



## **SIDEBOOM OPERATION BEST PRACTICES**

### **For Supervisory Personnel, Operators, and Workers**

#### ***Best Practices for Supervisory Personnel***

##### ***PRE-OPERATION***

- Review the operator manual for unique operational/equipment requirements.
- Consult the manual to determine maximum allowable slope for safe operation.
- Ensure there is an appropriate Emergency Action Plan to protect employees in case of fires, electrical storms, hurricanes, tornadoes, etc. Ensure that your plan is site specific for each job and that it is well communicated to employees.
- Ensure availability of appropriate personal protective equipment (PPE) for the task being performed and as required per OSHA regulations.
- Verify the fire extinguisher location. Check and verify it is operational. Make sure the operator is qualified to operate it.
- Verify that the capacity of the sideboom can lift the intended load.

##### ***OPERATION***

- Only qualified personnel shall operate equipment. A qualified person through knowledge, skills, and experience has demonstrated their ability to operate the equipment.
- Assign a spotter if there are overhead power lines, underground utilities, or tight working conditions in the work area.
- Confirm that equipment is kept as safely away as practical from the side of excavation.
- Mats shall be used on soft ground, wet lands and at other times when needed.
- Verify that all unnecessary personnel are prohibited from the work area.
- Ensure that hand signals are given by one person and understood by all personnel on site.
- Verify that when moving a load, proper lifting techniques are used.

##### ***POST OPERATION***

- Verify equipment is properly parked and parking brake is set.

## ***Best Practices for Operators***

### ***PRE-OPERATION***

- Read, understand, and follow the operator's manual and utilize the pre-operational checklist provided.
- Consult the manual to ensure knowledge of specifications of operating limitations.
- Wear appropriate PPE as required by the task being performed and as required per OSHA regulations.
- When refueling, bond the supply tank with the fuel tank to prevent static discharge and possible fire.
- Conduct a walk around inspection *checking all fluids* and noting any items needing maintenance and repair. Ensure all critical repairs are performed before operation.
- Operate all controls with no load until familiar with the machine function.
- Make sure all warning labels are legible. Those not legible must be cleaned or replaced.
- Inspect winch cable and drums.
- Remove debris and clutter in the cab that would prevent safe operation.
- Verify the fire extinguisher location. Check and verify it is operational. Make sure you are qualified to operate it.
- Verify that the capacity of the sideboom can lift the load.
- Use 3 points of contact to enter the machine.
- Get on the machine only at locations that have steps and/or handholds. If the machine has none, advise your supervisor immediately.
- Do not use any controls as handholds when entering or exiting the operator compartment.
- Always dry brakes off by braking 4-5 times before using machine.
- Check backup alarm for operation.
- Check to ensure the seat belt is operational. *Always* use the seat belt when operating the piece of equipment.
- Check that controls are in proper settings before starting machine.

## **OPERATION**

- Only a qualified/authorized person shall operate equipment. A qualified person through knowledge, skills, and experience has demonstrated their ability to operate the equipment.
- Ensure that a spotter is used when working around overhead lines, underground utilities, and in tight working conditions.
- Work under the boom shall be limited. No personnel shall be under the boom while it is being raised or lowered.
- Follow all guidelines and instructions per the manual in order to handle loads successfully.
- When necessary to park on a grade, do so according to the manufacturer's recommendations.
- Equipment shall be kept as far away as practical from the side of excavation.
- Mud mats shall be used on soft ground, wet lands, and at other times when needed.
- If the operator leaves the seat of the equipment, the load shall be lowered to the ground and the machine turned off.
- All unnecessary personnel shall be prohibited from the work area.
- Hand signals shall be given by one person and must be understood by all personnel on site.
- Before moving the side boom the load line shall be secured.
- When moving a load, proper lifting techniques shall be used.
- No riders shall be permitted.
- Know the location of the emergency quick release.
- Do not operate this piece of equipment during stormy conditions. Seek shelter according to the company's Emergency Action Plan.

## **POST OPERATION**

- Park and set parking brake.
- Lower load and boom. Keep cable out of dirt.
- Shut engine off and remove key.
- Use 3 points of contact to exit the machine.

### ***Best Practices for Workers***

- Stay clear of pinch points created by operating equipment.
- *Never* get under a load or between the load and the machine.
- During an electrical storm, stay away from the vicinity of the machine. Follow the company's Emergency Action Plan, policies, and rules in emergency situations.
- Wear appropriate PPE as required by the task being performed and as required per OSHA regulations.
- Be aware of suspended loads, counter weights, and pinch points. Maintain eye contact with the operator at all times.
- Be aware of and listen for the backup alarm operation.
- You may be asked to act as a spotter if there are overhead power lines, underground utilities, or tight working conditions.
- Work under the boom shall be limited. No personnel shall be under the boom while it is being raised or lowered.
- All unnecessary personnel shall be prohibited from the work area.
- Hand signals shall be given by one person and must be understood by all personnel on site.
- No riders shall be permitted.
- Know the location of the nearest fire extinguisher.

*Through OSHA's Alliance Program, this Best Practices document was developed as a product of the OSHA and American Pipeline Contractors Association Alliance for informational purposes only. It does not necessarily reflect the official views of OSHA or the U.S. Department of Labor.*

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