



## **Powered Mobile Equipment**

### **Introduction**

This policy will ensure that all operators are trained in the proper use and in the safe operations of industrial powered lift trucks. As well all powered mobile equipment is inspected and maintained. The procedure applies to all employees and Park West School Division equipment.

### **Procedure:**

Safety is vital in the operation of powered mobile equipment. It is management's responsibility to provide safe working equipment and it is each employee's obligation to use the lifts as safely as possible to prevent accidents involving employees and equipment. The operator's manual for the powered mobile equipment shall be kept readily available for reference.

### **Training:**

All identified operators of the powered mobile equipment must be trained in the safe work procedures as per the job hazard and safe work procedure SM – 214A relating to the operation of the powered mobile equipment. A copy of the certificate of completion will be kept in the employee's personnel file.

### **Safety Inspections**

All mobile powered equipment must undergo a safety inspection prior to each shift before they can be put into operation. Each piece of equipment will be provided with an inspection sheet that must be completed by the operator before the equipment can be put into operation. It is the supervisor's responsibility to ensure pre-operational inspections are being completed and that records of those inspection forms are filed in a suitable location. All exposed moving parts of the equipment must be guarded as per the manufacturer's recommendations and all guards must be in place as per Machine Guarding Procedure SM: 243A.

If any conditions exist with the lift trucks they must be reported to a supervisor and taken out of service until a qualified maintenance person has completed the repairs and given the okay for the equipment to be put back into use.

The safety inspections sheets must be audited annually by the supervisor of the department or school.

### **Documentation Required:**

- The manuals and reference materials that came with your equipment
- The Division's Safety Manual
- Employee training logs
- Employee's copy of Course Completion Certificate