SAFETY SERVICES COMPANY

Compliance Safety Consulting - Program Support & Management

Safety Services Company-Safety Meeting Division, PO Box 6408 Yuma, AZ 85366-6408 Toll Free (866) 204-4786

Company Name: _____ Job Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 491: Servicing Heavy Equipment

Introduction: Heavy equipment must be serviced on a regular basis in order to prevent, injury, and costly down-time due to the potential failure of any number of expensive parts. Daily inspection of heavy equipment is a necessity, and will lead to identifying parts that need servicing before the equipment can safely be used. Good preparation and planning is one of the keys to safely servicing heavy equipment. Safety must always be the primary concern for employees, whether servicing heavy equipment in the convenience of a garage, or when it is necessary to perform those services in the field. ***Following are guidelines*** for safely servicing heavy equipment:

- ***Inspect the equipment*** daily. When a faulty or malfunctioning part of the equipment is noticed, immediately report it to the supervisor.
- ***Employees must*** not be permitted to use a piece of heavy equipment with faulty or malfunctioning parts.
- ***Use caution*** when working on heavy equipment. The slightest movement of a piece of the equipment could result in a crushing injury.
- ***Proper blocking*** and securing of the heavy equipment is a key safety component. Lock out, tag out, and block out heavy equipment prior to starting any servicing operation. Locking/tagging/blocking out will prevent the equipment from moving after the servicing operation begins.
- ***Following safe work practices*** require the employee that is servicing the equipment to place the keys to that equipment in his pocket. This will prevent any other employees from accidentally starting, or attempting to start the equipment while it is being serviced. Always disconnect the battery to reduce the chance of electric shock or movement of the equipment.

- ***Take the time*** to find a safe place for the equipment to be serviced, survey the work area for hazards, and take corrective measures to make sure that all possible hazards are eliminated.
- ***Place barricades*** around the equipment and post signs in high visibility areas near the equipment to alert other employees that the equipment is being serviced.
- ***Heavy equipment must*** be at zero mechanical state before performing servicing activities. At zero mechanical state, there are no external or internal energy sources acting on any part of the equipment. This includes mechanical, electrical, hydraulic, gravity, and gas pressured energy sources. Isolate the part being serviced from any energy source to reduce the likelihood of an accident.
- ***Always chock or block*** the wheels on equipment to be serviced. Be sure that the blocking will prevent the equipment from drifting forward or backward. Blocking will ensure that the equipment remains stationary while being serviced.
- ***Never exceed*** the load capacity of jacks or jack stands. When jack locating holes are not present in the frame, the top of the jack must be set securely to prevent slippage. Jack stands must be placed on the frame, in a location where the equipment will remain safely balanced while being serviced. Jack stands must always be placed on a solid surface when being used to support heavy equipment.
- ***When a wheel is removed,*** the weight distribution is changed. Support and blocking under these conditions becomes critical, and must be well thought out. Additional back-up support should be used as a precautionary measure. Never perform servicing operations under heavy equipment with-out back-up support, in addition to the primary means of support.

- ***Do not attempt*** to move or lift parts of the equipment that weigh more than what can safely be lifted, or are shaped so that safe lifting is impractical. Always use the correct lifting equipment when moving a heavy part. Heavy equipment parts are often very heavy, great care must be taken when moving heavy parts.
- ***Pay attention*** to the position of your body in relation to the physical work being performed. When exerting force, good body position is critical. Keep from twisting your body when exerting force on a part. Wrists must be kept straight, and joints must be kept in a neutral posture to minimize shoulder dislocation. Using the correct tools for the job minimizes the possibility of injury when body force must be exerted.
- ***Whether an employee*** is servicing heavy equipment in the garage, or in the field, he must have an attendant/co-worker in the immediate area. This ensures someone is with the employee in the event an emergency should occur while heavy equipment servicing operations are in progress. Servicing heavy equipment in the field is always more dangerous than in a shop, because of the activities of other employees and workers in the area, greater caution must be used when servicing is necessary in the field.
- ***Personal protective equipment*** (PPE) required for servicing heavy equipment will include a hard hat, safety goggles or safety glasses, dust mask, cover-all type clothing, heavy gloves, and steel-toed safety boots. One of the most important things an employee must have is training in the proper use of PPE.
- ***When working*** on heavy equipment, do not become complacent and always remain alert to the possibility of injury.

Conclusion: Follow these safety guidelines when performing servicing operations on heavy equipment.

Work Site Review

Work-Site Hazards and Safety Suggestions: _____

Personnel Safety Violations: _____

Employee Signatures: ***(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)***

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Foreman/Supervisor's Signature: _____

These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.