



**Thelen Sand & Gravel, Inc.**

Effective Date: November 1<sup>st</sup>, 2015

Revised: October 14<sup>th</sup>, 2015

Mine's affected by this Policy:

**11-01228**

**47-03434**

**11-03221**

**Antioch**

**Lange**

**Petersen**

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**Mobile Equipment Pre-Shift Inspection Policy**

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**Purpose:**

The purpose of this policy is to identify any hazard that could cause injury before the equipment is put into use, this will control if not completely eliminate losses of human and company property resources.

**Policy:**

Thelen Sand & Gravel, Inc. will maintain a comprehensive program of safety inspections of all mobile equipment pre-shift inspections. Observations will be documented and problems corrected in a timely manner. Any hazard that directly affects an employee's safety will be removed from service, and a manager will be notified immediately of the hazard. This mobile equipment will not be put back into service until the hazards have been corrected. It is the duty of the employee to fill out the proper mobile equipment service report after reporting the hazard to a manager. There are two different service reports for hazards, Heavy Mobile equipment forms, & vehicle equipment forms; these will be completed when a hazard has been noticed. Follow-up inspections will be conducted by either a manager or the safety director to ensure that the hazards have been corrected and are up to MSHA code. Failure to follow this policy by any employee of Thelen Sand & Gravel could result in disciplinary action.

**Responsibilities:**

- Thelen Sand & Gravel employees are responsible for completing the pre-shift inspection of their designated piece of mobile equipment before putting that piece of mobile equipment into service. This inspection will be completed at the beginning of every shift for that piece of equipment. If the equipment operator is being replaced during a shift, then the operator that is taking over operation of the equipment shall complete another pre-shift inspection of that piece of equipment. Employees have been given very specific task training on the operation of that piece of equipment; this training includes that safety and hazards associated with that piece of equipment. They will know how to identify hazards and how they are to report them.
- It is the duty of Thelen Sand & Gravel supervisors to remove any hazard that has been identified, and not allow operation to occur of a piece of equipment that could cause harm to any employee. It is also the duty of the supervisor to correct these issues in a timely manner, and keep documented records of such repairs.
- It is the duty of Thelen Sand & Gravel safety manager to complete a documented spot inspection to make sure that corrective actions are being taken by the supervisors.

**Senior Management:**

- On an annual basis senior management will conduct their own mini-audit to make sure that employees are following the policy and those hazards are being corrected in a timely manner. This evaluation is to find if supervisors and safety manager are complying with the policy.
- It is the duty of senior management to discipline supervisors or safety manager if aspects of this policy are not being followed.

## Forms:

- **Pick-up Trucks & Service Trucks:**

- Before any piece of equipment is put into service at the beginning of a shift; there will be a pre-shift inspection performed on that piece of equipment.
- If there are no hazards and everything is ok, then the operator shall initial the calendar on the back of their pre-shift inspection form packet; as well as write ok next to their initials.
- If a hazard has been identified, then the employee shall contact their supervisor to let them know of the about the hazard. Once the supervisor has been notified, and then employee shall write a brief description of what the hazard is; with their initials on the calendar attached to the back of their pre-shift inspection form packet. They will then go to the Truck Shop and complete a mobile equipment "write-up" form, and submit it into the write-up tray.
- Once the hazard has been corrected, the mobile equipment can then be put back into service.

- **Heavy Mobile Equipment:**

- Before any piece of equipment is put into service at the beginning of a shift; there will be a pre-shift inspection performed on that piece of equipment.
- There is a pre-shift inspection book assigned to all heavy mobile equipment that will be completed fully before placing that piece of equipment into service. If there are no hazards and everything is ok, then the operator will go about their daily tasks.
- If a hazard has been identified, then the employee shall contact their supervisor to let them know of the about the hazard. Once the supervisor has been notified, and then employee shall write a brief description of what the hazard is in the mobile equipment pre-shift inspection log book. They will then submit this into the locked tool-chest form tray.
- Once the hazard has been corrected, the heavy mobile equipment can then be put back into service.