit in a condition deemed "ready for Work".
2. Any and all problems shall be noted and immediately forwarded to the Infrastructure Services office for initiation of repairs.
3. In the event of an accident or accident the appropriate forms must be filled out and forwarded to you supervisor.

Adopted by Management Committee

Date: April 6, 2005



Chief Administrative Officer