

Standard safe operating practices for service truck operators

1. Personal protective equipment

Hardhat and high visibility clothing to be worn when not inside a cab.

Safety boots in good condition, properly laced, must be worn at all times. Worn-out soles and heels could lead to slips and falls.

Eye protection will be worn where there is danger of falling or flying debris from equipment or loads, especially in windy conditions.

Hand protection will be worn when handling cable or any other material where there is danger of cuts or puncture injury.

Hearing protection will be worn when exposed to noise levels exceeding 85dBA.

2. Mounting and dismounting – three-point contact will be used to mount and dismount equipment.

3. Inspection and repairs – service truck will be inspected prior to use to ensure good mechanical condition.

If the vehicle is over 4500kg, an annual inspection is required to meet Ministry of Transportation requirement and the driver must maintain a daily log to track hours of service, and documentation of a daily circle check.

When working under or around service trucks, for inspections or repairs, the service truck must be locked and tagged out, and immobilized and secured against inadvertent movement.

4. Housekeeping – cabs, steps, windows, windshields, and mirrors must be kept clean at all times. All debris should be removed.

5. Parking – the service truck must be parked on level ground, clear of hazards, to allow ease of access.

6. Travelling – proper gear selection must be used to maintain control. Drive according to road conditions.

Before travelling with the service truck, ensure that all tools, equipment and cargo are secured.

7. Danger zone – danger zone is defined as the area around operating machines or working personnel in which there is potential for being struck by moving equipment or objects. The danger zone may vary according to the machine or work being

performed. Operators must make sure that all persons, vehicles and equipment are clear of the danger zone before the vehicle or any of its components are moved.

8. **Lockout** – lockout procedures must be followed during mechanical service, repairs or inspection for the protection of employees and equipment.

Refer to company and manufacturer's procedures on lockout.

Communications while assisting in mechanical repairs – When operators are assisting mechanics to repair machines, clear communications must be established prior to starting the tasks. The operator and the mechanic must each know who will be responsible for:

- a) Starting or moving a machine
- b) Ensuring that anyone involved is in a clear and safe position
- c) Directing the movement of the machine
- d) Ensuring that it is safe to resume working and that all guards are in place.

The operator must have a clear understanding of what is to be done and follow the specific lockout instructions and instructions given by the mechanic responsible for performing the job.

9. **Fuelling** – shut off the engine while fuelling. No smoking. Be aware of slip and trip hazards.

Beware of spills and splash-back. Return hose to its proper storage position when fuelling is completed.

10. **Hazardous materials** – read WHMIS label. If there is no label, contact the supervisor. Refer to MSDS if further information is needed.

Use protective equipment and follow safe handling instructions as outlined on WHMIS label.

If an incident occurs, follow first aid instructions.

Use proper storage procedures.

Ensure that compressed gas cylinders are properly secured against movement and the required labeling and placards are in place to meet requirements.

11. **Lifting Equipment** – If equipped with a boom or lifting device, ensure that the device is inspected annually by a qualified technician, and inspected for proper function each time before it is used.

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Ensure that any lifting devices or jacks, rigging and blocks are in proper working condition and used according to manufacturer's instructions and provincial regulations.

12. **Towing** – pushing or pulling – conduct a basic hazard assessment of the scene to ensure all potential hazards are identified before attempting the task.

Ensure that all ropes and chains used for this task are approved and rated for the load and inspected prior to use.

By signing below, both parties agree that all of the above items have been discussed and understood.

Employee: _____ Supervisor: _____ Date: _____