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Level 2 Program Description Document (PDD)

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6	Minor Revision: Clarified the difference between a FBP PLA operator and a teamster.	3-5, 6, 7, 14

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CONTENTS

1.0 PURPOSE

1.1 This Program Description Document (PDD) provides the requirements for the safe operation of motorized heavy equipment (MHE) at Fluor-BWXT (FBP) Portsmouth (PORTS).

1.2 This document implements applicable regulatory requirements. They are listed in Appendix A, *Regulatory Requirements Flow Down*.

2.0 SCOPE AND APPLICABLITY

2.1 This Level 2 PDD defines the requirements for the safe operation of MHE.

2.2 This PDD applies to FBP employees and contractors required to operate MHE.

3.0 PROGRAM DOCUMENTS

3.1 Management

Management will document that all operators of MHE meet the requirements to operate MHE and are trained to operate MHE. Management and operators of MHE will ensure that manuals, required inspection forms, and equipment are provided in all MHE.

3.2 Operators

Operators of MHE provide necessary documents confirming that all federal, state, and site-operating requirements are met and up-to-date. Along with management, operators of MHE will ensure that manuals, record keeping instruments, and equipment are provided in the MHE before operation begins. Operators of MHE are required to know and obey all laws and rules that apply regarding the operation of all MHEs regardless if operating on roadways or plant site roads.

4.0 PROGRAM RESPONSIBILITES

NOTE

Where a specific procedure governing the inspection and operation of specific motorized heavy equipment used in nuclear operations conflicts with FBP-DD-PDD-00001, *Motorized Heavy Equipment,* the requirements of that procedure will supersede the requirements of FBP-DD-PDD-00001.

4.1 General Requirements

4.1.1 To operate/drive motorized heavy equipment, operator must, at a minimum, be alert and unimpaired by drugs or alcohol, have a valid state driver's license and be designated as an operator by the contractor or Management.

4.1.2 All restrictions of the operator's driver's license are automatically applicable to operating equipment. Operators of MHE must have a valid driver's license in possession at all times when operating MHE and present the driver's license when requested to any authorized person. Operators of MHE must notify Supervisor if the status of driving privileges change; will not operate any MHE on or off project/site if driving privileges have been revoked or suspended; and must have appropriate endorsement and training to operate the specific type of MHE.

4.1.3 Operators of MHE and other personnel who may be working near heavy equipment must be trained in, understand, and employ safe work practices when operating or working around equipment.

4.1.4 Operators of MHE and other personnel making equipment repairs are not to use gasoline or diesel fuel to clean parts and must ensure that a minimum 10-pound ABC fire extinguisher is readily accessible during refueling activities.

4.1.5 Personnel are prohibited from being between machines and trailing equipment when maneuvering to connect them. The tongue or hitch of trailing equipment shall be raised to align with the drawbar or hitch and the wheels of the trailing equipment should be blocked.

4.1.6 Equipment or parts thereof that are suspended or held aloft must be appropriately blocked to prevent falling or shifting before employees are permitted to work under or between the equipment and parts.

4.1.7 Personnel on foot must not approach equipment until the operator is signaled and acknowledges the location of the approaching person(s) and must not ride in or work from excavator or backhoe/loader buckets.

4.1.8 No modifications or additions that affect the capacity or safe operation of equipment will be made without the manufacturer's written approval. **IF** the manufacturer will not approve modifications or changes, **THEN** written approval from a registered professional engineer is obtained. **IF** such modifications or changes are made, **THEN** the capacity, operation, and maintenance instruction plates, tags, or decals are changed accordingly.

4.1.9 All cab glass must be at least safety glass with no visible distortion affecting safe operation.

4.1.10 All bidirectional machines shall be equipped with a movement activated distinguishable horn in working condition.

4.1.11 Demo cages must be installed on all equipment used in demolition activities.

4.1.12 This program is intended to cover MHE, and does not apply to industrial vehicles and vertical mast forklifts. Equipment to be excluded are:

- Cranes (mobile, bridge, jib, mono-rail)
- Industrial Fork Lifts
- Cylinder hauling equipment (straddle carriers, forklifts)
- Aerial/Scissors Lift

4.2 Key Control

4.2.1 Key control applies to the MHE as defined in this PDD.

4.2.2 Equipment supervisors are responsible to maintain control of equipment keys when equipment is not in use, and ensure the keys are kept under locked containment and only released to qualified operators of MHE for the performance of planned, briefed, and authorized work activities.

