

**STANDARD OPERATING PROCEDURE  
FOR  
EQUIPMENT SAFETY**

**Version : 1**



## ■ SAFETY RULES

- ✿ Only Trained and Authorized personnel can operate and maintain the Equipment
- ✿ Please check the equipment thoroughly before starting the operation.
- ✿ All Personnel driving/operating Car, 2 wheeler, Trucks and other Equipments owned by the Company to have a valid Motor Vehicle License confirming to the MVI Act .
- ✿ All the mentioned Equipment to have a valid Insurance Cover .
- ✿ To follow all safety rules, precautions and instruction when operating or during maintenance of the Equipment
  
- ✿ Do not operate the Equipment if the personnel is not medically fit .
  
- ✿ Do not operate the Equipment if the personnel is intoxicated .
  
- ✿ The Operators needs to understand the Hand Signals and the Displayed Signal used during Operation
  
- ✿ Use of Seat Belts is Mandatory
  
- ✿ Use of Helmets while driving a Two Wheeler is Mandatory



## ■ SAFE DRIVING

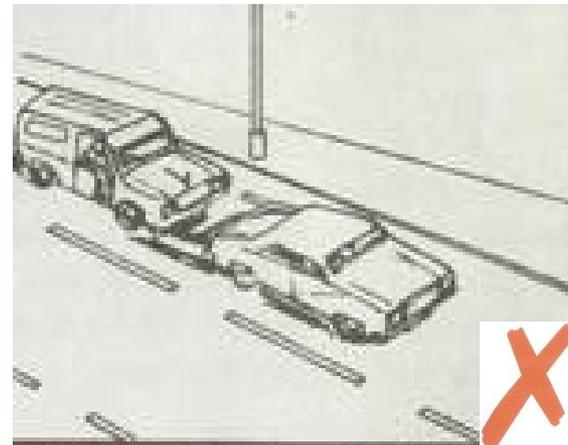
- ✿ Every one aspires to learn driving. However safety rules and driving ethics if not understood and followed religiously, safety on roads for you and other road user cannot be assured
- ✿ Every road user expect others to extend courtesy and co-operation towards him while driving . However if all road users extend same to each other, accidents will be eliminated

