



## ***Technical Procedure***

# **PRC-PRO-SH-40473**

## **Motor Vehicles, Heavy Equipment and Bicycles**

**Revision 0, Change 1**

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**Project: CH2M HILL Plateau Remediation Company  
Topic: Occupational Safety and Health**

**Information Use**

**Motor Vehicle, Heavy Equipment and Bicycles**

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**Description of Change**

Rev 0-1: Revised wireless device use requirements for motor vehicles and heavy equipment in line with CH2M HILL Corporate Policy 205.

Rev 0-0: This is a new procedure converted from a Requirements document (PRC-RD-SH-9237)

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**1.0 INTRODUCTION**

This Level 1 procedure summarizes the processes for the inspection, pre-use, use and maintenance of motor vehicles, heavy equipment and bicycles by CH2M HILL Plateau Remediation Company (CHPRC) and their subcontractors.

**1.1 Purpose**

The purpose of this document is to protect the safety and health of all employees operating or intending on operating Government-owned or leased, Company-owned or leased or personally owned motor vehicles, heavy equipment or bicycles on the Hanford Site.

**1.2 Scope**

Sections 4.1.2.4 and 4.1.2.5 are not applicable to subcontractor employees operating Company-owned or leased motor vehicles, heavy equipment or bicycles when performing CHPRC work scope. Sections 4.1.2.4 and 4.1.2.5 are applicable to subcontractors operating Government owned or leased motor vehicles, heavy equipment or bicycles.

**1.3 Applicability**

This document is applicable to CHPRC employees and subcontractor employees operating or intending on operating Government-owned or leased, Company-owned or leased or personally owned motor vehicles, heavy equipment or bicycles when performing CHPRC work scope.

**1.4 Implementation**

This procedure is effective upon publication.

**2.0 PRECAUTIONS AND LIMITATIONS**

Work performed shall not exceed that for which the performer is licensed, certified or trained.

**3.0 PREREQUISITES**

Employees performing work under this procedure shall be licensed, certified, or possess the necessary training for the work to be performed.

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### 4.0 PERFORMANCE

#### 4.1 Motor Vehicles

Motor vehicles (MV) are generally defined as an automotive vehicle equipped with rubber tires for use on highways. For the purposes of this standard these vehicles will also include all terrain vehicles (ATVs), side-by-side utility vehicles (e.g. Gator, Razor, Prowler, Mule), and golf-type carts.

**NOTE:** *Additional requirements exist for the operation of Commercial Motor Vehicles in MSC-PRO-37561, Department of Transportation Federal Motor Carrier Safety Management Plan which has been endorsed for use by the CHPRC.*

##### 4.1.1 Inspections

Actionee	Step	Action
Supervisor/ Manager	1.	INSPECT motor vehicles newly assigned to CHPRC assignees and subcontractor motor vehicles intended for use on the Hanford Site to perform CHPRC work scope using the manufacturer's Operator Manual or equivalent checklist to assure all functions and controls are operating as intended by the manufacturer.