4.2.3 Operators of MHE are responsible for checking out equipment from the responsible supervisor, ensuring the equipment is only used for planned and authorized work, securing equipment upon completion of assigned tasks and returning equipment key to the responsible supervisor.

4.3 Inspections

4.3.1 Equipment received for use (through purchase, contract obligations, or rental) must receive an inbound inspection before being placing into operation per FBP-OS-PRO-00025, *Government Owned/Fluor BWXT Portsmouth LLC (FBP) Leased Equipment Procedure*. Document any mechanical defects or safety deficiencies and document the results on FBP-OS-PRO-00025 F02, *Inbound Equipment Safety Inspection Form.* **IF** the equipment needs service or repair, **THEN** it will be rejected (before unloading/use) and returned to the lessor or owner. A photocopy of the inspection report, noting all deficiencies is transmitted to the lessor/owner.

4.3.2 Equipment being demobilized from the project site must receive an outbound inspection FBP-OS-PRO-00025 F04, *Outbound Equipment Safety Inspection Form* as stipulated in FBP-OS-PRO-00025.

4.3.3 **IF** equipment requires extensive repair or is not safe for use, **THEN** remove equipment from service until it can be repaired or replaced and notify Supervisor and Leased Equipment Manager.

4.3.4 **IF** a deficiency has the potential for causing bodily injury to the operator/driver or ground employees, **THEN** the equipment must be tagged out with a "Danger Do Not Operate" tag or equal, to avoid operation. Notify the equipment manager when the equipment is tagged out of service. Equipment (except automobiles and "pickup" trucks) will receive a documented, daily pre-use inspection on FBP-OS-PRO-00025-F01, *Equipment Daily Checklist and Safety Inspection Form* or contractors' equivalent.

4.3.5 At the beginning of each shift, complete a contract required inspection form and adhere to all other safety precautions as required for operation of the MHE detailed in the Equipment Manual.

4.3.6 Operators of MHE will perform the following start/test functions before operating equipment such as; performing a 360° visual inspection; ensuring MHE engines are running in a well-ventilated area; fastening seat belts; adjusting seat/mirrors; placing controls in neutral and setting parking brake; sitting in driver's seat before starting engine; and checking that all other gauges, instruments, and controls are functioning properly.

4.4 Operators of MHE

4.4.1 Depending on site/project requirements, personal protective equipment worn by drivers/operators of MHE may include boots or safety shoes, eye/face protection, long pants, hard hats, hearing protection and gloves. Seatbelt use is mandatory.

4.4.2 **IF** a deficiency is observed during the operation of equipment, **THEN** the operator/driver must cease operation and contact the immediate supervisor and Safety to determine if the deficiency poses an unsafe condition. **IF** it is determined that the deficiency poses an unsafe condition, **THEN** equipment must be tagged out of service with a "Danger Do Not Operate" tag or equal until proper repairs are complete and equipment is safe to return to operation.

4.4.3 General rules for operating MHE are:

- Operator has completed and documented all necessary pre-operational checks on applicable form and is satisfied that no one is endangered before moving MHE.
- **IF** view of operator is obstructed and ground personnel are nearby, **THEN** MHE use is prohibited unless operator sounds horn prior to moving according to safety guidelines.
- MHE must be equipped with a working backup alarm. In some cases, a continuous movement signal alarm distinguishable from the surrounding noise level may be appropriate.

- Use spotters in areas which are tight or congested, have a high concentration of ground personnel, where work is to be performed beneath overhead obstructions when the equipment has the capability of striking the obstruction or infringing on required clearances, near high value equipment or assets, or where visibility is restricted.

- **WHEN** it is necessary due to repairs or during the attachment of optional equipment to have personnel working on the MHE while an operator is assisting from the cab, **THEN** the operator is to take all direction from the person performing the work or from a designated signal person. The operator must keep hands and feet off of all controls except during response to said direction.

