

# Vehicles & Equipment

*This material is intended to serve as a summary of basic safety requirements for operating vehicles & equipment. Owner's manual from the manufacturer must be read for specific items.*

*Written training material or verbal instruction from an experienced operator cannot replace the value of allowing a new operator hands-on, seat time in a safe area for the person to become familiar with and comfortable operating their specific equipment in a safe manner ... ensure new operators are trained in all 3 ways.*

## **General Precautions:**

\* Speed appropriate for full control is dependent on vehicle/equipment setup, cargo load, terrain, weather, visibility & driver skill.

\* Every vehicle and piece of equipment is different & reacts differently; know & understand the capabilities of the one you are operating.

\* Operate controls smoothly. Avoid jerky starts, turns and stops that cause the equipment to become unstable. No abrupt maneuvers; smooth & slow = predictable.

\* Stay off cell phones and avoid anything that can be distractive to operating the vehicle/equipment and maintaining focus.

\* Daily inspections must be performed before the operator can use the vehicle/equipment. This is an assurance that the everything is in good operating condition. Report any damage to your supervisor immediately. Damage to some items may deem the vehicle/equipment un-safe to operate and should be taken out of service until repairs are completed.

\* Keep operator's cab clean of trash & free of debris that could effect operation of controls.

\* Be aware what's above – power lines, shop doors, overhangs.

\* Be aware what's below – water & gas lines, electrical – call before you dig MS 811 (or Facilities Management if on MSU main campus).

## **In case of a rollover:**

- Never jump out
- Grab hand holds or steering wheel/controls; keep arms inside; do not grab ROP.
- Plant feet firmly against floorboard.
- Ride it out until vehicle/equipment comes to a complete stop.

## **Transporting vehicles & equipment:**

- Matching tow vehicle, trailer & load weight and ratings.
- Loading precautions – secure ramps; driving up vs winching up.
- Securing loads – appropriate straps/chains & anchor points.
- Lights, brakes & other safety features in working order.

## **UTVs / ATVs / Carts**

In light of the popularity of ATVs, UTVs, and carts for recreational purposes, remember that when at work these vehicles are to be used as a tool, not a toy – Keep speeds reasonable and no horseplay!

**UTV/Carts** - Commonly known as side-by-sides, Rangers, Mules, golf carts, etc.

Always wear the seatbelt.

*Request from MAFES/ES Risk Management - UTV/Cart Safety Training handout sheet & video sheet.*

**ATV** - Commonly known as 4-wheelers.

Always wear a helmet.

Tips & Practice Guide for the ATV Rider

<https://atvsafety.org/wp-content/uploads/2018/03/ASI-ATV-Tips-Guide-2018.pdf>

MSU Extension ATV Resources

<http://extension.msstate.edu/atv-links-resources>

## **Industrial Trucks**

Commonly known as forklifts, variable reach lifts (like JLG type), aisle trucks, and powered pallet jacks.

Hazards for each industrial truck is dependent on the equipment configuration itself and the environment where it is operated.

*Request from MAFES/ES Risk Management - Industrial Trucks program sheet*

## **Tractors**

The most common farm tractor and machinery related accidents result in approximately 20 fatalities annually in Mississippi.

*Request from MAFES/ES Risk Management - Tractor Safety program sheet*

National Ag Safety Database

<http://nasdonline.org/1919/d001874/tractor-safety.html>

MSU Extension Farm Safety/Tractor videos

<https://www.youtube.com/playlist?list=PLv0hyvcm4p77FYBM7r6hgZXiVmQ7rY-5U>

## **Skid Steers**

A common piece of rolling stock used in agriculture is a skid steer loader. While they are compact enough to get in tight spaces and stout enough to handle different material and attachments, sometimes workers do not fully appreciate their potential hazards.

Workplace fatalities from skid steer involvement is overwhelmingly from being pinned between the bucket and frame or between the lift arm and frame. These skid steer accidents result in a tragedy because of activities such as ...

- Working or standing under a raised lift arm or attachment without proper support device.
- Leaning out of the operator's compartment into the path of the moving lift arm.
- Bypassing or removing safety interlocks and equipment installed by the manufacturer.

### **The following safe practices will minimize hazardous situations with a skid steer loader:**

- ✓ Always read and understand the operator's manual & follow the manufacturer's recommendations.
- ✓ Inspect the skid-steer loader to ensure that all safety systems are functioning properly prior to operating the equipment.
- ✓ Never permit riders on the skid-steer loader, in the bucket or attachment.
- ✓ Always keep bystanders a safe distance away from the work area.
  
- ✓ Always lower the bucket or attachment so that it is flat on the ground and set the parking brake before exiting.
- ✓ Do not leave the operator's seat while the engine is on. Never attempt to activate the controls unless properly seated with the seatbelt fastened and the seat bar (if equipped) lowered.
- ✓ Keep all body parts inside the cab while operating a skid-steer loader.
- ✓ Never modify, bypass, disable, or override safety systems.
- ✓ Travel and turn with the bucket in the lowest position possible. Carry the load low.
- ✓ Plan to load, unload, and turn on level ground, when possible.
- ✓ Never attempt maintenance or other work while lift arms or attachments are raised without using an approved lift arm support device. Replace protective guards and shields after repairs or service

## **MSU Vehicles**

Administrated by Procurement & Contracts department.

Fleet Management Guidelines

<https://www.procurement.msstate.edu/pdf/FleetManagementGuidelines.pdf>

# Vehicle & Equipment Operator

## Evaluation

Operator's name: \_\_\_\_\_ Dept. /Station: \_\_\_\_\_

Type of vehicle/equipment: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Understands and follows general safety rules & specific controls for this vehicle/equipment.

\_\_\_\_\_ Can perform a pre-operation check of the vehicle/equipment and familiar with the owner's manual.

\_\_\_\_\_ Cautious and aware of surrounding activity.

\_\_\_\_\_ Overall, observed to be a competent operator.

Comments:

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Operator signature: \_\_\_\_\_

Evaluated by: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor's signature (if different from above) \_\_\_\_\_

Date: \_\_\_\_\_