##### 4.1.2 Pre-Use

Actionee	Step	Action
MV Operators	1.	MAINTAIN a valid license/certification and medical certification (where required) for the MV to be operated.
	2.	FOLLOW all applicable motor vehicle laws of the State of Washington.
	3.	Immediately REPORT to management any MV related accidents, citations or traffic infractions incurred while operating a MV in the performance of CHPRC work scope.
MV Operators/ Supervisor	4.	ATTEND course # 301845, Driver Awareness Classroom or other approved course if operating a motor vehicle (excluding utility vehicles, golf type carts, Cushman carts) 1 to 3 times per month.
	5.	ATTEND course # 301846, Driver Awareness Practical or other approved course if operating a motor vehicle (excluding utility vehicles, golf type carts, Cushman carts) 1 or more times per week.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
MV Operators/ Supervisor	6.	RECEIVE indoctrination of safety requirements as specified by the MV's Operator Manual (OM) or equivalent training course/checklist (such as Operational Checklist for Utility Vehicle, #290527) and rules for operation as specified by this procedure prior to their first use of the vehicle (John Deere Gator, Arctic Cat Prowler, Kawasaki Mule, golf type carts, Cushman carts, etc.).
Supervisor/ Flaggers	7.	MEET the requirements specified in Section 296-155-305 of the Washington State Administrative Code.
Supervisor/Pilot Car Drivers	8.	MEET the requirements specified in Section 468-38-100 of the Washington State Administrative Code.
Supervisor/ Spotters	9.	COMPLETE Spotter Training for Electrical Hazards (Course #044606) for spotting activities involving electrical hazards/CHPRC Spotter Safety Awareness Briefing (Course #600023) for general spotting activities or equivalent training courses.
MV Operators	10.	PERFORM a 360° inspection of both the MV and the immediate area surrounding the MV prior to use.
Supervisor/MV Operator		<ul style="list-style-type: none"> <li>USE the manufacturer's OM Pre-Use inspection requirements or equivalent checklist when performing pre-use inspections to identify MV damage/deficiencies.</li> </ul>
MV Operator		<ul style="list-style-type: none"> <li>Immediately REPORT previously unreported damage or deficiencies to their supervisor.</li> <li>REMOVE from service any MV found with deficiencies compromising safe operation such as brakes, tires, and lights (turn signals, headlights, taillights, etc.).</li> <li>IDENTIFY all obstacles including but not limited to pedestrians, bollards, T-posts, fire hydrants, poles (light, telephone, etc.), equipment, structures, terrestrial obstructions such as holes ditches and boulders and other vehicles within the immediate area.</li> <li>PLAN a route of travel based upon the results of the 360° inspection that avoids contact with all identified obstacles using appropriate driving techniques and other controls when necessary such as spotters or visual aids including but not limited to cones, flags and sleeves that enhance the visibility of the obstacle.</li> </ul>
Supervisor/MV Operator	11.	<u>IF</u> required to perform assigned work, <u>THEN</u> AUTHORIZE use of heavy equipment off-road.

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Actionee	Step	Action
<b>NOTE:</b>		<i>Off-road is defined as areas other than a paved or maintained gravel/dirt roadway. Off-road vehicle activities will be conducted in accordance with Fire Marshal Advisory Bulletin AB07-001, Off-Road Vehicle Travel and under their permit when required.</i>
Supervisor/MV Operator	12.	EQUIP MVs with a two-way communication device (radio, cell phone, etc.), fire extinguisher, and a shovel, if operated off road.
	13.	OBTAIN a <i>Hanford Site Oversized/Overweight Load Permit</i> (A-6003-609) from Mission Support Alliance (MSA) when moving oversized loads on Hanford roadways.
MV Operator	14.	PERFORM housekeeping activities prior to motor vehicle operation. <ul style="list-style-type: none"> <li>• REMOVE any loose hard materials within the passenger compartment.</li> <li>• <u>IF</u> materials need to be transported in the vehicle, <u>THEN</u> STORE in the trunk or secured in other cargo areas.</li> <li>• REMOVE any extraneous materials such as cups, papers, and other trash from the vehicle.</li> <li>• CLEAN/CLEAR windows with obstructed visibility</li> </ul>

### 4.1.3 Use

Actionee	Step	Action
Vehicle Occupants	1.	UTILIZE seatbelts and other safety devices when present.
MV Operator	2.	STOP MV operation before using a wireless communications device or using an electronic wireless communications device to send, read, or write a text message:

**NOTE:** *Exemptions to the above requirement include:*

- *Emergency response personnel and drivers who are using wireless devices to request medical emergency assistance or reporting illegal activity*
- *Transportation operations controlling the safe movement of hazardous, radioactive, or other materials or equipment*
- *Heavy equipment operations (including crane activities)*
- *Emergency notifications to report illegal activity or to summon medical or other emergency help.*

