

**CCWD Volunteer Safety
Guidelines
(Heavy Equipment
Operators)**

Please Read & Sign

CCWD Volunteer Safety Guidelines – Heavy Equipment Operators

The CCWD has a long history of benefiting from **Heavy Equipment Operators** within the community (henceforth “Operators”). These Operator efforts are greatly appreciated. The welfare and safety of Operators is of paramount importance to the Canebrake County Water District (CCWD). CCWD is committed to providing safety guidelines to all CCWD Operators. Safety guidelines and related training will be provided to Operators before they begin their work assignments.

Every Operator will receive proper safety training before participating in any project. Training will be relevant to the project at hand. Participants will be made aware that lead responsibility for overseeing work assignments belong to the Project leader (Water Manager, or Project Lead). Questions from Operators concerning the project should be directed to the Project Leader.

The goal of this guide is to prevent any injuries, whether minor or serious. Please ensure you have read and understand all of the following. Thank you for your service to the CCWD and **be safe on your project!**

Water Manager

Current Water Manager: Dean Kuns

Project Lead: (as assigned by the Water Manager for specific projects)

Heavy Equipment Operators

Operators of CCWD heavy equipment must be proposed and accepted by the Water Board. If you have not been specifically accepted, please **do not attempt to operate** CCWD heavy equipment. At the time of writing, the following people have been accepted as Operators:

- Ron Akey
- Stephen Fillmore
- Daryl Holmes, Jr.
- Christopher MacDonald
- Tom Stucke
- [Others?]

CCWD Heavy Equipment

As of the time of this writing, the heavy equipment owned, operated, and maintained by the CCWD include:

- Track Steer
- Mini-Excavator
- Dump Truck

Prior to Operating Heavy Equipment

Before you even start the heavy equipment, please follow these steps. In this section “Water Manager” will be used to mean the Water Manager themselves or a Project Lead specially appointed by the Water Manager for a project. It is expected you will have already read and signed acknowledgement of the general safety guidelines for CCWD Operators.

- Repairs and maintenance should not be undertaken without the **presence or direct instruction of the Water Manager** .
- Operators must **comply with all Water Manager’s instructions** and may be asked to leave the work site, at the Water Manager’s discretion, if they fail to comply.
- If at any time an Operator is unclear about their assigned work task, **ask the Water Manager for clarification**.
- If at any time a Operator believes an unsafe condition exists, immediately **inform the Water Manager**.
- You **must have a “spotter”** designated before operating the equipment. A spotter will help direct your movements. A spotter will also watch for pedestrian and vehicle traffic in the vicinity of your working area. Finally, the spotter will monitor the location of other CCWD Volunteers.
- **Walk around the equipment** to ensure it appears to be in working order. If any part of the equipment appears damaged or causes concern, contact the CCWD equipment manager or the Water Manager.
- Ensure you are **safe within the cab** of the equipment. Your seatbelt should be secured and the armrests (if provided) should be lowered. You should also adjust the rear view mirror to give yourself the clearest view as possible.
- **Check your view** to the front, sides, and rear so you are aware of any blockages.

While Operating Heavy Equipment

While operating heavy equipment:

- If you are feeling unwell, or getting tired or distracted, please **take a break** somewhere safe. In many instances more than one Operator will be available on a project who can assist you.
- Ensure you can **see your spotter** at all times.

Track Steer

The following safety guidelines are specifically relevant to the track steer:

- As you enter the cab of the equipment ensure you have **three points of contact**.
- Prior to closing the cab door you will have to slightly **open the side windows** to release pressure and close the door fully.
- Before starting the equipment, ensure your hands are **not contacting any of the controls** other than the start key.
- When operating in reverse, the equipment will emit a beeping sound. You may also choose to **tap the horn twice** as a signal to others in the vicinity before moving in reverse or turning the equipment.
- There are two **red safety levers** within the cab if you need to exit the equipment without using the door.
- While moving the equipment with a load, carry the load **as low as possible** without making contact with the ground of your work site.
- Prior to exiting the cab, **lower the bucket** fully, otherwise you will not be able to open the cab door.

Mini Excavator

The following safety guidelines are specifically relevant to the mini excavator:

- [Will need to be expanded by someone familiar with the mini-excavator. Daryl, please see to this as you envision it.]

Personal Protective Equipment

In the following table we present both required and recommended Personal Protective Equipment (PPE). Generally, the CCWD will not be able to provide PPE, so we consider it the responsibility of the volunteer to bring their own. If you are volunteering, please be certain you show up prepared.

<p>Eye Protection: Minimum: Eyeglasses or sunglasses. Ideal: Eyeglasses or sunglasses with side-shields, or wrap-around safety glasses</p>	<p>Required</p>
<p>Sturdy, Closed-toe Shoes: Minimum: closed-toe shoes with tread (sneakers, hiking shoes) Ideal: boots, sturdy leather shoes, “safety” (steel toe) shoes</p>	<p>Required</p>
<p>Long pants: Minimum: full length pants, shorts in high temperatures Ideal: heavy-weight pants (e.g. Carhartt, Dickies, etc.)</p>	<p><i>Recommended</i></p>
<p>Hearing Protection: Minimum: in-ear foam earplugs, moldable silicone earplugs, or keep distance from any loud sound sources Ideal: over-ear hearing protection (“muffs”)</p>	<p><i>Recommended</i></p>
<p>Hand Protection: Minimum: cotton, latex, or nitrile gloves Ideal: durable construction gloves, leather gloves</p>	<p><i>Recommended</i></p>

