

## SAFE WORK PROCEDURE

### DAILY RISK MANAGEMENT DOCUMENT

	<b>PEOPLE</b>	<b>ENVIRONMENT</b>	<b>EQUIPMENT</b>
<b>PRIOR TO USE</b>	<p>Ensure you are rested and have no drugs in your system that would inhibit safe operation of equipment.</p> <p>Ensure you are physically able to operate the equipment.</p> <p>Ensure you have proper, working PPE / Clothes and are aware of Emergency Procedures.</p> <p>Ensure there are no unnecessary people in travel or work area before operating equipment.</p>	<p>Ensure the area around equipment and where equipment is to be operated is clear of physical hazards.</p> <p>Ensure weather conditions are appropriate if operating outdoors.</p>	<p>Ensure equipment is clean and in good working order before using.</p> <p>Ensure you have the necessary parts needed for the job before beginning operation.</p> <p>Ensure you are using the appropriate equipment for the job.</p>
<b>DURING USE</b>	<p>Wear the PPE provided.</p> <p>Ensure you take appropriate rests as needed to ensure safe operation of equipment.</p> <p>Be aware of all individuals and groups in the work vicinity. Stop work if necessary to ensure their safety. Proceed when safe.</p>	<p>Be aware of any changes to the environment during equipment operations. Stop operations if it becomes unsafe. Do not proceed until it becomes safe once again to do so.</p> <p>Ensure you are operating equipment appropriate to the physical landscape (hills, ditches etc...). Do not operate if unable to do so safely.</p>	<p>Ensure equipment is running correctly. Pay attention to sound, function, warning lights and smell. If anything is not right, shut equipment off and unplug (if relevant) and make your supervisor aware. Do not operate again until safe to do so.</p> <p>Ensure proper usage of the equipment based on your Training, Safe Work Procedure documents and Operators Manual.</p>
<b>AFTER USE</b>	<p>Check condition of PPE and store appropriately, replacing any worn or damaged PPE.</p> <p>Fill out any needed paperwork (daily logs, incident reports etc...)</p>	<p>Ensure work area is cleaned after you are done.</p>	<p>Ensure equipment is checked, cleaned, and stored correctly to be ready for the next usage.</p> <p>Note anything that needs attention and make Supervisor aware both verbally and in writing.</p>

## SAFE WORK PROCEDURES / RISK MANAGEMENT EQUIPMENT – SKID STEER

POTENTIAL HAZARDS	CORRECTIVE ACTIONS/CONTROLS
<p>Risk of Injury</p> <ol style="list-style-type: none"> <li>1) Repetitive movements</li> <li>2) Vibration</li> <li>3) Items falling</li> <li>4) Moving machinery</li> <li>5) Extreme Heat/Cold</li> <li>6) Uneven ground surfaces</li> <li>7) Emissions</li> <li>8) Excessive movement in Cab</li> </ol>	<ol style="list-style-type: none"> <li>1) Take breaks or trade off with another worker when needed.</li> <li>2) Ensure area around Skid Steer is always clear.</li> <li>3) Ensure there are no people at risk of injury in event of an item falling.</li> <li>4) Dress appropriately and stay hydrated.</li> <li>5) Ensure safe operation on uneven ground.</li> <li>6) Ensure equipment is turned off in closed spaces.</li> <li>7) Ensure Seatbelt is worn, and seat bar lowered.</li> </ol>
PERSONAL PROTECTIVE EQUIPMENT	TRAINING/REFERENCE MATERIAL
<ol style="list-style-type: none"> <li>1) Steel Toe Footwear</li> <li>2) Long Pants</li> <li>3) Ear protection</li> <li>4) Dust mask if needed.</li> <li>5) Snug fitting clothes to avoid entanglement</li> </ol>	<ol style="list-style-type: none"> <li>1) Operator's Manual</li> <li>2) Bobcat Website: <a href="http://www.bobcat.com/loaders/skid-steerloaders">www.bobcat.com/loaders/skid-steerloaders</a></li> <li>3) Workplace Health and Safety Legislation</li> </ol>

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