

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 and/or BBGCI yard. Employees at BBGCI will use this to help in the performance of their duties in a safe and productive manner.
- In addition to the procedures set forth in this document, BBGCI shall comply with all government/state regulations as well as the policies set forth by our clients.

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 as 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

- Powered Industrial Truck- Any mobile power-propelled truck used to carry, push, pull, lift, stack or tier materials. Powered industrial trucks can be ridden or controlled by a walking operator.
- Heavy Equipment- refers to heavy-duty vehicles, specially designed for executing construction tasks, most frequently ones involving earthwork operation.
- Class A CDL Drivers- Drive vehicles weighing 26,001 pounds or greater, or any combination of vehicles weighing 26,001 pounds or greater when towing a trailer weighing more than 10,000 pounds
- Buffer Zone- The area where operation occurs, that is deemed not safe for unauthorized personnel.

5. RESPONSIBILITIESForeman

- Oversee the overall process of transporting loads to and from location.
- Establish some sort of communication procedure throughout job.

- Monitor the progress of the truck drivers to and from location to ensure completion.

Qualified Driver

- Ensure the load is in compliance with State and Federal DOT requirements
- If the load is a permitted load, ensure the permit is in date and meets all DOT requirements.
- Properly secure all equipment on the trailer so that it fits the requirements of DOT, client, and BBGCI.
- Make sure the load is properly loaded onto/off of the trailer
- Ensure the route to your destination is the safest possible route.
- Ensure all mobile equipment gets delivered to/from location in a safe and timely manner.
- Communicate with foreman throughout job.
- Prior to loading/offloading, it is the driver's responsibility to pick out a safe loading/ offloading area, free of hazards.

Qualified Operator

NOTE: In many cases the truck driver will be the Qualified Operator

- Make sure mobile equipment is inspected prior to operating.
- Ensure your operator's card is in date and you are certified to operate the equipment.
- 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 work 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 complete a documented equipment inspection prior to loading onto trailer. If the equipment is not deemed safe to operate, it will not be transported to the jobsite.
4. In the event where a gooseneck trailer is being used, a trailer inspection must be completed prior to leaving location.
5. Operator will coordinate with spotter to ensure no unauthorized personnel are in the buffer zone.
6. Operator will safely load mobile equipment to the driver's specific location on the trailer while utilizing the spotter.
7. Driver will properly secure load.
8. Prior to leaving, the truck driver will inform Foreman.

NOTE: In the event where a spotter cannot be utilized, extra precaution will be taken. Communication between truck driver and the foreman will be imperative to ensure safe operations.

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 before safely exiting location.

NOTE: If the truck driver arrives on a location where it is not occupied by workers, the truck driver will notify the Foreman when he arrives and when he leaves.

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. CHANGE HISTORY

SOP no.	Effective Date	Significant Changes	Revision #	Previous SOP no.
002			0	

Effective Date:	
Review Date:	