



Mobile Equipment Program

San José State University

One Washington Square

San José, California

Facilities Development and Operations Department

Environmental Health and Safety

July 12, 2012

1) Purpose and Scope

The purpose of the Mobile Equipment Program is to protect San José State University employees from the hazards associated with the operation of mobile equipment.

2) Standards, Regulations and References

- a) California Code of Regulations,
Title 8, Subchapter 7. General Industry Safety Orders
Group 4. General Mobile Equipment and Auxiliaries
Article 25. Industrial Trucks, Tractors, Haulage Vehicles, and Earthmoving Equipment
Section §3650. Industrial Trucks. General.
Section §3663. Maintenance of Industrial Trucks.
Section §3664. Operating Rules for Agriculture Tractors.
Section §3668. Powered Industrial Truck Operator Training.
- b) Title 8 Subchapter 7. General Industry Safety Orders
Group 4. General Mobile Equipment and Auxiliaries
Article 24. Elevating Work Platforms and Aerial Devices
Section §3636. Application.
Section §3637. Definitions.
- c) CSU System Defensive Driver Program

3) Roles and Responsibilities

a) The University

The University is committed to and has a duty to provide a safe and healthful work environment for employees from the hazards associated with the operation of mobile equipment.

b) Environmental Health and Safety

- i) Environmental Health and Safety will ...
- ii) Establish, implement and maintain the Mobile Equipment Program which is designed to eliminate or minimize employees from the hazards of mobile equipment.
- iii) Perform an employee exposure determination and document the findings.
- iv) Develop and implement campus-wide training requirements and materials. Employee information and training are provided at the time of initial assignment and every three years thereafter.
- v) Maintain a record of training given to employees for 3 years.
- vi) Audit and review the Mobile Equipment Program annually.

c) Department Management

- i) Each affected Department will ...
- ii) Collaborate with Environmental Health and Safety in the employee exposure determination process.
- iii) Enforce work practices and methods designed to protect employees, such as rules and pre-use inspections.
- iv) Formally evaluate employee competency and authorize their use of mobile equipment at least every three years.



d)

The Mobile Equipment Program

The University is committed to and has a duty to provide a safe and healthful work environment for employees and protect them from the hazards of mobile equipment.

- 1) The Mobile Equipment Program is designed to protect employees from the hazards of mobile equipment and provide employees the information that they need to perform their job safely.

The Program



3) Determination of Employee Exposure

An exposure determination 1 -1.itEMC /6aetermet 1.itf5(a)(m)-6()14(m)3s(m)-6()10(er)14(m)-35(e 30 8 ref))Tj2(u)5

Mobile Equipment



- iii) CSU records retention policy requires that vehicle inspection and repair records be retained for seven years after disposal of the vehicle.
- iv) The date of inspection and any deficiencies found, the corrective actions recommended and identification of the persons or entities performing the inspection is recorded.
- v) The date of repair, a description of the work accomplished and identification of the persons or entities performing the work is recorded.

End

Appendix A

§3650(t). Industrial Trucks. Operating Rules

Industrial trucks and tow tractors shall be operated in a safe manner in accordance with the following operating rules:

- 1) Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors shall be permitted to operate such vehicles.
- 2) Stunt driving and horseplay are prohibited.
- 3) No riders shall be permitted on vehicles unless provided with adequate riding facilities.
- 4) Employees shall not ride on the forks of lift trucks.
- 5) Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.
- 6) Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial



19) When leaving a vehicle unattended (the operator is over 25 feet (7.6 meters) from or out of sight of



- a) A device specifically designed for opening or closing doors shall be attached to the truck.
- b)

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Appendix C Golf Cart / Low Speed Vehicle Operating Rules.

The following are basic rules of operating and maintaining golf carts / low speed vehicles (LSV).

- 1) Inspect the vehicle prior to use using the operator’s checklist. Vehicle features to check include: tire inflation, cuts or punctures on tires, steering, forward and reverse gears and brakes.
- 2) If the LSV is in need of repair or maintenance, the unit should be taken out of service.
- 3) A LSV should be operated at a speed equivalent to a well-paced walk but no faster than 15 mph.
- 4) LSV operators will observe all California vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles.
- 5) LSVs should be operated on streets or roadways whenever possible.
- 6) Sidewalks should be used only where streets and/or parking lots are not available, and then only to the nearest adjacent street or parking lot.
- 7) LSV operators must slow down and honk the horn at all intersections.
- 8) LSV operators must use the safety mirrors at each intersection to ensure pedestrian safety
- 9) LSV operators will reduce speed when turning or passing through doorways.
- 10) Operating a LSV on a sidewalk is permissible for employees having to transport equipment to or from a work site but then only from the nearest street.
- 11) Most LSVs used are designed to carry a driver and one passenger. A LSV should not be operated with more passengers than it is designed to carry.
- 12) All LSVs should have seat belts for the operator and each passenger, and each person riding in the LSV will be restrained by a safety belt.
- 13) Drivers and passengers must remain seated while the vehicle is moving.
- 14) All occupants in the LSV shall keep hands, arms, legs and feet within the confines of the LSV at all times when the cart is in motion.
- 15) Pedestrians always have the right-of-way. If the LSV is being operated on a sidewalk, the operator should pull off of the sidewalk or stop the unit when approaching pedestrians.
- 16) Towing is allowed on those LSVs originally designed for towing.
- 17) When the LSV is not in use, the operator will place the LSV control lever in the “Neutral” position and remove the key.
- 18) LSVs must never be parked where they will block emergency equipment, pedestrian aisles, doorways, intersections, or the normal traffic flow.
- 19) When the LSV is not being used, the unit should be secured with a cable and lock or other equivalent locking mechanism.
- 20) Report any accident or damage to your supervisor immediately.

Battery Recharge

When recharging LSV batteries, the following safety rules shall be observed:

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 - { t • Z • } thoroughly with cold water if skin is exposed to battery acid.
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- End



AppendixD

FORKLIFT Pre-Use Inspection Checklist

1)

FORKLIFT Inspection Checklist Instructions (CONTINUED)

If damage to the forklift is noted or a checklist item does not meet the criteria described below, the user should contact their supervisor to determine a corrective course of action. Do not use the forklift until all checklist items are listed as "OK" per the instructions below. Follow the instructions below for each of the Forklift Inspection Checklist Items:

- 1) **Obvious Damage** Inspect the forklift for damage to the structural and mechanical aspects of the equipment. Look for cracks in the frame or in the lift mechanism. Any damage that jeopardizes the workability of the equipment or its ability to carry a load should be noted.
- 2) **Tires**—Inspect the tires. Are they in good condition and are the pneumatic tires inflated properly?
- 3) **Battery Indicator** —Check the battery indicator on the electric forklift to insure the batteries



Appendix E

AERIAL LIFT ~~Use~~ Inspection Checklist

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|--|----------------------|
| Equipment Make/ Model/ ID # | Date |
| Equipment Type: Scissor Lift _____ Boom Lift _____ | Operator / Inspector |
| Parking Location Building: | Department / Owner |