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MV Operator	3.	LOCATE <u>OR</u> RELOCATE the vehicle's exhaust system so as to minimize the potential for inadvertent ignition of the vegetation when operating or parking MVs over vegetation.
	4.	Immediately NOTIFY the Hanford Fire Department of any grass/brush fire whether extinguished or not arising from off- road operations.
	5.	PERFORM the following steps when a MV is to be left unattended: <ol style="list-style-type: none"> <li>PLACE in park (for automatic transmission equipped vehicles)</li> <li>SHUT OFF <u>AND</u> REMOVE the key from the ignition</li> <li>SET the parking brake</li> <li>LOCK the vehicle.</li> </ol>
	6.	CHOCK unattended motor vehicles that must be left running due to one of the following conditions: <ul style="list-style-type: none"> <li>Protection of materials or equipment</li> <li>Equipment or DOT inspections</li> <li>Use as a heating/cooling area for workers in remote locations during cold or heat stress conditions.</li> </ul>
	7.	<u>WHEN</u> chocking of a motor vehicle equipped with a manual transmission is required, <u>THEN</u> SHUT-OFF <u>AND</u> APPLY the parking brake prior to departing the vehicle. RESTART of the vehicle is permissible once the chocks have been set.
	8.	<u>WHEN</u> chocking of a motor vehicle equipped with an automatic transmission is required, <u>THEN</u> PLACE in park, SHUT-OFF, <u>AND</u> APPLY parking brake prior to departing the vehicle. RESTART of the vehicle is permissible once the chocks have been set.
MV Operator	9.	<u>FOR</u> motor vehicles that are equipped with air brakes that make brief/frequent stops and must be left running to complete DOT inspections, including checking for air leaks or are operated from an external control station; <u>THEN</u> OBTAIN management concurrence <u>AND</u> ENSURE that a hazard analysis has been performed to waive chocking requirements.



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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
	10.	SHUT-OFF vehicle, PERFORM a 360° inspection <u>AND REMOVE</u> the chocks prior to driving a chocked vehicle.
MV Operator/ Supervisor	11.	PARK vehicles in designated areas, except for emergencies and operational necessity.
	12.	WEAR an approved helmet as specified by law or in the absence of an applicable law as recommended by the manufacturer when operating utility vehicles.
MV Operator	13.	WEAR protective gear meeting the manufacturer's recommendations including but not limited to long pants, substantial footwear and safety glasses with side shields or goggles when operating utility-type motor vehicles.
	14.	RESTRICT utility-type motor vehicle speeds to 10 mph or less when operating in rough terrain.

### 4.1.4 Maintenance

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
Supervisor	1.	MAINTAIN, SERVICE, <u>AND INSPECT</u> motor vehicles as specified in the Operator's Manual or as specified by MSA.
	2.	ESTABLISH designated and signed parking areas that provide for safe vehicular/pedestrian traffic flow for motor vehicle parking. <ul style="list-style-type: none"> <li>• Company/vendor personal vehicles at construction sites</li> <li>• Heavy equipment line/parking areas</li> <li>• Staging areas for loading/unloading of material</li> </ul>
MV Operator/ Supervisor	3.	Periodically INSPECT exhaust systems and areas of rotating equipment in vehicles that are used in areas of vegetation by removing skid plates or covers and checking for vegetation accumulations with any noted accumulation removed once the system has cooled.
Supervisor	4.	EQUIP utility vehicles with one or more of the following at all times: <ul style="list-style-type: none"> <li>• Seatbelts</li> <li>• End of seat hip restraint bar</li> <li>• Doors</li> </ul>

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### 4.2 Heavy equipment

Heavy equipment (HE) includes a wide variety of relatively heavy machines which perform specific construction (or demolition) functions under power. The power plant is commonly an integral part of an individual machine, although in some cases it is contained in a separate prime mover, for example, a towed wagon or roller. It is customary to classify construction machines in accordance with their functions such as hoisting, excavating, hauling, grading, paving, drilling, or pile driving. Machines falling into the HE category would include but is not limited to cranes, excavators, dump trucks, graders, front-end loaders, backhoes, fork trucks, and industrial vacuum loaders (guzzlers).

