

SOP Number

SOP Title Mobilization of Equipment and Material to/from Location

1. PURPOSE

- To ensure all employees have a proper guide to safely load and offload equipment and material 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 and material 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 and material 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, aerial lifts, 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.
- Material – piping, containers, pallets, and other items used for facility construction
- Forklift Clamp – grapple attached to forklift, designed to transport pipe.

5. RESPONSIBILITIES

Qualified 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.
- 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.

Qualified Rigger

- Participate in tailgate meeting and JSEA.
- Inspect all lifting devices and make certain of capacities.
- Maintain a safe working distance away from any mobile equipment while work is in progress.
- Understand the scope of work prior to beginning task.
- Use proper rigging techniques.
- Maintain good communication with all employees involved in this process.

Supporting Personnel

- Participate in tailgate meeting and JSEA.
- Maintain a safe working distance away from any mobile equipment while work is in progress.
- Maintain safe distance from overhead loads.
- Understand the scope of work prior to beginning task.
- Maintain good communication with all employees involved in this process.

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.
1. Review JSEA and make changes or additions if necessary.
2. Once trailer is parked in the proper location, the driver will unbind the mobile equipment.
3. Spotter will secure buffer zone and ensure no unauthorized personnel enters the unloading zone.
4. Operator will safely offload mobile equipment while utilizing his spotter.
5. Driver will store all rigging equipment and safely exit location.

Offloading Pipe using Slings

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 is parked in the proper location, the driver will unbind pipe.
4. Determine which joints of pipe are too small for forklift clamp to be lifted with slings.
5. Spotter will direct forklift operator into position.
6. Forklift operator will position lifting hook over pipe to be transported.
7. Rigger will attach slings to pipe and lifting hook.
8. If rigger had to climb onto trailer to attach slings, rigger will dismount from trailer before pipe is lifted.

9. Tag line will be used when transporting pipe with lifting slings.
10. Pipe will be transported to designated location and lowered onto ground or timbers.

Offloading Pipe using Forklift Clamp

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 is parked in the proper location, the driver will unbind pipe.
4. Spotter will direct forklift operator into position.
5. Spotter will direct forklift operator to position forks under pipe to be transported.
6. When forks are in position and all personnel are clear, forks are raised tilted backwards to position pipe against carriage.
7. When pipe is positioned against carriage, clamp is closed securing pipe to forks.
8. Forklift operator transports pipe to designated location and lowered onto ground or timbers.

Offloading Pallets and Material using Forks

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 is parked in proper location, the driver will unbind material and pallets.
4. Spotter will direct forklift operator into position
5. Spotter will direct forklift operator to position forks under pallets or material.
6. When forks are in position and all personnel are clear, forks will be raised and tilted backwards to position load against carriage.
7. Pallet or material will be transported to designated location and lowered onto ground.

7. JOB RELATED HAZARDS

- ***Slips, trips, falls while:***
 - Inspecting equipment
 - Climbing on/off equipment and trailer
 - Walking and working on uneven services and rocks

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- ***Pinch Points/ Line of Fire While:***
 - Moving Equipment
 - Binding/unbinding mobile equipment
 - Binding/unbinding pipe and material
 - Pipe and material being transported and lowered onto ground
 -
- ***Fatigue***

8. REQUIRED PPE

- Hard Hat
- Safety Glasses
- Steel Toe Boots
- Gloves
- Fire Resistant Clothing (FR's)
- Reflective Vest (spotter)
- Full Body Harness and Lanyard (for operating aerial lift)
- H2S Monitor (Site Specific)+

Note: Full body harness and lanyard will be inspected and document before using.

9. FORMS/TEMPLATES TO BE USED

- JSEA
- Work Permits (if required)
- DOT Documentation (Road Permits if necessary)
- Equipment Inspection Forms
- Harness and Lanyard Inspection Form

10. INTERNAL AND EXTERNAL REFERENCES

TBD

10.1 Internal References

TBD

10.2 External References

TBD

11. CHANGE HISTORY

SOP no.	Effective Date	Significant Changes	Previous SOP no.

Effective Date:	
Review Date:	