

6. Machinery Operation Policy

Required by: OSHA 1910.178

To ensure the safety of HRE's employees, visitors, and guests and to avoid potential damage to its property and equipment, HRE has created this policy regarding machinery operation. This policy applies to all heavy machinery and equipment owned by HRE, used at an HRE facility, or used in the course of one's duties for HRE. This includes, but is not limited to:

- the powered industrial truck (forklift)
- the overhead hoist at the loading dock
- passenger vans
- trucks (or other vehicles) with trailers
- tools and equipment in the welding area

Qualification for Use

No employee is permitted to use any machinery for which they are untrained. HRE will provide training for most equipment and machinery used at the facility. If an employee has already been trained in the use of a particular piece of equipment prior to working for HRE, the Warehouse Manager will assess their competence, and determine whether they will need any further training from HRE before allowing them to operate that equipment. Training information can be found in Section IV: Training Programs in this manual.

Trainings Provided by HRE

- Forklift training
- Overhead hoist training
- Passenger van & other vehicle training

Trainings NOT Provided by HRE

Welding equipment - An employee may only use this equipment if they have received outside training and can demonstrate their competence.

Inspection Prior to Use

Before using any machinery or equipment, the employee must conduct a visual inspection and walk around to ensure that the equipment appears to be in good working order and nothing is obstructing the area of use. Trainings for specific pieces of equipment will include items to watch for during inspection.

Repairs and Maintenance

If any equipment operator notices either during inspection or during use that a piece of equipment is in need of repair or maintenance, they must report it to the Warehouse Manager immediately. The Warehouse Manager will make arrangements for repair as soon as possible.

If a condition in need of immediate abatement is discovered during use, the operator must cease use of the equipment as quickly and as safely as possible to prevent further damage and avoid creating a more dangerous situation. That operator should also notify the Manager on Duty and the other employees in the area of the problem so that no one else tries to use the faulty equipment.