

SOP Number #005

SOP Title Skid steer Loading/Offloading

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SOP no.	Effective Date	Significant Changes	Revision #	Revision Date
005			0	

1. PURPOSE

- This procedure is a guideline on the proper way to safely use skidsteer in performing a job task. Employees at BBGCI will use this as a guide to help them perform their duty in a safe and productive manner.
- BBGCI will be in compliance with all government regulations as well as regulations set forth by our clients.

2. INTRODUCTION

- BBGCI understands that all jobs are different. This SOP is set in place as a guideline to help employees understand the proper procedure to follow when performing a job task using a skidsteer.

3. SCOPE

- This procedure has been set in place for BBGCI skidsteer operators, support personnel which includes spotters and riggers who will be assisting in loading and offloading of equipment.

4. DEFINITIONS

- Support personnel- A BBGCI employee who has a certificate and in good standing with BBGCI training and policies and has extensive knowledge, training and experience. (rigger & spotter)
- Line of Fire- The path of a moving object that can potentially injure or the potential path of an object that may move
- Buffer Zone- The area where operation occurs that is deemed not safe for unauthorized personnel or equipment.
- Landing Zone- The area where the load will be set.
- Skidsteer Operator- BBGCI employee who is qualified and trained and within good standing with company requirements; through extensive knowledge, training and experience.
- PIC- Person in Charge
- Critical Lift- means a lift that (1) exceeds 75 percent of the rated capacity of the skidsteer, (2) requires the use of more than one crane or derrick, or (3) is considered a non-routine lift.

5. RESPONSIBILITIES

Qualified Skidsteer Operator

NOTE: The Skidsteer Operator is the PIC once the loading/off-loading process begins. It is their responsibility to stop the operation if proper procedure is not being followed or if he/she believes there is a safer more efficient way to perform the operation.

- Obtain proper permits and fill out JSEA and other lifting forms (Crit. lift ect... and any other forms required by client)

- Verify weight of the load to be lifted.
- Participate in the tailgate and review 12 questions to safe lift.
- Ensure that all supporting employees know that he/she is the lead in the operation.
- Fully understand the scope of work and all the hazards involved in his/her job duty.
- Ensure all employees involved fully understand the sequence of loading/unloading equipment and that all employees understand the hazards associated with it.
- Perform a documented skidsteer inspection and document any non-conformities before use. Depending on the severity of the non-conformity will result in the use or tag out of the equipment.
- Ensure the Skidsteer is the right piece of equipment for the job at hand.
- Ensure he/she has a qualified skidsteer operator card with BBGCI training that is in good standing.
- Establish good communication with riggers and supporting personnel at all times.
- Ensure persons not involved in the load out are out of the buffer zone and a safe distance away from all operations.
- Ensure barricades are in place if applicable (Crit. lifts ect...)
- Begin load out operations in a safe and productive manner.

Support Personnel

- Attend/ participate in tailgate meeting and JSEA.
- Fully understand the scope of work and all the hazards involved in his/her job duty.
- Proper training for personnel rigging load.
- Skidsteer operator has *extremely limited range of visibility* so Spotter should stay out of operator's blind spots.
- Establish good communication with all supporting personnel involved in the lift including the customers.
- Guide vessel/trucks to desired location so the loading/ off-loading process can begin.
- Keep unauthorized personnel away from the work area/buffer zone at all times.
- Inspect the rigging equipment for deformities prior to operations and ensure the proper rigging equipment is being used for the job.
- Ensure the rigging equipment is in date with a legible tag available for review

- Ensure taglines are the proper length and are being used properly.
- Monitor for any unexpected hazards that could potentially endanger employees.
- Ensure rigging does not damage load being lifted.

6. SPECIFIC PROCEDURE

Loading/ Offloading Equipment

1. JSEA and tailgate meeting will be conducted with all involved employees prior to any operations.
2. Designated Spotter will control the signals and assist truck/ vessel in getting in the proper location and secure before loading/offloading operations begin.
3. The Skidsteer operator will perform and document daily inspection on the skidsteer being used before the lift.
4. The qualified riggers will begin to pick out and inspect the rigging equipment that was discussed in the JSEA and tailgate meeting.
5. Once the buffer zone is free of any unauthorized personnel and the landing zone is also clear, the spotter/signal person will coordinate with the skidsteer operator to hook up the load using appropriate attachment client specifications and manufacturer's recommendations.
6. The support personnel will then attach taglines to the load as needed and assist the skidsteer operator with loading/offloading operations using hand signals or other approved communications methods.

Lift Types

Basic Skidsteer Operations With Fork Attachments

1. Upon getting on the skidsteer, the Skidsteer Operator must fasten his seatbelt if so equipped and always make sure he has a clear path to the load.
2. Forks must remain four to six inches above the ground during travel.
3. Spotter will establish communication with the Skidsteer Operator and assist him/her in traveling safely.
4. When picking up the load, the load should be position all the way to the back of the forks and tilted slightly back toward the operator.
5. When picking up the load, the operator should always be aware if his forks are longer than the load so that he does not damage or lift anything behind the intended load.
6. When transit, the load shall not be any higher than four to six inches above the ground.
7. When the load is successfully complete, the operator will use three point contact to exit the skidsteer.

Hole Drilling Attachments

1. Attach appropriate mechanical hole drilling attachment per manufacturer's *and/or client specifications*.
2. *Spotter will maintain a clear buffer zone.*

Bucket Attachment

1. For moving loads of dirt, sand, gravel, or other aggregate.
2. Attach appropriate bucket attachment per manufacturer's *and/or client specifications*.
3. *Spotter will maintain a clear buffer zone.*

7. JOB RELATED HAZARDS

- ***Slips, trips, and falls while:***
 - Inspecting equipment
 - Climbing on/off equipment and trailer
 - Uneven surfaces/rocks
- ***Extremely Limited Range of Visibility***
- ***Pinch Points/ Line of Fire***
 - Rolling trucks
 - Miscommunication between operator/signaller and adjacent work crews
 - Rigging equipment with bad hand placement
 - Getting caught between load
 - Not aware of Load Limits and failed rigging
 - Improper rigging techniques
 - Loose objects falling from heights
 - Walking under suspended loads
 - Walking in unauthorized buffer zones
 - Overhead structures/power lines
 - Severe injury from bad body placement while load is in air
 - Congested work area
- ***Environmental Hazards***
 - Wildlife
 - Fluid leaks from equipment (discharge to land)
- ***Chemical Burns***
 - Load not being secure
- ***Fatigue***
 - Heat related illness

8. REQUIRED PPE

- Hard hat
- Safety Glasses
- Gloves
- Steel Toe Boots / Safety Toe Shoe
- Personal Flotation Device (When 6' from water)- Not relevant for this procedure
- Work Vest (Client Specific)

9. FORMS/TEMPLATES TO BE USED

- JSEA
- Equipment Inspection Forms
- Permit Required Forms (if required)
- 12 Question Form
- Any forms required by the client

10. INTERNAL AND EXTERNAL REFERENCES

10.1 Internal References

10.2 External References