



UTILITY VEHICLE SAFETY	Procedure Number SAF-1.20
	Issue Date March 11, 2014
SAFETY	Revision Date August 7, 2020
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ISSUED BY: <u>Greg Barnes</u> <u>8-7-20</u> Safety Manager DATE Coosa Pines Mill	APPROVED BY: <u>P. L. Hogg</u> <u>8-7-20</u> General Manager DATE Coosa Pines Mill
INTERPRETATION AND PERIODIC REVIEW OF THIS PROCEDURE IS THE RESPONSIBILITY OF: SAFETY MANAGER	
DISTRIBUTION ALL MANAGERS ALL TEAM LEADERS	

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1.0 PURPOSE

1.1 The purpose of this policy is to ensure that proper precautions are taken when operating utility vehicles.

2.0 SCOPE

2.1 Utility vehicles include battery-power and gas-power carts such as golf carts, gators, and maintenance carts.

3.0 GENERAL

3.1 Vehicle Safety Requirements

3.1.1 All carts will be equipped with the following safety features:

- a) Riding and parking brakes.
- b) Headlight(s) if the vehicle will be operated outside between dusk till dawn or in darkened areas of the mill such as basements.
- c) Amber rotating or flashing beacon warning light on the roof.
- d) Reverse alert horn/beeper.

3.1.2 Seatbelts:

- a) All individuals shall use the seat belts installed by the vehicle or mobile equipment manufacturer, properly adjusted and securely fastened.
- b) Additionally, no one shall operate or ride in the utility vehicle if the seat belt is inoperable (operators or passengers).
- c) Manufacturer-installed seat belts shall not be modified, removed, deactivated, or otherwise tampered with except for maintenance and repair.
- d) If seat belts are determined to be defective and/or inoperable, the utility vehicle shall be removed from service until repairs are made.

3.1.3 All carts should be properly maintained. Any cart, found to have safety equipment defect and/or malfunction, should be immediately tagged with a DO NOT OPERATE sign and removed from service.

3.1.4 All carts will be signed an asset number and have PMs performed every six months. PMs will focus on safety equipment maintenance, general vehicle care, and cleaning.

3.1.5 Chargers for battery powered carts must only be plugged into Ground Fault Circuit Interrupts (GFCI) outlets.

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3.1.6 Battery powered carts will only be charged in well ventilated areas away from spark producing devices (grinders, welders, burning rigs, etc.).

3.1.7 Gas powered vehicles are not allowed to idle in enclosed areas for extensive periods of time.

3.2 Driver and Passenger Safety

3.2.1 Perform cart safety check daily before use (checklist below). Checklist will be kept on vehicle.

3.2.2 Mill PPE required – hard hats, safety glasses, gloves, and safety shoes.

3.2.3 Always maintain 3 point contact when entering or exiting a Utility Vehicle.

3.2.4 Drive with amber rotating or flashing beacon warning light on at all times. If beacon is inoperable the vehicle shall be taken out of service immediately and tagged with a DO NOT OPERATE sign.

3.2.5 Smoking, eating, or drinking is prohibited when operating a Utility Vehicle.

3.2.6 Operating a Utility Vehicle while under the influence alcohol or any controlled substance, including prescription drugs, is strictly prohibited.

3.2.7 Stunt driving and horseplay is strictly forbidden.

3.2.8 Headlights must be used in dark conditions where operating without them may present a danger to occupants of the car or those around them.

3.2.9 Carts must not be overloaded with personnel or equipment.

a) Do not exceed carrying capabilities. Equipment shall not be modified in any manner that affects capacity or designed purpose without the manufacturer’s written permission. This will include racks, lifts, bumpers, hitches.

b) All riders must be safely seated in designated seating. CANNOT sit, stand, kneel, etc. on any part of the vehicle not designed for passengers.

c) Do not place arms and legs outside the confines of the cart.

d) No standing on carts.

3.2.10 Ensure parking brakes are engaged when parked and exiting the cart.

3.2.11 Utility Vehicle Operators must be stopped when using a cell phone or any other electronic device, including radios.

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3.2.12 During the fueling operation (if applicable) of a Utility Vehicle, no cell phones or other electronic devices, including mill radios, may be used.

3.3 Traffic and Pedestrian Safety:

3.3.1 Follow normal traffic routes, speed limits, and rules at all times.

3.3.2 Carts are not to be operated in areas marked as No Motor Vehicle areas.

3.3.3 Maintain safe distances (10 feet, if possible) from pedestrians when approaching, following, and passing. Sound horn once before passing or make visual contact with individuals.

3.3.4 Maintain safe distances from other vehicles on mill roads. When possible, avoid blind spots. If not possible, sound horn.

3.3.5 Never park a vehicle in front of an exit, stairs, fire hose, fire extinguisher, or fire hydrant.

3.3.6 Never park vehicle on an incline unless the wheels are chocked and parking brake set.

3.3.7 Indoor Use:

a) Carts must be operated at a walking speed.

b) Operators will slow down at all corners, intersections, or other areas where visibility is restricted and sound horn before proceeding.

3.3.8 Vehicle Safety Checklist

a) Safety lights work properly.

b) Tires are properly inflated with no excessive wear.

c) Reverse alert horn/beeper operates properly.

d) Riding and parking brakes work properly.

3.3.9 Training

a) Department Managers will identify and authorize personnel who are required to operate Utility Vehicles.

b) All employees who operate Utility Vehicles are to:

- Perform safety inspections on the vehicle,

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- Understand safe operating techniques and basic maintenance of vehicle (oil, water, fuel, battery charging/charging, etc.).
- Review this policy annually. Records of certification will be kept in the Learning Management System.

4.0 ATTACHMENTS

- 4.1 Utility Vehicle Checklist
- 4.2 Record of Revisions

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ATTACHMENT 1



Utility Vehicle Pre-Use Inspection Form

Vehicle No: _____ Type Vehicle: _____

Note: If any items are marked "Fail", tag out of service, and report for repair.

INSPECTION:	Pass	Fail	N/A	Comments
Brakes				
Parking Brake				
Transmission/Shifting Correctly				
Steering/Handling Safely				
Headlights				
Tail Lights				
Turn Signals				
Amber Strobe Light				
Mirror				
Horn				
Back-Up Alarm				
Seat(s)				
Seatbelts				
Windshield				
Windshield Wipers				
Tires (Condition)				
Gas Tank Level				
Battery Charged				

I certify that I have conducted an inspection of the above referenced vehicle and that the conditions of the inspection items are accurately reported.

(Print Name)

(Date)

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ATTACHMENT 2

RECORD OF REVISIONS

Section	Revision Number	Effective Date	Description Of Changes
ALL	1	03-16-16	Assigned procedure number.
Title Page	2	07-08-16	New management signature.
3.3.3 & 3.3.4	3	06-22-18	3.3.3 – Updated to 10' when possible and 3.3.4 addition of sounding horn. (IR-2018-10)
3.1.2	4	08-07-20	3.1.2 – Addition: Seatbelt requirements.