



VEHICLE SAFETY	Procedure Number SAF-1.35
	Issue Date June 23, 2017
SAFETY	Revision Date October 31, 2022
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ISSUED BY: <i>Matthew Chalode</i> Safety Manager Coosa Pines Mill	<u>10-31-22</u> DATE	APPROVED BY: <i>P. L. Hogg</i> General Manager Coosa Pines Mill	<u>10-31-22</u> DATE
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

The purpose of this policy is to ensure that the Coosa Pines Mill establishes a system to mitigate risks to personnel and contractors and/or reduce the chance of an incident occurring while operating vehicles. This risk reduction is accomplished by ensuring that employees, contractors, and visitors understand safe operating procedures for vehicles.

2.0 SCOPE

This policy applies to all Coosa Pines employees, contractors, and visitors.

3.0 GENERAL REQUIREMENTS AND PRACTICES

3.1 General

- 3.1.1 All property damage involving vehicles is to be reported immediately to supervision.
- 3.1.2 A pre-use inspection is to be completed prior to operating vehicles (Inspection Form, Vehicles). Follow instructions and guidelines of pre-use inspections and remove vehicles from service as required. Pre-use inspection forms are to be collected and reviewed by Team Leaders weekly.
- 3.1.3 All defects found during pre-inspection are to be reported to your team leader immediately.
- 3.1.4 If the vehicle becomes unsafe during operation, immediately park, tag out, and report the condition to the appropriate Manager/Team Leader.
- 3.1.5 Repairs shall be made by authorized personnel only.
- 3.1.6 Operators must have a valid driver's license to operate company-owned vehicles.
- 3.1.7 Prior to starting or moving vehicles, ensure no one is working on or around the vehicles.
- 3.1.8 Ensure viewing areas are clear of obstructions before operation.
- 3.1.9 If your job requires riding in the bed of a pickup truck, ensure any equipment being hauled is secured and you are seated inside the pickup bed (not on equipment or materials) prior to vehicle being moved.
- 3.1.10 Do not drive over hoses, wires, conduit, or any other obstruction.
- 3.1.11 All vehicles shall be operated from inside the cab.
- 3.1.12 Park on level ground, if possible, and use the parking brake. When parking on a grade is required, block the wheels or chock them after setting the parking brake.

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- 3.1.13 Keep vehicle under control at all times.
- 3.1.14 Observe and comply with all safety/traffic signs.
- 3.1.15 Observe vehicle speed limits.
- 3.1.16 Do not climb on to or off of vehicles in motion.
- 3.1.17 Pedestrians and vehicle operators are each to assume that the other has the “right of way”. Make sure you are aware of each other’s presence/direction before proceeding. Maintain safe distance (10 feet, if possible) from pedestrians when approaching, following, or passing. Sound horn once before passing or make visual contact with individuals.
- 3.1.18 Maintain safe distances from other vehicles on mill roads. Avoid blind spots, if possible. Otherwise, sound horn.
- 3.1.19 Seatbelts are to be worn when the vehicle is in motion.
- 3.1.20 Vehicles belonging to Coosa Pines and regular contractors that circulate at Coosa shall be equipped with backup alarms that are loud enough to be heard at all times.
- 3.1.21 When starting engines, the hood is to be closed unless it is necessary to have it open for troubleshooting, testing, maintenance, or other purposes.
- 3.1.22 Review and become familiar with Coosa’s policy regarding fires and overheating of mobile equipment. (See SAF-1.24 Mobile Equipment Fires and Overheating).
- 3.1.23 Inside vehicles and in beds of pickup trucks shall be clear of clutter. Necessary items are to be secured.
- 3.1.24 Always maintain 3-points of contact when entering and exiting the cab of vehicle.
- 3.1.25 Always maintain 3-points of contact when climbing in and out of/off bed of trucks.
- 3.1.26 When transporting heavy or bulky materials/items, use a mechanical device to lift or move materials/items and avoid climbing in/on truck to accomplish task.
- 3.1.27 When safely possible, reach from side of truck or from the back of truck to avoid climbing in or on the truck bed. Use a push/pull pole to assist in reaching (Reference SAF-1.11 Lifting and Material Handling procedure).
- 3.1.28 When compressed gas cylinders are being transported, ensure cylinders are secured and cylinder caps are in place.

