

## FFPO Procedure Blue Sheet Form

A. Procedure Title (list manual, procedure series, or specific procedure #)

SPR Accident Prevention Manual

Section 32 Support Equipment

B. Procedure Name/series type (i.e., operations, maintenance, etc.) E S & H

C. Check (✓) one of the following:

1.  Procedure(s) accepted “as is” with terminology replaced as denoted in the Site Procedures Approved Terminology Replacement List for the FFPO SPR M&O contract.

2.  In addition to the changes in approved terminology for the FFPO SPR M&O contract, improvements to the procedure are warranted:

Category 1 Finding (Resolution prior to contract start)

Category 2 Finding (Resolution within 90 days of contract start)

Category 3 Finding (Resolution to the Issues Management program)

D. Comments/Notes:

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E. Forward a copy of this form to the FFPO Director, Business Management for revision tracking.

Signed

FFPO Reviewer Signature

02/28/14

Date

Steve Mahan

FFPO Reviewer Print Name

## Site Procedures Approved Terminology Replacement List

Approved Terminology Replacements	
Terminology to be Replaced	Substituted Verbiage
AGSC	M&O Contractor or MOC
Boeing	M&O Contractor or MOC
Construction Management Services or CMS contractor	M&O Contractor or MOC
DynMcDermott or DM or Company	M&O Contractor or MOC
DM Contract No.	M&O Contract
<b>Organizational Changes</b>	
William Gibson or "Hoot"	DOE Project Manager or DOE PM
Robert (Bob) McGough or DM Project Manager or CEO	MOC Project Manager or MOC PM
Randy Sutton (Acting) or DM General Counsel	MOC General Counsel or MOC GC
Scott Landry or DM APM, O&M and COO	MOC APM, O&M
APM, Cavern Integrity	Senior Director, Cavern Integrity
Colleen Yates or DM APM, Business Operations and CFO	MOC APM, Business Operations and CFO
APM, Security and Emergency Preparedness or Director, Security and Emergency Preparedness Division	Senior Director, Security & Emergency Preparedness
Henry Schmidt, Jordan Jones, or Duane Johnson	Senior Director, Security & Emergency Preparedness
Leslie Williams or APM, Data Systems or Data Systems Director	Senior Director, Data Systems
William Bozzo or DM APM, ES&H	MOC APM, ES&H
Walt Newcomb or DM Director, Energy & Sustainability	Director, Environmental
J.P. Martinez or DM APM, Engineering	MOC APM, Engineering

**ACRONYMS**

- AGSC ASRC Gulf States Constructors
- APM Assistant Project Manager
- ASRC Arctic Slope Regional Corporation
- CAS Contractor Assurance System
- CFO Chief Financial Officer
- COO Chief Operating Officer
- ES&H Environment, Safety, and Health
- GC General Counsel
- M&O Management and Operating
- MOC Management and Operating Contractor
- O&M Operations and Maintenance
- PM Project Manager

## 32. SUPPORT EQUIPMENT

### Table of Contents

32.1. INTRODUCTION .....	1
32.2. GENERAL.....	1
32.2.1. General Requirements.....	1
32.2.2. Inspection and Routine Maintenance.....	2
32.2.3. Safe Operating Practices.....	3
32.3. POWERED INDUSTRIAL TRUCKS.....	3
32.3.1. General Requirements.....	3
32.4. AERIAL LIFTS .....	4
32.4.1. General Requirements.....	4
32.5. TABLES: SUPPORT EQUIPMENT .....	4

### 32.1. INTRODUCTION

This section establishes the requirements for safe operations of mobile equipment pertaining to all personnel conducting work inside of the SPR.

**NOTE**

This section applies to all support equipment not covered in the vehicle safety section of this APM. Topics not covered in this section can be found in the Support Equipment Operations Manual (ASI4330.169).

### 32.2. GENERAL

**NOTE**

Equipment operators will only operate equipment that they have been trained on and are qualified to operate.  
 All equipment will be operated in a safe manner and according to the manufacturer's recommendations and a preoperational checklist will be used when required.

#### 32.2.1. General Requirements

- a. Support equipment can be considered any of the following:
  1. Powered Industrial Trucks
  2. Aerial lifts
  3. Tractors
  4. Dump trucks
  5. Skid steers
  6. Loaders
  7. Scrapers
  8. Mobile cranes
  9. Trailer mounted Air compressors

10. Boats
  11. Cranes
  12. Earthmoving equipment (dozers, graders, backhoes)
  13. Fire trucks
  14. Forklifts
  15. Portable trailer mounted generators
  16. Portable trailer mounted pumps
  17. Marsh buggies
  18. Scooters
  19. Powered mowers bush hogs, batwings zero-turns and riding mowers
  20. Tractors
  21. Vacuum trucks
  22. Diesel Welding machines
  23. Man lifts
  24. Armored Vehicles
  25. Other support construction equipment not listed
- b. Support equipment shall not be modified so as to defeat safety devices, alter its use, or increase load capacity.
- c. Employees shall be properly trained before operating any type of mobile equipment.

**CAUTION**

If you are unsure whether you meet requirements for operating mobile equipment, consult with your supervisor before using the equipment.

**NOTE**

All crane, forklift, and rigging operations must follow the requirements in the DOE Hoisting and Rigging Manual, OSHA, applicable ANSI codes, and DM operating requirements.

