



NRAO Department of Environmental Safety & Security Heavy Equipment Training Certification

Type of Heavy Equipment:

Employee Name (print):

Authorization (Division Head):

RESPONSIBILITIES FOR OPERATION OF HEAVY EQUIPMENT

1. Only trained and authorized operators are permitted to operate heavy equipment. The operator must have this valid and current certification on file with ES&S.
2. Operators must read the operator's manual and make sure they understand characteristics such as speed, stability, and steering of the heavy equipment.
3. **SAFE OPERATION** of heavy equipment is the **RESPONSIBILITY** of the operator.
4. Prior approval is required before each use of heavy equipment.
5. Before operation, perform cursory inspection of the heavy equipment. **DO NOT** operate the machine until deficiencies are corrected and all functions are in good working order.
6. Check fluid levels of engine fuel, hydraulic and engine oil. Fill to proper levels as needed.
7. Place all controls in **NEUTRAL** before starting engine making sure the park brake is set. Allow engine to warm up before operating equipment.
8. **DO NOT** allow anyone else inside the cab during operation. Fasten your seat belt.
9. **BEFORE** putting the machine into operation make sure to check all of its functions, including stabilizers, steering, brakes, up/down motions, etc.
10. **ALWAYS** operate controls in a smooth manner and check instruments often to insure the machine is operating properly.
11. The operator is responsible for keeping everyone clear of the machine and its swing perimeter.
12. **NEVER** permit anyone to stand within this perimeter. Use a flagman whenever needed and make sure communications are clear between operator and spotter.
13. If the machine is to be unattended, lower the boom and shut off the engine.
14. No unauthorized use of heavy equipment is permitted.
15. Any problem or malfunction is to be reported immediately to the Mechanics Shop.

I certify that I have read and understand Operator's Manual and rules of operation of this particular piece of heavy equipment.

Employee signature:

Date:

Supervisor Signature:

Date:

Return the Completed Form to: ES&S Site Safety Division
Copy to: NRAO ES&S Admin Support – Diana Torres: dltorres@nrao.edu