

Policy: AD-06-15

Policy Title: Skill Base training for heavy equipment operators

Policy Purpose: Establish and implement standardized training procedures

Implementation Date: 7/15/2008

Revision Date: N/A

CITY OF WESTFIELD PUBLIC WORKS DEPARTMENT

SKILL BASE TRAINING FOR HEAVY EQUIPMENT OPERATORS

Purpose – Establish and implement standardized skill base training for Westfield Public Works (WPWD). These measures are supplemented by the WPWD Comprehensive Safety Program’s Safety Training and Education guidance (A 14-1).

Procedures

1. Safety training and education for heavy equipment operators will be based on OSHA Regulations 29 CFR 1910, Occupational Safety and Health Standards for General Industry; 29 CFR 1926, Occupational Safety and Health Standards for the Construction Industry, and curriculum within the Local Technical Assistance Program or LTAP company safety training requirements.
2. Training will be conducted at various times during the year based on the needs and requirements of the streets and grounds department.
3. Training will consist of a variety of mediums – lecture based, hands on and practical exercises.
4. Training topics may include:
 - Confined Spaces – Entry, communications, and emergency rescue procedures.
 - Energy Control – (LO/TO) refers to service and maintenance of equipment in which the unexpected energization or start-up of machines or equipment or the release of stored energy could cause injury to employees.
 - Fall Protection/Climbing – systems required before employees begin work in areas from heights six feet or greater.
 - Fire Protection – portable / fixed fire suppression equipment, fire protection systems, and fire or employee alarm systems installed for employee safety.
 - Personal Protective Equipment – protection for eyes, face, head, and extremities including protective clothing, respiratory devices and protective shields/barriers, maintained in sanitary and reliable condition, and used for the control of hazards associated with the environment, chemicals, radiological or mechanical irritants that may cause injury or impairment through absorption, inhalation, or physical contact.
 - Trenching and Shoring – open excavations made in the earth’s surface.
 - Electrical Safety – requirements that are necessary for practical safeguarding of employees in their workplace including design of electrical systems, work practices, maintenance requirements and special equipment.

- Machine Guarding – operation of or unintentional contact with a machine that may cause injury to the operator or other employees.
- Material Handling – where mechanical handling equipment is used, sufficient safe clearances are allowed. Aisles, loading docks, and passageways are maintained and not obstructed and marked properly.
- Tools/Equipment – hand and power tools and equipment are maintained and used in good condition.
- Walking/Working Surfaces/Ladders – proper load limits, heights and or clearances of floor and wall openings, railing and toeboards, all ladders and fixed industrial stairs.
- Work Area Protection – work zones, job sites, or projects in which employees are required to utilize safe work practices to ensure personal and public safety.
- Emergency Response – key elements of emergency and disaster planning.
- First Aid/CPR/BBP – reduce potential exposures to Bloodborne Pathogens using safe work practices including universal precautions, PPE and engineering controls.
- Motor Vehicle/DOT – shipping, handling, receiving and transporting materials in compliance with DOT and motor vehicle safe work practices.
- Public Safety – informing, protecting, and notifying the public regarding hazards associated with job sites and facilities.
- Heavy equipment operation – front loader, backhoes and dump trucks
- Advanced Welding
- Basic Traffic Signing using the MUTCD
- Culvert Management
- Equipment Management
- Maintenance and repair of air brakes
- Maintenance and repair of hydraulic systems
- Minor maintenance for bridges and culverts
- Pavement preservation and maintenance
- Proper installation and inspection sewer and culvert pipe
- Roadside safety
- Sign Management
- Snow and ice control
- Traffic signal maintenance

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