


MOBILE EQUIPMENT POLICY		
NYRSTAR CLARKSVILLE INC		
Department	Safety & Health	

R-Indicates Revisions

1. Purpose

The purpose of this policy is to train and license all operators of mobile equipment and to provide information on the rules of operation of mobile equipment in accordance with the applicable OSHA Standards and Nyrstar Safety Policy TS-210, TP-563-00035.

2. Scope

This procedure applies to all employees working at Nyrstar Clarksville.

3. Responsibility

R - Production Coordinators & Department Trainers will train and certify all employees required to operate mobile equipment. There shall be multiple forms of training, consisting of, formal instruction, practical training, and an evaluation of the operator's performance in the workplace. The training will include the proper selection, operation, and safety factors of each specified piece of equipment.

Department Superintendents will identify department personnel to be Mobile Equipment Trainers. Trainers must possess extensive knowledge and experience on the particular piece of mobile equipment for which they are providing training on.

Trainers will instruct new trainees on the proper pre-use and safe operation of plant mobile equipment. The trainer will fill out a Mobile Equipment OJT sheet with the trainee as their training progresses; both initialing each topic to verify that the trainee is competent to operate the equipment. The trainer will then present the Mobile Equipment OJT to the Team Leader who will sign the OJT when they verify the trainee is ready for the Production Coordinator assessment.

R - Team Leaders will turn in the Mobile Equipment OJT sheet to the Training Department, who will then schedule a date for the Production Coordinator to assess the trainee's abilities in order for them to be issued mobile equipment license.

R - The Production Coordinator shall evaluation of the trainee's ability to operate each piece of mobile equipment safely in the workplace. Upon the trainee completing the mobile equipment-training program, the Safety Department will issue the trainee a mobile equipment license for that mobile equipment. The Production Coordinator will forward to Safety Department the Mobile Equipment Test (equipment-specific), OJT training, and Training Certification for the equipment that the operator is being licensed for. Training documentation will be maintained by the Training Department. The Safety Department will track date of issuance and expiration for all mobile equipment.

Trainee will ensure that all mobile equipment safety components are present and functioning properly. Trainees will report any deficiencies found during their pre-use inspection or during the operation of the equipment, as well as comply with all Plant Safety policies and procedures while operating mobile equipment on-site.

The Mobile Equipment License shall be valid for a period of three (3) years, at which time the operator will be recertified by the Mobile Equipment Instructor, or earlier if a lack of skills or knowledge are identified, or as a result of an incident investigation, or if an unsafe act is reported.

4. Policy

It is our policy that all employees who are required to operate mobile equipment in the performance of their duties must successfully complete the Mobile Equipment Operator Training Program. All personnel are required to use seat belts while operating mobile equipment.

5. Definitions

Item	Definitions
R - Production Coordinators	Provide formal instruction and conduct an evaluation of the trainee's ability to safely operate the equipment in the workplace.
Department Trainers	Individual identified by the Area Superintendent that possesses extensive knowledge and experience on a particular piece of mobile equipment. They have demonstrated their ability to instruct department personnel on the pre-use and safe operation of industrial vehicles within their departmental areas.
Industrial Vehicle	Motor Vehicle specifically designed for carrying, pushing, pulling, stacking loads in industrial environments (such as loaders, forklifts trucks etc.).
Light Vehicle	Small motor vehicles such as cars, vehicles of similar dimensions as a car, Utility carts and ATV's.
Production Areas	Site areas in which plant operational traffic can be expected to be moving. Administration offices, employee car parking and other areas outside the main entry point to the site would be generally excluded.
Pedestrian Crossing	A designated roadway crossing for a pedestrian that is in accordance with Standards used on local public roadways in high traffic areas.
Mobile Equipment Re-certification	Re-Certification will consist of at a minimum of a written assessment of all mobile equipment the operator is authorized to operate.
Restricted Access	Areas throughout the Site that require special precautions in order to authorize mobile equipment traffic to enter (Gypsum load-out, Cell house

Areas	elevator, Casting Zinc Dust area, Concentrate storage building etc.)
Roadworthy	A roadworthy vehicle is any vehicle which has all of its safety-related components maintained in a manner that makes it safe to drive on the road.
Rollover Protection Systems (ROPS)	ROPS refers to operator compartment structures (usually cabs or frames) intended to protect the operators from injuries caused from vehicle rollover.

6. Procedure

6.1. Pre-shift Operator's Check

Prior to the first operation of a piece of mobile equipment, a pre-shift operator's check must be completed. This check requires the operator to conduct both a visual and a functional test. If there are deficiencies noted, the original page of the checklist will be given to the appropriate Team Leader prior to operating the equipment. If there are, no deficiencies noted the copy of the completed form would be turned in to the appropriate Team Leader later in the shift.

