SUSSEX POLICY

Subject		Number
FACILITIES – YARD TRANSPORTATION AND MOVING OF FIXTURES		WD-17
Date September 16, 2024	Approved by COUNCIL [X] OTHER(S) [ ]	Date September 16, 2024
Signature	Date of Revision	PAGE 1/3

PURPOSE:

The intent of this procedure is to establish a safe process for the moving of equipment and fixtures using mechanized equipment while reversing and/or moving of fixtures vehicles, machines and equipment, within or to and from town owned parks, facilities and yards.

This policy shall apply when Town forces are utilized on facilities not owned by Sussex.

PROCEDURE:

I-DURING NORMAL DAY-TO-DAY OPERATIONS.

The Driver/Operator is responsible for the safe operation of the vehicle, machine, and equipment being operated.

Since many Town vehicles, machines or other equipment being operated, are designed in such a manner that it is sometimes difficult to have a full and clear sight of the intended path of travel while moving or reversing, the following shall apply;

- For the purpose of this Policy (SOG) a fixture shall be defined as a movable fixture used in, on or with Town owned facilities such as, but not limited to, bleaches, picnic tables bundles of racked fencing and other such bulky movable objects or fixtures.
- The use of a spotter or an onsite safety watcher shall be employed at all times during this procedure.
- The use of a trailer or an approved attachment for the movement of multiple fixtures to and from or within a facility is mandatory under this SOG. It is preferred that the use of a trailer, float or similar apparatus attached to a tow vehicle such as a one ton shall be mandatory.

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Signature	Date of Revision	PAGE 2/3

- Every work activity shall be planned and organized so that vehicles, machines and equipment are not operated in reverse or are operated in reverse as little as possible. However, when the operators / drivers view is obstructed when using forks operating the equipment in reverse is preferred and limited to the site setup of moving of fixtures individually to a approved vehicle / trailer for transport.

- When parking, all vehicles, machines or other equipment must be positioned so it can be driven forward; this implies reversing into parking spaces.

- The driver and safety spotter shall walk completely around the worksite and vehicles to locate any obstructions prior to backing the vehicle and or equipment.

- The Driver / Operator of the tractor / forklift shall transport fixtures individually to a trailer in preparation of movement of the fixtures. The forking and movement of multiple fixtures using an individual piece of equipment is strictly prohibited by this Policy.

- If fixture movement is required during public use of the facility the operation shall be undertaken by hand and or in strict practices to maximize the safety of the patrons and personnel onsite and to minimize the operations when the facilities are in use by the public. The use of a spotter is mandatory in all operations when the facility is in use by the public.

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Signature	Date of Revision	PAGE 3/3

2- MOBILIZING AND DEMOBILIZING OF VEHICLES FOR OPERATIONS.

The Driver / Operator is responsible for the safe operation of the vehicle, machine, and equipment being operated as well as following this Policy.

Since many Town vehicles, machines or other equipment being operated, are designed in such a manner that it is sometimes difficult to have a full and clear sight of the intended path of travel while moving or reversing, the following shall apply;

- The Driver shall walk completely around the vehicle to locate any obstructions prior to backing the vehicle and identify the safety spotter required during the operations.
- The Driver / Operator and Safety Spotter shall check the facilities worksites before the movement of fixtures is started and completed at the destination point.
- The Driver / Operator shall follow the Safety Spotters directions and movement directions at all times.
- Each worksite is to be carefully checked before putting the equipment into operation to ensure that conditions have not changed from the time of the circle check. If the operation is interrupted by a work site break or other operations that impede or delay the operation, then the circle check shall be again performed.
- If multiple vehicles are being moved at the same time and the driver doesn't have a full and clear sight of the intended path of travel, the Operator / Subforeman shall request the assistance of additional spotters to assist in the safe operations onsite.