4.4.4 Operator must ensure that all non-essential employees are outside the MHE's swing areas when operating, when traveling operators of MHE are to carry implements close to the ground, and booms in lowest travel position possible, stay a safe distance from the edge of cliffs, overhangs, and slide areas. **IF** the equipment begins to sideslip on a grade, **THEN** immediately dispose of any load and turn the unit downhill. In every instance, the operator must follow the manufacturer's recommendation per the operating manual.

4.4.5 Stay a safe distance from energized power lines and equipment, electric poles, and circuits and equipment including power, communications, and fire-alarm circuits per FBP-OS-PRD-00001, *Electrical Safety,* contact FBP Occupational Safety & Health (OS&H) professional for clearance guidance before performing the work; consider electrical equipment and lines as energized until testing or until grounding determines otherwise; grounding is performed at the work location.

4.4.6 Operator should take care to avoid conditions that may cause tipping of the MHE by working up and down slopes; keep the MHE under control and do not overload the capacity; follow all safety requirements, precautions and the manufacturers recommendation to safely operate the MHE.

4.4.7 **WHEN** refueling, **THEN** the engine must be stopped and smoking is prohibited. The area must be well ventilated and the fuel nozzle shall be grounded against the filler neck to avoid sparks. Ensure that at least one fire extinguisher (minimum of 10-pound ABC) is present at the point of refueling.

4.4.8 Operator will follow safety precautions when operating a power takeoff. Safety precautions are:

- Shut off engine and wait until the power takeoff (PTO) stops completely before getting off; disconnecting, or servicing the PTO unit.

- Wear snug fitting clothing when operating PTO.

- Always apply parking brake and block the rear wheels-front and back-to prevent movement.

- PTO shields are mandatory on all PTO-driven equipment.

4.4.9 **WHEN** MHE is parked, **THEN** the operator must:

- Use parking ditches; or park in designated areas.

- Lower attachments on equipment with movable parts, such as, forks, buckets, blades, and rippers, before shutting down or getting off MHE.

- Wedge or chock the wheels and turn wheels into the side of the bank if parked on an incline.

- Select neutral and apply the parking brake and slew brake when applicable.

- **IF** the engine will be idling for more than 5 minutes, **THEN** idle the engine down, then stop the engine.

- Remove keys from MHE and return keys to the Supervisor.

- Do not allow employees to sit or rest under MHE, near or against any tire, or directly in front of or behind MHE.

4.4.10 **IF** MHE breaks down on a public or site roadway; **THEN** the operator must ensure that the MHE is safely located, appropriate markers are placed in front and behind MHE, and that arrangements are made to pull or repair equipment.

4.4.11 **WHEN** working near overhead power lines, **THEN** contact FBP OS&H professional for guidance on safe approach distances and follow guidelines in FBP-OS-PRD-00001.

4.5 Spotter

4.5.1 Only one employee is assigned as the spotter to give signals to the operator at any given time. Anyone has the authority to give a STOP signal to the operator if they recognize an unsafe condition or an immediate hazard. Spotters review and confirm communications signals with the operator before each work shift. The use of additional spotters may be necessary to assist the signal person during certain operations.

4.5.2 The spotter is responsible to keep the operator and the other employees in sight at all times; and keep employees on foot outside MHE work areas (marked with rope, tape, or other barrier.)

4.5.3 The spotter ensures employees who must be near MHE are kept out of the equipment swing areas and clear of attachments when hoisting material; ensure MHE or parts that are suspended or held aloft are appropriately blocked to prevent falling or shifting before employees are permitted to work under or between them; and ensure all employees in the area are aware of established swing areas of the MHE and blind spots associated with the unit before allowing an operator to work the machine.

4.6 Road Rules

4.6.1 All of the rules that apply to public road use generally apply to project/site roads and access ways; variations to public road rules on project/site road and access ways are posted in writing; speed limit is determined by the Project/Site Manager based on on-site specific conditions.

