



HEALTH AND SAFETY MANUAL

HEAVY EQUIPMENT

PURPOSE

The purpose of this policy is to establish clear guidelines for the safe, efficient, and responsible use, maintenance, and management of all heavy equipment operated by Vasco. This policy ensures compliance with applicable laws, promotes workplace safety, and protects company assets in projects including pavement, turf, painting, milling, concrete, and fencing.

SCOPE

This policy applies to all employees, contractors, and subcontractors who operate, maintain, or work in proximity to heavy equipment owned, leased, or rented by Vasco. Covered equipment includes, but is not limited to:

- Asphalt pavers, rollers, and milling machines
- Skid steers, loaders, and excavators
- Concrete mixers and saws
- Turf maintenance equipment
- Forklifts and material handling equipment
- Trucks and trailers used for equipment transport
- Specialized fencing installation machinery

RESPONSIBILITIES

Management

- Ensure proper procurement, maintenance, and storage of all equipment.
- Provide adequate training programs for equipment operators.
- Conduct regular inspections and ensure compliance with this policy.
- Maintain records of equipment usage, maintenance, and certifications.

Supervisors

- Verify operators are properly trained and certified.
- Enforce safety procedures on job sites.
- Monitor equipment conditions and report issues promptly.
- Approve equipment use for specific projects.

Operators

- Operate equipment safely, following manufacturer instructions and company protocols.
- Conduct pre- and post-operation inspections.
- Report defects, malfunctions, or damage immediately.
- Use personal protective equipment (PPE) as required.



HEALTH AND SAFETY MANUAL

HEAVY EQUIPMENT

4. Training and Certification

- All operators must complete company-approved training specific to the equipment type.
- Operators must maintain current certifications where required by OSHA, state, or local regulations.
- Refresher training will be conducted annually or as needed.
- No employee shall operate equipment without proper training and authorization.

5. Equipment Use

5.1 General Use Guidelines

- Equipment is to be used only for company-related projects.
- Operators must adhere to manufacturer specifications and load limits.
- Unsafe equipment must be taken out of service immediately.
- Equipment shall not be modified without management approval.

5.2 Job Site Safety

- Maintain a clear zone around operating equipment.
- Use spotters when visibility is limited.
- Follow site-specific traffic control plans.
- Comply with OSHA and local regulations at all times.

5.3 Environmental Considerations

- Minimize fuel spills and leaks; report immediately if they occur.
- Follow proper disposal procedures for fluids and consumables.
- Reduce idling time to minimize emissions.

6. Maintenance and Inspections

- Daily inspections before use must include: brakes, lights, tires/tracks, hydraulic systems, safety devices, and attachments.
 - Preventive maintenance schedules must be documented and adhered to for all equipment.
 - Only qualified personnel shall perform maintenance and repairs.
 - All maintenance must be recorded in the equipment log.
-



HEALTH AND SAFETY MANUAL

HEAVY EQUIPMENT

TRANSPORTATION AND STORAGE

- Equipment must be secured during transport in accordance with federal and state regulations.
- Storage areas must be organized, well-lit, and secure from unauthorized access.
- Equipment should be stored on stable surfaces, protected from environmental damage when possible.

INCIDENT REPORTING

- Any accident, injury, or equipment damage must be reported immediately to a supervisor.
- Incident reports must include equipment involved, operator details, and a description of the event.
- Follow-up investigations will be conducted to prevent recurrence.

DISCIPLINARY ACTIONS

Failure to comply with this policy may result in:

- Verbal or written warnings
- Suspension from equipment operation duties
- Termination of employment, depending on severity

REVIEW AND UPDATES

This policy will be reviewed annually or following significant incidents, equipment changes, or updates to laws and regulations. Management is responsible for implementing changes and communicating them to all employees.