**32.2.2. Inspection and Routine Maintenance**

Some general safe practices regarding inspection and maintenance of mobile equipment that should be followed by all personnel are listed below.

- a. Operators must inspect support equipment before each day's use. Inspections should be documented by completing the inspection checklist located in the Support Equipment Operations Manual.
- b. Operators must lower and/or disengage all mechanical equipment, shut off the engine, remove the ignition key, and set the parking brake when mobile equipment is left unattended or is being inspected, serviced or refueled.
  1. Unprotected hands must not be used to search for hydraulic oil leaks.
  2. Support equipment with faulty brakes, mechanical or electrical defects, or fuel leaks must be withdrawn from service and tagged out for repair.
  3. Any leaks that may impact the environment must be reported to OCC.
  4. When refueling, operators must wipe up any spilled fuel or allow spilled fuel to evaporate before the engine is started.
  5. Operators must not park support equipment so as to block building exits or fire hydrants.  
Note: This does not include the fire truck.
- c. Operators must maintain support equipment in a clean condition, free of excess oil and grease.

1. Noncombustible agents should be used for the cleaning.
2. Low flash point solvents must not be used.
3. Aerosol cans containing starter fluid must not be used or left on equipment.

### **32.2.3. Safe Operating Practices**

Some general safe operating practices regarding support equipment are listed below.

- a. Do not transport or lift personnel or allow them to ride on equipment. Do not modify equipment to lift personnel without written permission from the manufacturer.
- b. Do not allow extremities to hang out of equipment during operation or movement.
- c. Observe all site specific rules regarding traffic laws, speed limits and seat belts.
- d. Remain alert at all times and be aware of surroundings.
- e. Do not suspend or swing loads over other personnel or allow them to walk, stand, or work underneath elevated loads.
- f. Know and do not exceed load capabilities and manufacturer guidelines.
- g. Be aware of locations of piping and power lines when elevating any type of equipment.
- h. Inspect the area before starting to operate the equipment.
- i. Use caution when operating on slopes, ramps, or unstable surfaces. Verify that equipment is designed to operate in the types of surfaces on which you intend to use it.
- j. Verify that backup alarms are working properly if installed on vehicle or equipment.
- k. Always use a flagger or ground guide when moving.
- l. Do not operate equipment while taking medication that may cause drowsiness.
- m. Secure any items extending from rear cab areas of scooters.

#### **NOTE**

When using lifting equipment, mats shall be used under outriggers.

## **32.3. POWERED INDUSTRIAL TRUCKS**

### **32.3.1. General Requirements**

- a. Industrial trucks may only be operated by personnel who meet requirements set forth by DOE.
- b. Industrial trucks may only be operated in environments and under conditions for which they were designed.
- c. Only attachments provided by or approved by the manufacturer may be used.
- d. Industrial trucks must not be modified so as to defeat safety devices or increase load capacity.
- e. Lift bars that are movable or replaceable must be held firmly in place by a proper securing pin.
- f. Industrial trucks must not be used to lift employees unless specifically equipped for personnel lifting in accordance with the manufacturer's recommendations and applicable safety standards.

#### **NOTE**

Refer to the DOE Hoisting and Rigging Manual, OSHA, ANSI/ITSDF B56.1, and DM operating requirements for additional information pertaining to powered industrial trucks.

**32.4. AERIAL LIFTS**

**32.4.1. General Requirements**

- a. Aerial lifts shall only be operated by personnel who have been trained to do so.
- b. Aerial lifts shall not be modified so as to defeat or impair safety devices, or the insulating qualities of the boom and basket, or to increase load capacity.
- c. Fall protection is required when operating aerial lifts.

**NOTE**  
 Refer to, OSHA ANSIA92.5, and DM operating requirements for additional information pertaining to powered aerial lifts.

**32.5. TABLES: SUPPORT EQUIPMENT**

<b>TABLE 32.1. SUPPORT EQUIPMENT ROLES AND RESPONSIBILITIES</b>	
<b>Position or Department</b>	<b>Responsibility</b>
S&H Director	<ul style="list-style-type: none"> <li>a. Ensure the requirements of this standard practice remain current with applicable regulatory directives.</li> </ul>
ES&H Manager, Site Safety Specialists and Representatives	<ul style="list-style-type: none"> <li>a. Oversee site personnel to ensure safety practices are followed during the use of support equipment.</li> <li>b. Perform inspections as needed.</li> </ul>
Supervisors	<ul style="list-style-type: none"> <li>a. Ensure that elements of this policy are being followed by conducting inspections, reviews, spot-checks, and other follow-up actions.</li> <li>b. Follow proper guidance and procedures to ensure broken and/or defective support equipment be taken out of service and repaired or replaced before use.</li> <li>c. Ensure employees are properly trained on how to operate support equipment and that they understand all applicable regulatory directives and practice safe use.</li> <li>d. Conduct or arrange for inspections in their area of responsibility.</li> <li>e. Initiate corrective action for deficient items noted during inspections.</li> </ul>
Employees	<ul style="list-style-type: none"> <li>a. Follow the requirements of the support equipment procedures and applicable regulatory directives.</li> <li>b. Ensure that broken and/or defective support equipment is taken out of service and repaired or replaced before use and reported to the supervisor.</li> <li>c. Be aware of potential hazards associated with support equipment.</li> <li>d. Inspect all support equipment before, during, and after operating in accordance with all applicable policies and directives.</li> </ul>