OPF - Safe Work Procedures for Carry All/Utility Cart Operations

1. INTRODUCTION

The proper operation of electric or gas powered utility cart (carryall) is required of all OPF Employees. The information and instructions included in this program will enable Operators of utility carts (carryall) to avoid situations that may compromise their safety or the safety of those in the vicinity of the vehicle, and avoid damaging the vehicle or any of the vehicle’s accessories.

Although regulations or laws do not mandate the safe operation of these vehicles, this procedure will act as the guidelines for all OPF Employees who:

i. Use utility carts (carryall) for work purposes
ii. Provide service to utility (carryall) vehicles

2. PURPOSE

The purpose of this program is to ensure that utility cart (carryall) Operators are aware of the hazards that exist when operating a utility cart (carryall) and to prevent unnecessary damage or injuries that result from their misuse.

3. RESPONSIBILITIES

Assistant Vice Chancellor for Campus Services - Responsible for overall implementation of this procedure.

BGM, FMO and Support Services Directors, Managers, and Supervisors - Responsible for ensuring that all employees in their department who use or service utility carts (carryalls) attend the required safety training.

BGM Admin. and OPF Personnel Office - Responsible for ensuring training is provided, as necessary, and retaining the necessary documentation.

Operators - Responsible for their utility cart (carryall) vehicle according to the instructions set forth in this program.

Maintenance Mechanic – Responsible for providing necessary maintenance to the utility cart (carryall) vehicle according to the manufacturer’s specifications
4. PROCEDURES AND GENERAL OPERATIONS

a) Operators must have a current valid State of Hawaii driver’s license.

b) All Operators shall attend utility cart (carryall) safety training.

c) All Operators must pass a written test administered by the Instructor.

d) Carts can only be operated within the confines of the University of Hawaii at Manoa Campus.

e) Carts are not allowed in any area not designated by Police, Campus Security, and vehicle control policies.

f) Cart occupancy will be limited to the manufacturer’s specifications.

g) All Operators will maintain the safe speed limits of the cart as suggested by the manufacturer to avoid turning the cart over. The cart speed limit shall not be greater than 15 mph.

h) Carts must be equipped with a “slow moving vehicle” placard and a tall fiberglass whip with a “dayglo” orange flag affixed at the top.

i) Carts may only be operated on the road during the time between sunrise and sunset, unless equipped for operation with lights. The following is suggested:

    1. Headlights to be illuminated at all times during nighttime hours.
    2. The vehicle to be equipped with turn signals and brake lights.

j) Carts can only be operated by University employees WHILE ON OFFICIAL BUSINESS.

k) Carts are to be equipped with a roof and windshield to prevent road debris from striking the operator and/or passenger.

l) Carts are to be equipped with “roll-over” cages (when specified by the manufacturer) and safety belts.

m) Routes should be confined to wide service drive/sidewalks. Narrow walkways should be avoided since a cart could push pedestrians into the street, placing them in harm’s way.

n) USE EXTREME CAUTION ON blind curves and hills.
o) All Operators will come to a stop and allow pedestrian traffic to move from the area before proceeding.

p) Pedestrians have the right of way at all times. The driver of the cart will come to a complete stop at all cross walks when it is evident that pedestrians intend to cross.

q) If any mechanical or equipment problems are found, the vehicle is not to be operated until repairs are made. Notify the Maintenance Mechanic to make the repairs. Failure to make the necessary repairs could result in fire, property damage, severe personal injury, or death.