## WHAT CAUSES ACCIDENTS ??

### EXCESSIVE SPEEDING

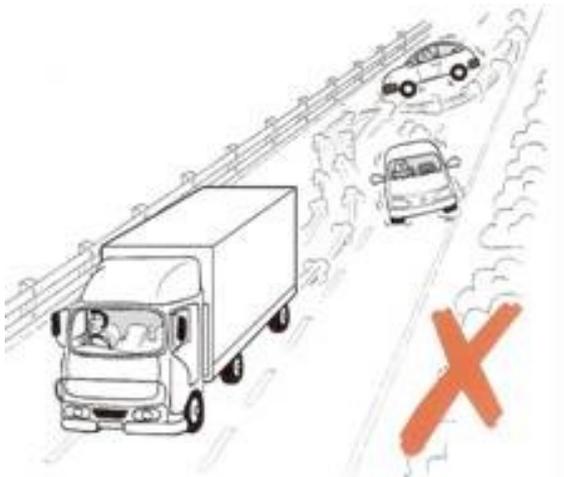


### TAILGATING

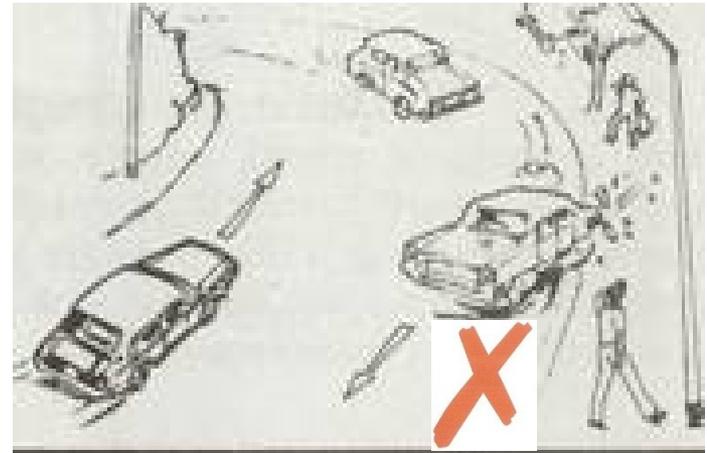


# WHAT CAUSES ACCIDENTS ??

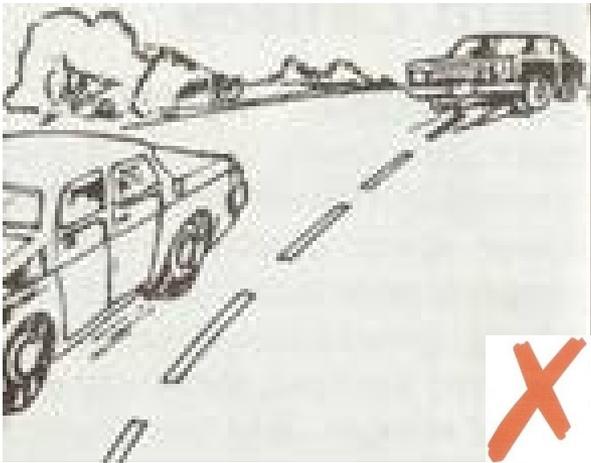
## FAILURE TO KEEP TO PROPER LANE



## OVERTAKING DANGEROUSLY



## LANE CUTTING

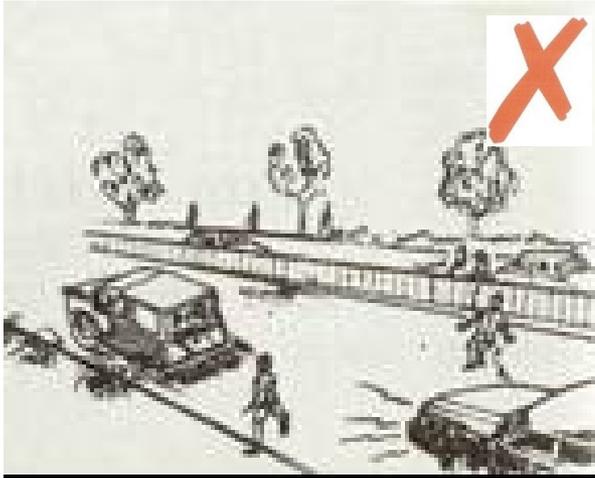


## IGNORING SIGNS & LIGHTS

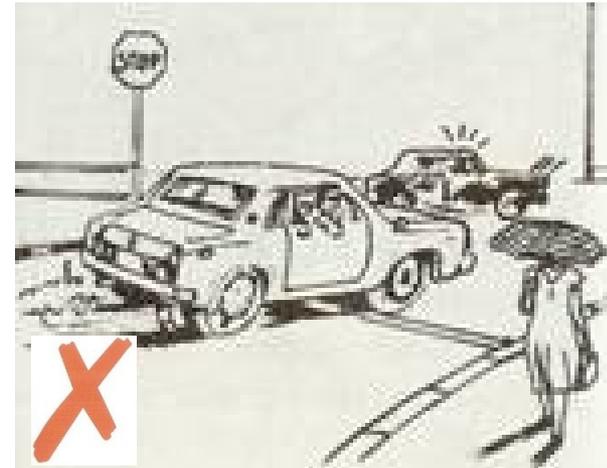


# WHAT CAUSES ACCIDENTS ??

## PEDESTRIAN INTRUSION



## INATTENTIVE DRIVING



## MOBILE PHONES



## LOUD MUSIC IN CABIN



# WHAT CAUSES ACCIDENTS ??

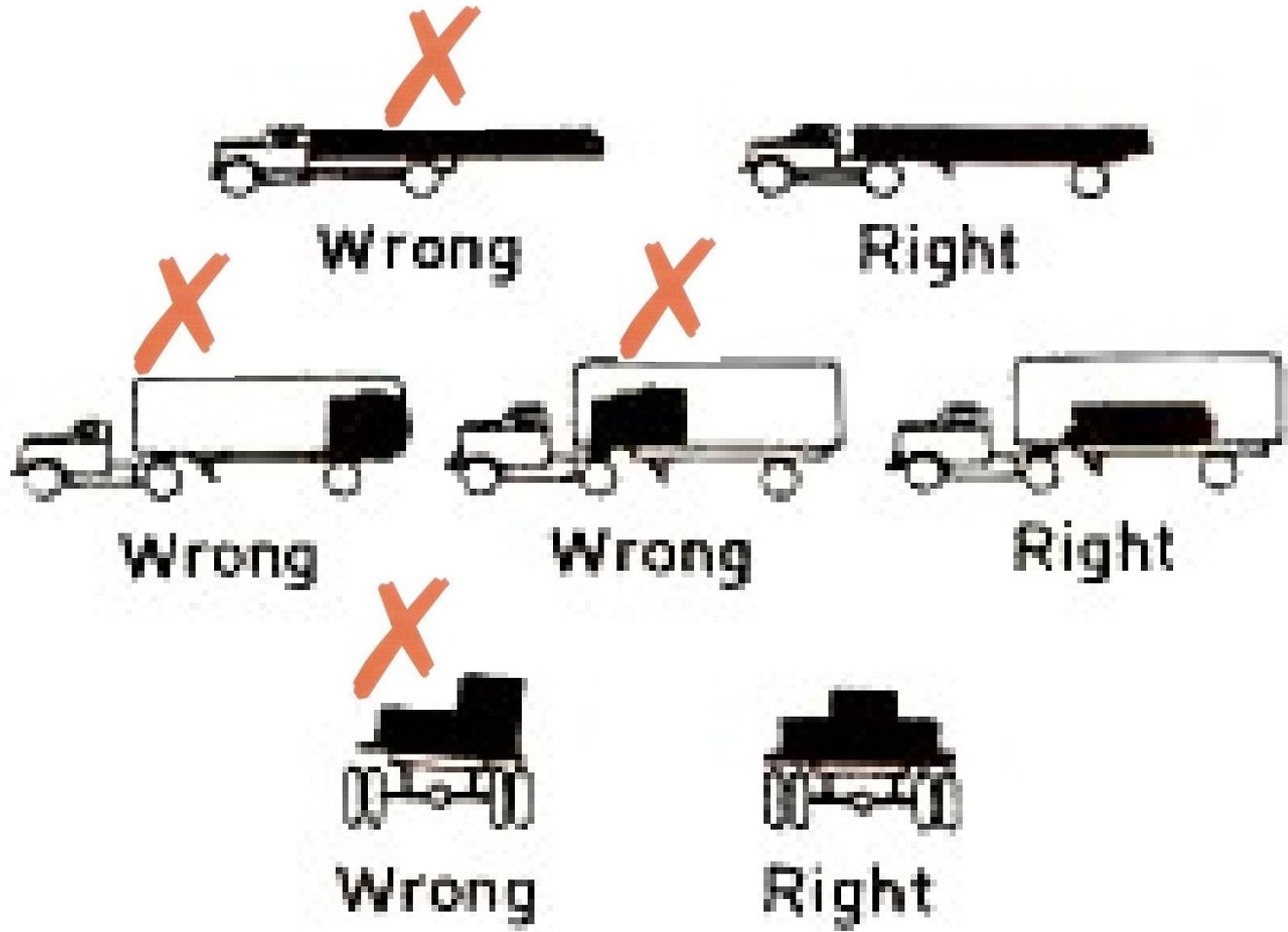
## DRIVING AFTER BEING INTOXICATED



All these Causes of Accidents –we need to be alert ,train the necessary personnel and implement the same so that there are no loses both to life and property .



