

**FLEET MANAGEMENT
POLICY / PROCEDURE**

SUBJECT: Safety Sensitive Procedure

APPROVED: 
MARILYN L. RAWLINGS, FLEET MANAGER

DISTRIBUTION:

Fleet Personnel

PURPOSE:

To establish a safety perimeter around vehicles with extended appendages, to avoid collision accidents and personal injury.

PROCEDURE:

When extending any part of a vehicle such as a boom, a cable, a stabilizing leg, a cab, a truck bed, a dump body or an unhitched trailer, fleet employees are required to place 3 safety cones a maximum of 10' apart on either side and at the rear of the equipment.

If for any reason a vehicle or piece of equipment is being worked on outside the shop, safety cones must be used around the perimeter of the equipment. Safety cones will be used to identify his/her work zone. Every time a machine is being operated to test a function, a second person must always be present to watch out for others who could come in contact with that machine. At no time will a machine be left unattended or in a dangerous situation for a potential accident. If you need to leave your work zone for any reason and the work zone is unsafe, you must get another employee to stay with that unsafe machine until you return. All safety devices will be used to support the equipment you are working on, such as dump beds, boom rest, jack stands, etc.

Safety must be our number one priority.

Any violation to this procedure will result in disciplinary action against the employee and/or termination.

Revision Date: May 2004

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