5. TRAINING

a) Utility cart (carryall) safety training shall include, but is not limited to, the following information:
   i. The policies and procedures that govern this program.
   ii. Responsibilities of those involved in the program.
   iii. An introduction to the utility cart (carryall) controls.
   iv. Daily pre-Start inspection procedure for safety and mechanical failure.
   v. Proper conduct for driving the utility cart (carryall), while obeying safety regulations.
   vi. Steps to take when leaving the cart.

b) All training is to be documented and include the Operator’s name, Instructor’s name, date of training, brief outline of the training, and copies of the written test.

c) Operator’s who fail the written test must go through the training program again.
6. SAFETY TRAINING OUTLINE UTILITY CART (CARRY ALL)

a) INTRODUCTION TO CONTROLS
   i. Key Switch
   ii. Forward-Neutral-Reverse Lever
   iii. Accelerator Pedal
   iv. Combination Service Brake and Hill (parking) Brake Pedal.

b) FUNCTIONS
   i. Key Switch- enables you to switch off the basic electrical system.
   ii. F-N-R-LEVER allows you to select the direction you wish to travel.
   iii. Accelerator Pedal releases the parking brake (if engaged) and controls the amount of fuel to run the engine.
   iv. Combination Service Brake and Hill Brake Pedal stops vehicle quickly when depressed and/or locks in place to act as a parking brake.

c) BEFORE STARTING THE ENGINE
   i. Inspect vehicle in accordance with the pre-start inspection guide.
   ii. If an item is found to be damaged, broken, or prevents the safe use of the vehicle, it must be reported to the immediate Supervisor. Do not use the vehicle.

   Note: IF ANY PROBLEMS ARE FOUND, DO NOT OPERATE VEHICLE UNTIL REPAIRS ARE MADE. FAILURE TO MAKE NECESSARY REPAIRS COULD RESULT IN FIRE, PROPERTY DAMAGE, SEVERE PERSONAL INJURY, OR DEATH.

d) STARTING THE VEHICLE
   i. Apply the parking brake and fasten seat belt.
   ii. Place the F-N-R lever in the neutral position.
   iii. Put the key in the ignition and turn to ON.
iv. Put the F-N-R lever in the desired position that you wish to go.

v. Release the parking brake.

vi. Depress the accelerator to start the motor.

e) DRIVING THE VEHICLE

i. Always check area behind vehicle before backing up.

ii. Two (2) persons are the maximum occupancy for these vehicles.

iii. Do not put hands, feet, or any other body parts outside the vehicle while it is in motion.

iv. Drive at posted speeds only, or less as conditions allow. Maintain a low speed on wet or slippery surface.

v. Avoid areas with wet or loose terrain. Drive vehicle on hard surface and avoid soft shoulders.

vi. Approach all blind corners, hidden driveways, and sharp turns with caution.

vii. Avoid travel over steep grades.

viii. Avoid reversing downhill

ix. Do not exceed the load capacity. Do not force the vehicle to pull a load which is too heavy.

x. Do not dismount until vehicle has come to a full stop.

xi. Remain seated and hold on while vehicle is in motion.

xii. NO ONE IS ALLOWED TO RIDE ON REAR DECK.

xiii. Pedestrians have the right of way at all times.

xiv. All Operators will come to a full stop and allow pedestrian traffic to move to another area.

xv. Come to a complete stop at all cross walks when pedestrian traffic is evident.
xvi. Always bring the vehicle to a complete stop before shifting the Forward-Neutral-Reverse lever.

f) LEAVING THE VEHICLE:
   i. Engage the parking brake.
   ii. Put the F-N-R lever in neutral position.
   iii. Turn the key to OFF position, release safety belt, remove the key and take it with you.

g) FUELING THE VEHICLE:
   i. Turn switch to the off position and allow 15 minutes for engine to cool before fueling.
   ii. Never pour gasoline into the fuel tank when the engine is hot or while it is running.
   iii. To avoid electric arc caused by static electricity, the fuel storage pumping device must be grounded. If the pump is not grounded, the vehicle must be grounded to the pump before and during operation.
   iv. If the vehicle has an all-weather enclosure installed, the gas tank must be properly vented as per manufacturer’s instruction.
   v. To avoid the possibility of fire, be sure to clean up any spilled gasoline before operating the vehicle.