# FOLLOW PROPER LOADING PRACTICES



# DRIVING AT NIGHT

Don't outdrive your headlight range



Dip your headlights for oncoming traffic



Dip your headlights when following other vehicles



- ✿ Ensure headlamp dipping for oncoming traffic
- ✿ Drive at controlled speed – to enable you to stop in emergency
- ✿ Use headlamps, main and dip beams to alert others at crossroads & turns
- ✿ When parked on road side, keep hazard warning lamps ON.



# SPECIAL DRIVING SKILLS

## Driving Up Hills



- ✿ Choose correct gear not to lose momentum
- ✿ Use hand brakes or wheel chocks for parking
- ✿ Do NOT overtake

## Driving Down Hills

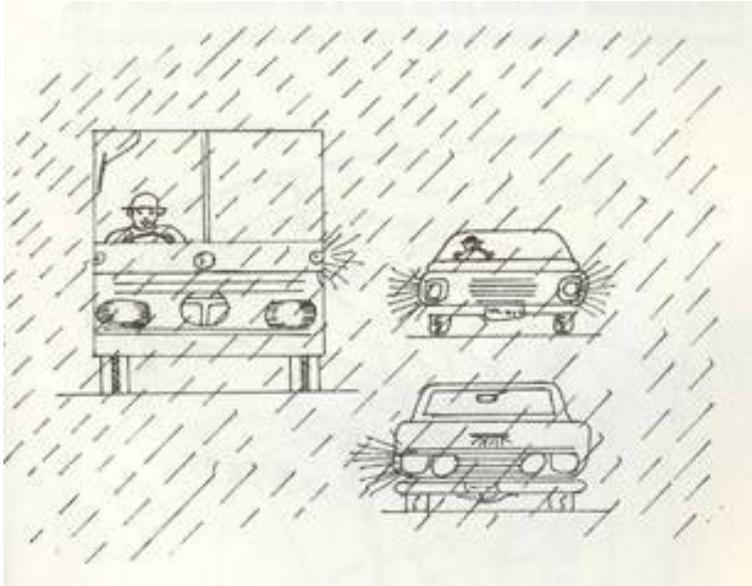


- ✿ Never switch off engine and / or drive in neutral gear
- ✿ Use the same gear which you will use while climbing up.
- ✿ Give way for upcoming vehicles



