

SOP Number 002

SOP Title Mobilization of Equipment to/from Location

1. PURPOSE

- To ensure all employees have a proper guide to safely load and offload equipment at the jobsite.

2. INTRODUCTION

- BBGCI accepts their responsibility to provide all employees with the proper guidelines on every scope of work done. BBGCI understands that all jobs tend to have different characteristics, this procedure should be used a guideline to help employees recognize how to safely complete the job task. Mobilization of equipment is an essential part of our operations, and this procedure shall be used as a guideline at all times.

3. SCOPE

- This procedure will apply when employees have to load and offload mobile equipment at BBGCI and/or client locations.

4. DEFINITIONS

- Mobile Equipment- is a diverse group of things that can have wheels or crawler treads that you own or rent. Things like bulldozers, backhoes, forklifts, bobcats, earth movers, cranes, trailers, tractors, with mounted tools and equipment like compressors, cherry pickers etc.
- Buffer Zone- The area where operation occurs, that is deemed not safe for unauthorized personnel. (BUFFER ZONE EXACT DISTANCE)

5. RESPONSIBILITIESQualified Driver

- Obtain all proper documentation and permits prior to beginning the job task.
- Make sure all mobile equipment is properly loaded/offloaded off the trailer
- Properly secure all mobile equipment on the trailer so that it fits the requirements of DOT, client, and BBGCI. (How does BBGCI properly secure equipment?? Is it specified ? should we specify this procedure? 4" straps) Policy?
- Use the correct route to location.
- Ensure all mobile equipment gets delivered to/from location in a safe and timely manner.
- Prior to loading/offloading, it is the driver's responsibility to pick out a safe loading/ offloading area, free of hazards.

Qualified Operator

- Make sure mobile equipment is inspected prior to operating.
- Safely load/offload mobile equipment.
- Make sure equipment is staged/parked in the proper location.

Trained Spotter

- To assist operator while equipment is being moved.
- Secure buffer zone and to ensure no unauthorized personnel enters the area.

***NOTE: If client requires, spotter will be equipped with an orange working vest while performing spotter duties.

6. SPECIFIC PROCEDURE

Loading Equipment

1. Driver will obtain all documentation and permits prior to beginning job task.
2. Before work commences, all employees involved will conduct a tailgate meeting and fill out a JSEA.
3. Operator will inspect mobile equipment prior to loading onto trailer.
4. Operator will coordinate with spotter to ensure no unauthorized personnel are in the buffer zone.
5. Operator will safely load mobile equipment to the driver's specific location on the trailer while utilizing the spotter.
6. Driver will properly secure load.

Offloading Equipment

1. When arriving on location, personnel involved will conduct their second tailgate meeting to discuss to job task at hand.
2. Review JSEA and make changes or additions if necessary.
3. Once trailer truck is parked in the proper location, the driver will unbind the mobile equipment.
4. Spotter will secure buffer zone and ensure no unauthorized personnel enters the unloading zone.
5. Operator will safely offload mobile equipment while utilizing his spotter.
6. Driver will store all rigging equipment and safely exit location.

7. JOB RELATED HAZARDS

- ***Slips, trips, falls while:***
 - Inspecting equipment
 - Climbing on/off equipment and trailer
 - Uneven surfaces
- ***Pinch Points/ Line of Fire While:***
 - Moving Equipment
 - Binding/unbinding mobile equipment
- ***Fatigue***

8. REQUIRED PPE

- Hard Hat
- Safety Glasses
- Steel Toe Boots
- Gloves
- Fire Resistant Clothing (FR's)
- H2S Monitor (Site Specific)

9. FORMS/TEMPLATES TO BE USED

- JSEA
- Work Permits (if required)
- DOT Documentation (Road Permits if necessary)
- Equipment Inspection Forms

10. INTERNAL AND EXTERNAL REFERENCES

TBD

10.1 Internal References

TBD

10.2 External References

TBD

11. CHANGE HISTORY

STANDARD OPERATING PROCEDURE**CORE****SOP No: 002****SOP Title: Mobilization of
Equipment**

SOP no.	Effective Date	Significant Changes	Previous SOP no.

Effective Date:	
Review Date:	