APPENDIX 2

PRODUCTION STUDY - CHECKLIST

- Is there a plan, appropriate to the complexity, for conducting the study?
- Are appropriate District office, product group, marketing, dealer and others aware?
- Were commitments made by other groups for participation?
- Was the customer advised of requirements and plan?
- Has all necessary maintenance and calibration been performed as per schedule on the truck and scales?
- Has the scales operator been trained properly prior to the study?
- Has the right been secured to use the study results? (including photos and video)
- Does the customer understand the impact of study activities on operations and the level of support required of him?

SAFETY - CHECKLIST

- Have all participants had the necessary safety training to be able to work on site?
- Have operators been informed about the study and what is expected of them in terms of process and rules? (see below)
- Safe speeds around and over scales
- Traffic pattern to be followed
- Pedestrian hazards where applicable
- Light vehicle presence hazards
- Light vehicle parking area and traffic pattern
- Communication procedures
- Spotter procedure
- Weighing procedure

**Similarly, have study participants been briefed about the following:**

- Machine hazards, including falling materials, vehicle movement, pinch points, slips and trips.
- Site hazards such as power lines, cables etc
- Maintaining eye contact with machine operators
- Use of signals and communication radios where applicable
- Noise, dust, heat exposure
- Traffic, parking and pedestrian areas
- Specific assignments and where to be when not in receipt of one.
- Are participants aware of the need to wear/use the appropriate PPE (Personal Protective Equipment) as per site requirements?
- Does the Scale Truck have all the necessary safety equipment?
- Wheel chocks
- Backup alarm
- Fire Extinguisher
- Revolving beacon light/s where required
- Safety traffic cones/tape
- Lights for nighttime operations.
RECOMMENDATIONS FOR SAFETY

- Always try to maintain eye contact with operators (considering blind spots around machines).
- Never stand or walk next to a stopped, loaded machine. Material may fall from the load body.
- All personnel should at all times stay clear of machines, whether on scales or elsewhere.
- Use safety traffic cones to mark the scales area, traffic areas, parking areas and any other areas required. Machines, parking and pedestrian areas should always be well communicated.
- Maintain visibility as best as possible – safety vests, antennas with flags, lights, beacons etc.
- Allow only minimum amount of people in study area.
- Machines should not be operated in reverse gear in the scale area unless a horn is sounded and the operator is under the direction of a spotter on the ground who is part of the scale study team.
- All participants driving or riding in all vehicles should wear seat belts at all times.
- Study participants should never walk under a raised portion of a machine – boom, bucket, body, bed, blade.
- Individuals should never enter pinch points of articulated machines while the engine is running.
- Review the scale area frequently for trip and fall hazards and eliminate.