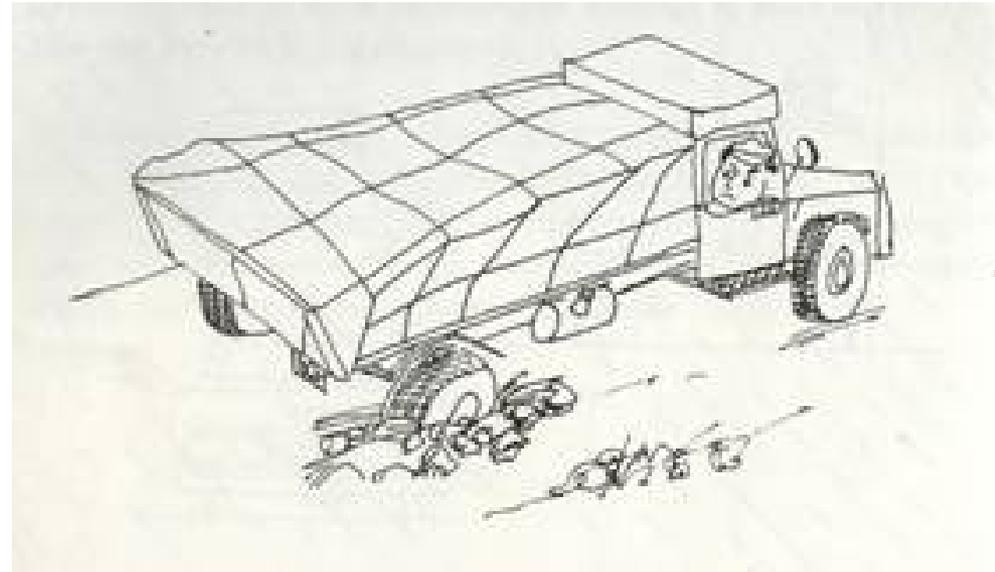
# SPECIAL DRIVING SKILLS

## Driving in Rains



- Ensure proper functioning of wiper
- Avoid harsh braking and taking sharp turns at high speed
- Keep headlights ON, if visibility is poor

## Driving on loose soil / muddy roads



If rear wheels get stuck and start slipping :

- Do not attempt to take out vehicle by raising the engine
- Arrange to tow out the vehicle
- Alternately, fill with stones, gravel, wooden plank etc and drive slowly



## ■ SAFETY FEATURES

- ✿ To Ensure that all the guards and covers are in the proper position and use the safety features like the safety lock levers and safety belt properly.

- ✿ If the Safety guards are damaged the same needs to be replaced.

## ■ CLOTHING AND PERSONAL PROTECTIVE ITEMS

- ✿ Avoid loose clothing ,jewelry and loose long hair .

- ✿ Do not wear clothing that are flammable

- ✿ Wear hard hat ,safety glasses ,safety shoes ,mask ,gloves ,jacket or any other safety clothing or items as recommended in the operation confirming to the clients requirements .

- ✿ Ensure proper functioning of the Protective Equipment before use of the Equipment

- If there are any modification done on the Equipment then the same should create any hazards

- Always apply Lock when leaving the operators seat .This would also include applying the parking brake and the Hazard signal were ever necessary



- Alarms that are mandatory like the reverse alarm where ever necessary should be always in working condition
- Never Jump in or Off the Equipment .Please use the hand rail and steps for the equipments where in the operating cabin is at a height .
- Fire Prevention For Fuel and Oil
  - ✱ Fuel ,oil and antifreeze can be ignited.
  - ✱ Keep any flame or lighted cigarette away from Flammable Fluids
  - ✱ Stop the Engine and Do not smoke when refueling
  - ✱ Tighten all fuel and Oil Caps securely
  - ✱ Use well –ventilated areas for adding or storing Oil and Fuel
  - ✱ Keep oil and Fuel in the determined place and do not allow unauthorized persons to enter
  - ✱ Please keep a Fire Extinguisher if recommended by the clients requirement
- Do not touch the engine oil/lid ,hydraulic oil/lid ,water tank/lid immediately after the engine are stopped. The same would be a high temperature and pressure - can lead to spurting out or burns . Please wait for the equipment to cool down .
- Do not enter ,or put your hand or arm or any other part of the body in-between to moving parts in an equipment when the Equipment is in operation



THANK YOU