4.6.2 A light vehicle must escort large earthmoving equipment on public or site roadways.

4.6.3 Unless a road sign specifically indicates otherwise, the following hierarchy of equipment will exist; that is, equipment lower on the list will give way to equipment higher on the list:

- Cylinder hauling equipment (straddle carriers, forklifts)
- Emergency vehicles (when they indicate by sirens/lights that they are on emergency duty)
- Explosives vehicles
- Working graders/working water trucks
- Loaded dump trucks and scrapers
- Empty dump trucks
- Excavators
- Other heavy vehicles (such as nonworking graders)
- Light vehicles

4.6.4 Passing traveling or transported earthmoving equipment without a clear signal from the operator is not permitted under any circumstances.

4.7 Standard Equipment

4.7.1 MHE will be equipped, where applicable, with operator's manual, fire extinguisher, log book, flashing amber lights, pre-start checklist record booklet or forms, and a plant radio.

4.7.2 The following types of MHE manufactured after June 30, 1969, must be equipped with rollover protective structures (ROPSs) – rubber tired, self-propelled scrapers, rubber-tired, front-end loaders, rubber-tired dozers, wheel-type agricultural and industrial tractors, crawler tractors, crawler type loaders, powered industrial trucks (forklifts), and motor graders, with or without attachments, used in construction work. ROPS must meet United States Federal minimum requirements for performance and must be equipped with seat restraints to be worn by the operator/driver while the unit is in operation

4.8 Maintenance

Equipment must be maintained in accordance with the manufacturer's maintenance requirements and records of maintenance must be developed and retained.

4.9 Training and Licensing

Operators of MHE equipment are trained; successfully pass an assessment by FBP management or the contractor; and are licensed, if required, for the equipment to be driven/operated, in accordance with Site Training Requirements.

5.0 RECORDS

A. FBP-FRM-00947, *Checklist Movement of Heavy Equipment*

B. FBP-OS-PRO-00025-F01*, Equipment Daily Checklist and Safety Inspection* Form

C. FBP-OS-PRO-00025 F02, *Inbound Equipment Safety Inspection* Form

D. FBP-OS-PRO-00025 F04, *Outbound Equipment Safety Inspection* Form

6.0 DEFINITIONS/ACRONYMS

6.1 Definitions

A. **Competent Person** — One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

B. **Heavy Equipment (types of)** – Includes but is not limited to the following:

- Backhoes

- Dozers
- Front-end loaders – wheel or track
- Motor graders
- Excavators
- Scrapers (pans)
- Skid steer machines
- Dump trucks
- Drills
- Feller Bunchers
- Harvesters
- Forestry machines
- Skidders
- Soil mixers and road reclaimers
- Water wagons or pulls
- Trucks 2 ton Gross Vehicle Weight (GVW) or greater
- Gradalls
- Concrete pump truck
- Static or Vibrating compactors
- Water trucks
- Rollers
- Service/re-fueling trucks
- Air tuggers
- Construction Forklifts (Telescoping Boom)

C. **Light Vehicle** – Includes but is not limited to the following:

- Automobiles
- Trucks less than 2-ton GVW
- "Mules"
- Motorized and electric carts (including "golf" carts)
- Motorized "Georgia buggies"
- Utility Vehicles

6.2 Acronyms

A. **FBP** — Fluor BWXT Portsmouth LLC

B. **GVW** — Gross Vehicle Weight

C. **MHE** — Motorized Heavy Equipment

D. **OS&H** — Occupational Safety & Health

E. **PDD** — Performance Description Document

F. **PTO** — Power Take Off

G. **ROPS** — Rollower Protective Structures

7.0 REFERENCES

A. FBP-OS-PRD-00001, *Electrical Safety*

B. FBP-OS-PRO-00010, *Vehicle Safety*

C. FBP-OS-PRO-00025, *Government Owned/Fluor BWXT Portsmouth LLC (FBP) Leased Equipment Procedure*

D. FBP-OS-PRO-00057, *Powered Industrial Trucks*

E. FBP-SM-PDD-00001, *FBP Hoisting and Rigging Program*

F. FBP-WM-PRO-00061, *Material Handling*

Appendix A
REGULATORY REQUIREMENTS FLOW DOWN

None

Appendix B
SPECIALITY AND HEAVY EQUIPMENT
PRE-OPERATIONAL INSPECTION

Pre-operational inspections are conducted to identify equipment defects which could create hazardous conditions.

