



<b>Hazards</b>	death or injury from rollovers or from falling out of vehicle, carbon monoxide poisoning from operating in closed in area, fire spills when refueling, explosions can occur if refueling containers in box liner, prolonged noise exposure, burns on hot points
<b>Tools/Equipment</b>	
<b>Employee Group(s)</b>	Facilities Management – Grounds & Transportation

**Required PPE:**



Safety Shoes

**SAFE WORK PRACTICES**

- Do not perform the procedure or operate the equipment until you have been appropriately trained and authorized to do so by your supervisor.
- Inspect required personal protective equipment (PPE) and replace if required.
- Make sure you are alert – not fatigued or under the influence of alcohol or drugs.
- Stunt driving and horse play are strictly prohibited.
- No passengers will be permitted on carts unless provided with adequate seating. No one is permitted to ride on the running boards, fenders, dump box or any part of the equipment except for the seat.
- Equipment may not be driven outside the campus boundaries.
- Equipment shall not exceed 20 km/hour on any campus area.
- Operators shall be familiar with and observe all established traffic laws.
- Materials and equipment shall be loaded so that they will not cause a hazard by shifting or falling and do not exceed maximum load capacity in dump box (700 pounds).
- Top heavy equipment is especially dangerous and should be secured near the center of the vehicle to avoid tipping. Be extremely careful during turning maneuvers. Vehicles are subject to tipping or rollovers on uneven ground and curbs.
- Operators or passengers shall not jump on or off vehicle when in motion.
- Seatbelts must be worn at all times.
- Do not put feet outside of the vehicle while it is driving.
- A fire extinguisher is required onboard.

**PROCEDURE**

1. Complete daily pre-use inspection checklist.
2. Fasten seatbelt.
3. Adjust seat and mirrors.
4. Drive safe to road conditions.
5. Vehicles should be driven on university streets whenever possible. In the event a sidewalk must be used, speed should be no faster than the average pedestrian. **Remember, pedestrians have the right-of-way.**
6. Shut down equipment and store inside building.

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*NOTE: All PPE, tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer's specifications, applicable standards and codes of practice.*