**NOTE:** *Additional requirements exist for the operation of Commercial Motor Vehicles in MSC-PRO-37561, Department of Transportation Federal Motor Carrier Safety Management Plan which has been endorsed for use by the CHPRC.*

#### 4.2.1 Inspection

<b>Actionee</b>	<b>Step</b>	<b>Action</b>
Supervisor	1.	INSPECT heavy equipment newly assigned to CHPRC assignees and subcontractor heavy equipment intended for use on the Hanford Site to perform CHPRC work scope using the manufacturer's Operator Manual or equivalent checklist to assure all functions and controls are operating as intended by the manufacturer.

#### 4.2.2 Pre-use

<b>Actionee</b>	<b>Step</b>	<b>Action</b>
HE Operator	1.	MAINTAIN LICENSE/CERTIFICATIONS for the vehicle to be operated if required under federal, state or county regulations.
	2.	FOLLOW all applicable motor vehicle laws of the State of Washington.
	3.	PERFORM a 360° inspection of both the HE and the immediate area surrounding the HE prior to use. <ul style="list-style-type: none"> <li>• The manufacturer's Operator Manual Pre-Use inspection requirements or equivalent checklist shall be used when performing pre-use inspections to identify HE damage/deficiencies.</li> </ul>

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
HE Operator		<ul style="list-style-type: none"> <li>• Immediately REPORT previously unreported damage or deficiencies to immediate supervisor.</li> <li>• REMOVE from service any HE found with deficiencies compromising safe operation of the equipment such as brakes, tires, lights (turn signals, headlights, taillights, etc.).</li> <li>• IDENTIFY all obstacles including but not limited to pedestrians, bollards, T-posts, fire hydrants, poles (light, telephone, etc.), equipment, structures, terrestrial obstructions such as holes, ditches and boulders and other vehicles/equipment within the immediate area.</li> <li>• PLAN a routed of travel based upon the results of the 360<sup>o</sup> inspections that avoids contact with all identified obstacles using appropriate driving techniques and other controls when necessary such as spotters or visual aids including but not limited to cones, flags, and sleeves that enhance the visibility of the obstacle.</li> </ul>
Supervisor/HE Operator	4.	EQUIP heavy equipment operated off road with a two-way communication device (radio, cell phone, etc.).
	5.	<u>IF</u> required to perform assigned work, <u>THEN AUTHORIZE</u> use of heavy equipment off-road.
<p><b>NOTE:</b> <i>Off-road is defined as areas other than a paved or maintained gravel/dirt roadway. Off-road vehicle activities will be conducted in accordance with Fire Marshal Advisory Bulletin AB07-001, Off-Road Vehicle Travel and under their permit when required.</i></p>		
Supervisor	6.	OBTAIN A-6003-609 from MSA when moving oversized loads on Hanford roadways.
Supervisor/Flaggers	7.	MEET the requirements specified in Section 296-155-305 of the Washington State Administrative Code.
Supervisor/Pilot Car Drivers	8.	MEET the requirements specified in Section 468-38-100 of the Washington State Administrative Code.
Supervisor/Spotters	9.	COMPLETE Spotter Training for Electrical Hazards (Course #044606) for spotting activities involving electrical hazards/CHPRC Spotter Safety Awareness Briefing (Course #600023) for general spotting activities or equivalent training courses.