The Team Leader will ensure that any deficiencies identified have been corrected or that the deficiency does not affect the safe or mechanical performance of the equipment prior to allowing its use. A copy of the completed checklist will be retained in the Pre-Shift Mobile Equipment Operator Check book. This will verify to subsequent operators that the pre-shift checks were completed and require them to perform a pre-use visual inspection. A Pre-Shift Mobile Equipment Operator Check book will be maintained with each piece of mobile equipment operated on site. This policy shall also apply to mobile equipment used on site by contractors.

6.2. Maintenance

Site Industrial vehicles shall be maintained as per the manufacturer recommendations and local regulations. Vehicle maintenance shall be performed by a qualified person and a log shall be created and maintained in SAP. These Preventive Maintenance services will be performed routinely and their frequency will be based on the vehicles age, hours of service and / or mileage limits.

6.3. Personnel in Vehicles

All personnel in any vehicle must be seated facing forward and be properly restrained, by use of the installed lap/shoulder belt. (Unless formal exception is granted from the Group Safety Manager)

6.4. Back-up Alarm System

Audible back up alarm systems shall be maintained on each piece of mobile equipment. The audible alarm shall be louder than the ambient noise level where the equipment is operating.

6.5. Blue Lights

All forklifts that operate inside buildings will have a Safety Blue Light warning systems installed. These systems are to be maintained and installed on any other mobile equipment deemed by Area Superintendents.

6.6. Parked Equipment

Reverse parking is required in all parking areas onsite including employee parking lots.

The vehicles load engaging means (bucket or forks) shall be fully lowered.

No equipment or vehicles shall be parked with the engine running unless a qualified operator attends the vehicle. The vehicle is unattended if the operator is more than twenty-five feet away, or the vehicle is not within their line of sight.

The only exception shall be employee/ contractor/visitor light vehicles in the main parking lot or the administration building parking lot area. Industrial vehicles are not allowed in these parking areas.

6.7. Wheel Chocks

Wheel chocks shall be used during the loading and unloading of commercial vehicles. Wheel chocks are also to be used when a piece of mobile equipment is parked at an incline, or when a specific SOP requires their use.

6.8. Lightweight Vehicles

All company vehicles classified as lightweight vehicles shall be white in color. All vehicles in the current fleet that are not white shall be equipped with additional reflective warning tape. All vehicles operated on site shall be equipped with flashing warning lights while in operation, along with a fire extinguisher. First Aid kits shall be in all Light Vehicles with the exception of utility carts and ATV's.

6.9. Ground Spotter / Backing of Equipment

The practice of backing mobile equipment shall be limited, if possible. When backing large pieces of mobile equipment that has limited visibility to the rear a ground guide is to be used. In order to provide direct communication to the driver involved. {Exceptions are made for ground guide uses in the following areas are; Concentrate Storage, J-Vap, and Oxide Wash because of the personnel limitations in these areas}.

6.10. Safe Operation of Mobile Equipment

R – Equipment operators should operate the equipment only from the operator's seat. Equipment operator shall not use cell phones while operating any mobile equipment. Equipment operators must slow down and sound the horn at all entrance points, cross aisles and other locations where vision may be obstructed. Any load carried on a forklift that obstructs forward view, the driver shall be required to travel with the load in reverse. Equipment operators must maintain a safe distance between vehicles and always use designated roadways. When a person or group of people walks across your planned route: Stop, and wait until the pedestrians pass-by. ***Pedestrians always have the right of way.***

6.11. Mobile Cranes and Aerial Lift Barricades

The work area around all Mobile Cranes and Aerial Lifts are required to be barricaded off with the red barricade tape along with a barricade tag at each access point. The barricade tag shall include the hazard associated with the nature of the work being performed. All Personnel working from any Aerial Lift are required to wear fall protection equipment with a self-retracting lifeline.

6.12. Loading/unloading for heavy and industrial vehicles

Pedestrians, cyclists, and vehicle operators will be required to maintain a minimum safety distance of 20 feet between people and unloading/loading operations, or a solid crash barrier shall be provided.

Trailers, which are to be loaded/unloaded, will be inspected for physical integrity and will be secured by wheel chocks or other physical restraining devices before entering.

6.13. Site Speed Limits

Beyond security, within the area of production, vehicles will not exceed 15 miles per hour.

Beyond security, outside the gate and to the speed bump, vehicles will not exceed 25 miles per hour.

R- Exiting facility grounds from the speed bump to the main gate, vehicles will not exceed 40 miles per hour.

6.14. Use of Company Vehicles/Personal Vehicles for Business Purposes

- Respect local laws and regulations.
- Avoid using mobile phones; only "hands free" systems are allowed.
- Limit driving times to avoid fatigue; public transportation will be preferred whenever possible on long distance trips.

7. Records and Documentation

All Hard copies are stored and maintained in the employees training file in the Training Department. The Safety Coordinators will keep up with the excel spreadsheet that list the employee's mobile equipment certification.

8. Accountabilities

The SHEQ Manager is accountable for this Policy.