All operators of MHE should be properly trained on the equipment to be used, and have read and understand the equipment manual to ensure that all inspections are performed properly. This inspection check list has been developed to cover all specialty and heavy equipment and may not cover all inspection points identified in the attached checklist. Use the blank lines to fill in the required inspection points per the equipment manual. A thorough pre-operational and functional inspection is necessary to identify, correct and report equipment defects prior to performing any work.

Safety is everyone's responsibility.

The following represents generally recommended guidelines for conducting pre-operational and functional inspections of specialty and heavy equipment.

In all cases, inspections should be conducted by trained authorized persons and in accordance with any and all equipment manufacturer's recommendations.

Normally the equipment operator is authorized to perform pre-operational inspections of the equipment he/she is assigned to operate. This record for the pre-operational inspections has been developed to provide guidance for proper inspections and recording of inspection activities.

In addition to general information concerning pre-operational inspection requirements, this document contains general checklists and Pre-operational Inspection Guidelines. The pre-operational check list should be retained in the Integrated Work Document associated with the project/task being performed.

Where equipment is operated on multiple shifts, operators of MHE from each shift should conduct their own pre-operational inspection.

NOTE: ***Always position vehicle on level ground in an obstruction free area prior to performing a pre-operational inspection. If the equipment is not located in area which allows the inspection, perform a 360 walk around and move the equipment to the nearest location that provides a level and obstruction free area to perform the complete pre-operational inspection***

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ALL PRE-OPERATIONAL CHECKS MUST BE PERFORMED PRIOR TO EQUIPMENT BEING USED FOR PERFORMING WORK

NOTE: Use a trained spotter/flagger as needed during the performance of the following inspection points. Do not crawl beneath the equipment to perform your inspections.

1. **PARK BRAKE (if equipped)**
   Stop vehicle on level ground in a secure area:
   - Set the park brake and attempt to move the vehicle in a low gear based on gear characteristics. Manufacturer recommendations should always be followed

2. **SERVICE BRAKE (if equipped)**
   Position unloaded vehicle on level ground in a secure area:
   a. Apply foot brake and observe air pressure gauge for normal pressure.
   b. Start the vehicle in motion and apply foot brake while traveling in both a forward and reverse direction to insure vehicle will stop under normal operating conditions.

3. **ENGINE BRAKE (if equipped)**
   Position unloaded vehicle on level ground in a secure area:
   a. Start vehicle and set park brake. Place transmission in neutral.
   b. Turn master control engine brakes witch to the “on” position. If equipped with multiple settings, select the lowest setting to prevent stalling the engine.
   c. Accelerate fuel pedal and then release fuel pedal to determine if the fuel pump micro-switch is operating properly. Equipment operator should now hear and feel the effects of the engine brake if operating properly.
   d. To check engine brake – clutch switch, depress clutch pedal with engine brake operating. Engine brake should stop operating with clutch pedal depressed.

4. **CAB CONDITIONS (if equipped)**
   Check doors and door latches, windows and window controls, check cab for extraneous/unsecured materials such as bucket, jacks, fire extinguisher if equipped, and all other material/debris that may be hauled.

5. **FIRE HAZARDS**
   Check the following areas for fire hazards: (Leaks, combustibles, damage)
   a. Fuel tank compartments
   b. Battery storage compartments
   c. Engine compartment
   d. Cab compartment

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6. FIRE EXTINGUISHER/FIRE SUPRESSION SYSTEM (if equipped)
Check the following:
a. Location and accessibility
b. General condition – charged or discharged, discharge safety pin, hose and nozzle, handles
c. Examination/inspection date tag

7. EXHAUST SYSTEM (if equipped)
Conduct a visual examination of the exhaust system for leaks, cracks, holes and deterioration that could allow exhaust fumes to enter the cab compartment.

8. WIPERS/WINDSHIELD (if equipped)
a. Conduct a visual examination of the wiper arms, blades and observe for proper operation.
b. Check all mechanical components for deterioration of rubber and plastic parts.
c. Check windshield glass for cracks, proper installation, condition and adequate visibility.

9. LIGHTS (if equipped)
Check lens, mounting and proper operation of all lights.

10. GLASS WINDOWS (if equipped)
Check for cracks, proper installation, condition, adequate visibility and proper operation.