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### 4.2.3 Use

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
HE Operator	1.	UTILIZE seatbelts and other safety devices when present.
	2.	STOP HE operation before using a wireless communications device or using an electronic wireless communications device to send, read, or write a text message. Exempted are HE operations that require wireless device communications to assure the safe movement of HE or materials as approved by management to protect workers, public or the environment and in cases of emergency.
Supervisor/HE Operator	3.	LOCATE <u>OR</u> RELOCATE HE exhaust systems so as to minimize the potential for inadvertent ignition of the vegetation when operating or parking over vegetation.
	4.	Immediately NOTIFY the Hanford Fire Department of any grass/brush fire whether extinguished or not arising from off- road operations.
	5.	CHOCK unattended rubber-tired HE that must be left running due to one of the following conditions: <ul style="list-style-type: none"> <li>• Protection of materials or equipment</li> <li>• Equipment or DOT inspections</li> </ul>
HE Operator/ Supervisor	6.	CHOCK unattended HE that is equipped with air brakes unless: <ul style="list-style-type: none"> <li>• The HE makes brief or frequent stops</li> <li>• The HE must be left running to complete DOT inspections</li> <li>• Or are operated from an external control station (remote control)</li> </ul> <p>In addition, there must be both management concurrence and a hazard analysis performed not to use chocks on HE.</p>
	7.	PARK HE in designated areas, except for emergencies and operational necessity.
	8.	WEAR protective gear meeting the manufacturer's recommendations including but not limited to long pants, substantial footwear and safety glasses with side shields or goggles when operating HE.

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### 4.2.4 Maintenance

<b>Actionee</b>	<b>Step</b>	<b>Action</b>
Supervisor	1.	MAINTAIN, SERVICE, <u>AND</u> INSPECT heavy equipment as specified in the Operator's Manual or as specified by MSA.
	2.	ESTABLISH designated and signed parking areas that provide for safe vehicular/pedestrian traffic flow for HE parking.
HE Operator/ Supervisor	3.	Periodically INSPECT heavy equipment that is used in areas of vegetation shall have their exhaust systems and areas of rotating equipment by removing skid plates or covers and checking for vegetation accumulations with any noted accumulation removed once the system has cooled.

### 4.3 Bicycles

Bicycles will not be operated upon Site roadways north of the Wye Barricade other than those within fenced (Property Protection) Areas.

#### 4.3.1 Inspection

<b>Actionee</b>	<b>Step</b>	<b>Action</b>
Bicyclist	1.	INSPECT bicycles, prior to use on the Hanford Site, by using the manufacturer's Operator Manual to assure all functions and controls are operating as intended by the manufacturer.

#### 4.3.2 Pre-use

<b>Actionee</b>	<b>Step</b>	<b>Action</b>
Bicyclist	1.	INSPECT bicycles operated on the Hanford Site on a pre-use basis using the manufacturer's pre-use inspection requirements.

#### 4.3.3 Use

<b>Actionee</b>	<b>Step</b>	<b>Action</b>
Bicyclist/ Supervisor	1.	REVIEW PRC-POL-SH-30646, <i>Recreation Policy</i> , Section 2.5, for riding criteria.
Bicyclist	2.	WEAR protective gear meeting the manufacturer's recommendations when operating bicycles.

#### 4.3.4 Maintenance

<b>Actionee</b>	<b>Step</b>	<b>Action</b>
Bicyclist	1.	MAINTAIN bicycle maintenance while on the Hanford Site.

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### 5.0 FORMS

*Oversized/Overweight load permit (A-6003-609)*

### 6.0 RECORD IDENTIFICATION

All records are required to be managed in accordance with PRC-PRO-IRM-10588, *Records Management Processes*. OCRWM records are also managed in accordance with PRC-PRO-QA-19579, *OCRWM Records Management*.

**Records Capture Table**

Name of Record	Submittal Responsibility	Retention Responsibility	OCRWM Retention Schedule (If OCRWM Related)
N/A	N/A	N/A	N/A

### 7.0 SOURCES

#### 7.1 Requirements

None

#### 7.2 References

PRC-POL-IRM-10588, *Records Management Processes*

PRC-PRO-QA-19579, *OCRWM Records Management*

PRC-POL-SH-30646, *Recreation Policy*

Fire Marshal Advisory Bulletin AB07-001, *Off-Road Vehicle Travel*

*Washington State Administrative Code 296-155-305*

MSC-PRO-37561, *Department of Transportation Federal Motor Carrier Safety Management Plan*