

HEAVY EQUIPMENT OPERATION SAFETY AUDIT/SURVEY TOOL

Injury prevention through attentive driving and safe heavy equipment operation

Instructions: This is a scored pro-active safety auditing tool designed for periodic use to reduce high risk behaviors and increase safe behaviors. “Yes” answers should be scored at (1) and “No” answers should be scored at (0). In the corrective action column, either a time frame for completing the correction or the actual date corrective action was completed should be noted. Check the “NA” column if this item is not applicable. Total and track audit scores over time to track up or down trends along with tracking the number of incidents, accidents and injuries sustained.

Operating large trucks and heavy equipment involves both liability and injury risks. Drivers need to be properly trained, licensed, and held accountable for safe operations or any property damage caused by negligence. Drivers need to always get out and check surroundings in new areas or when vision is obscured. Routes need to be pre-planned to reduce turning, back up and railroad crossing hazards, and heavy traffic. Proper egress to large trucks and heavy equipment should include three-point-contact and no jump offs when exiting. Seat belts must be used and back belts should be used during stand-up or rough terrain operation.

Task/Job Part – Proper Training & Records	Yes	No	Corrective action date	NA
All training completed with passing scores in a timely manner				
New employee safety orientation completed				
New employee job-specific safety training completed				
Employee job-specific refresher safety training completed				
All training records current and complete				
Other				

Task/Job Part – Human Resources	Yes	No	Corrective action date	NA
Personnel policies applied in a consistent manner				
Fairness – all employees treated the same				
Progressive discipline in place with emphasis on worker integrity and accountability				
Sexual Harassment Prevention Training				
Other				

Task/Job Part – Completion of All Certifications & Licenses	Yes	No	Corrective action date	NA
All licenses and certifications, such as Commercial Drivers' License completed and current				
Past course completion or current First Aid/CPR				
Task/Job Part – Completion of All Certifications & Licenses	Yes	No	Corrective action date	NA
Hazardous Materials Awareness (24 Hour course)				
Defensive Driving Course (Nat'l Safety Council or other)				
Other				

Task/Job Part – Equipment Checklists	Yes	No	Corrective action date	NA
Completed all equipment inspection checklists				
Completed any notification or corrective action needed				
Equipment properly repaired and maintained				
Other				

Task/Job Part – Heavy Equipment & Large Truck Operations	Yes	No	Corrective action date	NA
In compliance with all traffic laws during vehicle operations on public roadways				
Proper use of seat belts and PPE, including back belts during stand up or rough terrain operations				
Proper use of back up alarms and other safety equipment with driver accountability for use <ul style="list-style-type: none"> ✓ Mandatory walk-around policy to check for back up hazards when cameras do not reveal area ✓ Mandatory walk-around policy to check for back up hazards when in a new area ✓ Routes planned to minimize back up operations 				
Routes planned to minimize turning, back up and railroad crossing hazards <ul style="list-style-type: none"> ✓ Driver accountability and discipline system in place for preventable driver mistakes ✓ Drivers trained to handle reckless or aggressive drivers with proper response 				
Proper handling of waste water, waste or hazardous materials, with proper PPE use, and proper hygiene practices				
Use of communication device – radio, pager, or cell phone				
Proper equipment egress with three point contact and no jump offs when exiting trucks				

Task/Job Part – Use of Personal Protective Equipment (PPE)	Yes	No	Corrective action date	NA
Use of long sleeves, pants or coveralls (Level D).				
Use of heavy leather work glove <ul style="list-style-type: none"> ✓ Nitrile under glove when handling bio-waste ✓ Rubber gloves with Nitrile underglove and proper PPE when handling hazardous wastes 				
Use of Heavy work boots, 8” for ankle protection				
Use of eye protection as needed				
Use of hearing protection if needed (noise level above 80 decibels)				
Use of N-95 or N-99 Hepa filter dusk mask				
Use of communication device – radio, pager, or cell phone				
Use of back belt during stand up operation of garbage trucks to reduce jarring during trash bin lift operations				
Use of hard hats in traffic areas and on dump grounds				
Use of orange safety vest in traffic areas and on dump grounds				

Task/Job Part – Proper Lifting Technique	Yes	No	Corrective action date	NA
Proper position				
2 or more workers if load is more than 50# (50# or less per person)				
No lift above waist level				
Assistive lifting devices properly used				
Other				

Task/Job Part – Proper use of incident reporting forms & logs with proper recording	Yes	No	Corrective action date	NA
All worker injuries reported to supervisor and recorded				
All worker accidents involving property, chemicals reported and recorded				
All “near misses” reported to supervisors and recorded				
If a reporting program was in place, all hazards and potential hazards reported and recorded				
A workers compensation claim was filed if a) an injury involved lost time, b) medical care with costs, or c) the worker requested a claim be filed				

TOTAL SCORE

Signature _____
Print Name _____
Date _____