



HEALTH AND SAFETY MANUAL

MOBILE EQUIPMENT

PURPOSE

The purpose of this Mobile Equipment Safety Program is to ensure the safe operation, inspection, and maintenance of all mobile equipment used by the company. This program establishes consistent procedures for daily inspections, operation, training, and reporting, with all required inspection forms completed and stored in SafetyHQ.

SCOPE

This program applies to all employees, contractors, and visitors who operate, work near, or supervise mobile equipment on company property or job sites. Mobile equipment includes, but is not limited to:

- Forklifts
- Skid steers
- Loaders
- Excavators
- Aerial lifts
- Trucks and utility vehicles
- Cranes
- Any powered industrial or heavy equipment

RESPONSIBILITIES

Management

- Ensure all mobile equipment is compliant with regulatory and manufacturer requirements.
- Provide training and authorization for operators.
- Ensure SafetyHQ is maintained and accessible for required inspections and documentation.
- Take corrective action when hazards or deficiencies are reported.

Supervisors

- Verify that all daily mobile equipment inspections are completed in SafetyHQ before equipment is operated.
- Remove unsafe equipment from service until repairs are made.
- Ensure operators follow this program and maintain a safe work environment.

Operators

- Complete a **daily pre-use inspection** for each piece of equipment using the assigned form in SafetyHQ.
- Report defects, hazards, or unsafe conditions immediately.
- Operate equipment only when authorized and trained.