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4.0 ADMINISTRATIVE DUTIES

- 4.1 The Safety Manager or designee is responsible for oversight of this policy and applicable procedures. A copy of the procedure must be reviewed by employees of the Coosa Pines Mill and contractors who will perform work at the Coosa Pines mill. Implementation of this policy and applicable procedures is the responsibility of the site General Manager.

5.0 RESPONSIBILITIES

5.1 Employees and Contractors:

- 5.1.1 Individuals required to use vehicles must understand and embrace the requirements of this policy and assure 100% compliance, accepting responsibility for following the guidelines set out in the policy.
- 5.1.2 Operators of vehicles shall complete a pre-use inspection form prior to operating such.
- 5.1.3 Individuals will notify supervision of any non-conformances regarding this policy and report all hazards and potential hazards immediately.

5.2 Management/Supervision:

- 5.2.1 Management/Supervision shall ensure that all individuals required to operate vehicles are licensed.
- 5.2.2 Team Leaders are to collect and review inspection forms weekly.

6.0 DOCUMENTATION/RECORDS

6.1 Documentation:

- 6.1.1 The Safety Manager will maintain the original policy and any subsequent revisions with the latest version accessible through the Coosa Portal and the Coosa Contractor website.
- 6.1.2 Supervision is responsible to ensure documentation of review of this policy by all operators of vehicles utilizing the Learning Management System (LMS).

6.2 Records:

- 6.2.1 The Safety Manager is responsible for maintaining all applicable records per document control procedures.

7.0 ATTACHMENTS

- 7.1 Attachment 1: Record of Revisions
- 7.2 Attachment 2: Pre-Use Inspection Form

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**ATTACHMENT 1
RECORD OF REVISIONS**

Section	Revision Number	Effective Date	Description Of Changes
All	0	6/20/17	New issue.
3.0	1	8/15/17	Addition of 3.1.23, 3.1.24, 3.1.25, and 3.1.26 to be in compliance with Corporate mandates (IR-2017-25).
3.1.17 & 3.1.18	2	6/22/18	Updated 3.1.17 to include sounding horn and defining safe distance as 10' when possible. Addition of 3.1.18. (IR-2018-10)
3.1.9 & 3.1.28	3	9/11/19	Periodic review; 3.1.9 defined "seated inside the pickup bed", 3.1.28 addition for transporting compressed gas cylinders.
All	4	10/31/22	General review and update of management signatures.

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ATTACHMENT 2

Vehicle (Trucks/Cars) - Pre-Use Inspection Form
Note: If an item is marked "Fail", tag out of service and report for repair.

WEEK OF: _____ **Vehicle No:** _____ **Type Vehicle:** _____

INSPECTION:	N/A	Mon			Tues			Weds			Thurs			Fri			Sat			Sun			Comments			
		Pass	Fail	Added	Pass	Fail	Added	Pass	Fail	Added	Pass	Fail	Added	Pass	Fail	Added	Pass	Fail	Added	Pass	Fail	Added				
Brakes																										
Brake Fluid																										
Parking Brake																										
Transmission Fluid																										
Steering/Handling Safely																										
Engine Oil																										
Hydraulic Fluid																										
Power Steering Fluid																										
Coolant Level / Fluid																										
Belt Condition																										
Hose Condition																										
Tires Condition / Air Level																										
Headlights																										
Tail Lights																										
Turn Signals																										
Amber Strobe Light																										
Mirrors																										
Horn																										
Back-Up Alarm																										
Seat(s)																										
Seatbelts																										
Windshield																										
Windshield Wipers																										
Gas Tank Level																										
Battery																										
Housekeeping (Inside & in bed)																										
Inspected By:																										My signature indicates that I have conducted an inspection of the above referenced vehicle and that the conditions of the inspection are accurately reported.