

STANDARD PRACTICE INSTRUCTION

DATE: March 1, 2010

SUBJECT: Equipment Training Program

REGULATORY STANDARD: Annotated Code of Maryland, Labor & Employment
Article, Title 5, Sections 501-503
OSHA 29CFR1910 (applicable sections)
OSHA 29CFR1926 (applicable sections)

BASIS: Many employees operate equipment on a daily basis. It is imperative that employers ensure those employees are qualified to operate, and trained in safety related practices associated with power equipment operation. The Annotated Code of Maryland requires that employers who hire employees to operation power equipment, develop and carry out an employee safety training program designed to inform employees of, and train employees in, applicable standards for safe operation.

GENERAL: Nowland Associates, Inc. will ensure that employees who operate power equipment are properly trained according to this program.

RESPONSIBILITY: The facility Safety Officer is solely responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. The Safety Officer will develop written detailed instructions covering each of the basic elements in this program, and is the sole person authorized to amend these instructions. The Nowland Associates, Inc. has expressly authorized the Safety Officer to halt any operation of the agency where there is danger of serious personal injury.

Contents of the Equipment Training Program

1. List of Applicable Equipment.
2. Program Content.
3. Training Documentation.

1. **Applicable Equipment.** The following is the listing of applicable equipment;

1. Backhoe
2. Bulldozer
3. Front-end Loader
4. Skid-steer Equipment
5. Gradall (grader)
6. Scraper Pan
7. Cranes
8. Hoists

2. **Program Content.** The following items will be covered in the training program;

1. limitations and use
2. rated load capacities
3. special hazards associated with the particular equipment
4. applicable OSHA standards
5. manufacturer's owner's manual

Training will include (as applicable) classroom type utilizing videos, powerpoint presentations, verbal, etc. Hand's-on type training will be provided where necessary. Training will be provided by a qualified person.

3. **Training Documentation.** All employee training will be certified in writing, to include the following;

1. Date of training
2. Names of trainees
3. Location of training
4. Signature of trainer