11. MIRRORS (if equipped)
Check for secure installation, properly adjusted, and visibility.

12. HORN (FRONT) (if equipped)
Check for proper operation, audible above background noise.

13. GAUGES AND INSTRUMENTS (if equipped)
Check all gauges and instruments for proper operation.

14. BACK-UP ALARM (if equipped)
Check for proper operation:
a. With ignition switch on, put transmission in reverse and listen for back-up alarm that must be audible above background noise
b. If equipped with a strobe light for use during hours of darkness the light must be visible.

15. STEPS/LADDERS/HANDRAILS (if equipped)
Check steps, ladders and rails for secure installation and slipping/falling hazards. (mud, ice, grease, etc.)

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16. AIR SYSTEMS – PROPER OPERATION (if equipped)

a. Start vehicle and allow air pressure to build to proper operating range.
b. Check air gauges for proper operating range to insure the air system is charged properly and that the air compressor and governor are operating properly.
c. Check all master control valves and all other control valves for leaks and proper position.
d. Depress air brake pedal and keep depressed while observing air gauge for excessive loss of air pressure.
e. Walk around the vehicle while looking and listening for air leaks in hoses, valves and all air connections.

17. SEAT BELTS (if equipped)

Check for proper installation, proper operation and check for worn/damaged parts.

18. BED PINS/SAFETY ROLL OVER PROTECTION SYSTEM (ROPS)/CATCHES (if equipped)

Check for availability and substantial bracket installation

19. FALLING OBJECT PROTECTION SYSTEM (FOPS) (if equipped)

Check for proper installation, construction and design as required by the manufacturer.

20. GUARDS (if equipped)

Fan belts, pulleys, power take-off, sprockets and couplings

21. TIRES/TRACKS (if equipped)

a. Check tires for proper mounting, cuts, broken beads and sidewalls, excessive wear and proper inflation.
b. Check tracks for excessive wear, excessively worn or broken pads, defective idlers and pulleys, gear drives and improperly adjusted tracks.

22. FLUID LEVELS/LEAKS (if equipped)

Check around and under equipment for leaks. Always follow manufacturer recommendations with regard to proper fluid levels.

23. WHEEL ASSEMBLIES (if equipped)

a. Observe proper mounting and general condition of required components.
b. Check for missing bolts, cracks in rings, missing or defective wheel studs.
c. Check rims for cracks, broken stop mechanisms, keeper and retainer rings and evidence of wheel slippage.

24. STEERING COMPONENTS (as equipped)

Check functionality of the steering system and check steering linkage, fluid levels, hoses, steering linkage components and steering connections.

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25. FRONT SUSPENTION/STEERING, AXLE/SPRINGS/HANGARS/PINS/CENTER BOLTS (if equipped)

Check for proper mounting and for missing and defective components including U-bolts, springs, spring pins and keepers, hangars, struts and brackets.

26. REAR SUSPENTION/DRIVE AXLES/SPRINGS/HANGARS/PINS/KEEPERS (if equipped)

Check for proper mounting and for missing and defective components including U-bolts, springs, spring pins and keepers, hangars and brackets.

27. TRANSMISSION (if equipped)

Check for proper operation to detect any slippage, flying out of gear or other improper shifting under normal operating conditions. ***If equipped with retarders – test for proper operation.***

28. FRAME/CROSS MEMBERS (if equipped)

Examine main frame and cross members for cracks and worn or defective components. ***Do not crawl beneath the equipment to perform your inspections.***

29. COMMUNICATIONS/RADIOS (if equipped)

If used or applicable – maintain portable radio, CB or other communication device in proper operational condition and be familiar with the channel being monitored for the affected area. ***Observe and comply with all traffic and communication signs.***

30. Apparatuses (if equipped)

Apparatuses that are operated by Hydraulic, pneumatic, electrical, and/or manual power are to be inspected for leaks and or faulty hoses/cords prior to use as well as during the functionality testing. Perform a 360 degree walk around to ensure that no leaks or faulty cords are identified. Run the system through a preoperational functionality test to ensure that apparatuses are functioning correctly. ***Perform the functionality test in a controlled environment so that no personnel or equipment can be impacted if the equipment malfunctions. Perform a functional test of components in proper sequence to assure equipment stability during testing.***