



# Equipment Training

## A Part of Workplace Safety

University Facilities (UF)  
Internal Standard: 01.B.02.01  
Effective Date: February 2019  
Last Modified Date: February 2019  
Approved by: Todd Barnette

This document establishes official Standard for what equipment requires training before using and how to obtain that training.

## Purpose

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The safety of our employees operating heavy/industrial equipment and others who may be near equipment while in operation is one of the highest values to CU Facilities.

## List of Equipment Requiring Training

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### Forklifts

#### *Class 4 & 5*

Anyone who is expected to operate a class 4 or 5 forklift

#### *Class 7 (JCB or Lull)*

Anyone who is expected to operate a class 7 forklift.

### Aerial Work Platforms

Anyone who is expected to operate any of the following equipment:



*Man Lifts*

*Boom Lifts*

*Scissor Lifts*

*Bucket Trucks*

## Earth Moving Equipment

Anyone who is expected to operate any of the following equipment:

*Skid-Steer*

*Front-end Loader*

*Backhoe*

*Mini-Excavator*

*Bulldozer*

*Motor Grader*

*Trencher*

## Scaffold Building

**Certification cards will be issued when training is completed successfully. The Card will identify the renewal date. A competent person must supervise the erection, modification, and disassembly of scaffold used in Facilities.**

# Vehicles

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Clemson University has adopted the SC Fleet Safety Program established by the SC State Budget & Control Board. Anyone who:

- operates a state-owned vehicle as part of their job
- is permanently assigned a vehicle
- is at fault in a preventable accident in a university vehicle or
- has a motor vehicle record showing:
  - nine or more violation points,
  - two state vehicle accidents, or
  - three total vehicle accidents

must have a valid state license and must take the Clemson University AAA Driver Improvement Training (refresher required every 3 years).

An Accident Review Board will review all accidents involving CU vehicles. SC Code of Law 1-11-141 provides that state employees may be assessed up to \$200 if found fault in an accident.



## Type of Vehicle License Requirement

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**Class B** commercial driver's license is required to operate a single vehicle with a gross combination weight rating of 26,001 or more pounds or tow a vehicle not heavier than 10,000 pounds.

With a **Class B** CDL and the appropriate endorsements, you may drive the following types of vehicles:

*Straight trucks*

*Dump trucks with small trailers*

*Large passenger buses*

*Tractor-trailers*

*Segmented buses*

*Box trucks*

Classroom and behind-the-wheel instruction consists of:

Laws relating to either interstate and/or intrastate commercial motor vehicle operations; map reading, completion of drivers' daily log books, pre-trip inspection of commercial motor vehicles and both safety and operational equipment; coupling and uncoupling of combination units, if the commercial motor vehicle to be driven includes such units; place the commercial motor vehicle in operation; use of the commercial motor vehicle's controls and emergency equipment; operation of the inner-city and interstate highway traffic and passing; turning, backing, and parking the commercial motor vehicle; and braking and slowing the vehicle by means other than application of the brakes.

**Entry Requirements/What to Expect:**

- Be at least 18 years of age
- Possess a valid South Carolina Driver's license
- Provide a certified 10 year driving record
- Provide a DOT Physical including long-form
- Possess a SC CDL Beginner's Permit
- Copy of Social Security Card



Please submit copy of driver's license, 10 year driving record, DOT Physical, copy of social security card and copy of Beginner's Permit. Once items have been submitted you may register for class.

Upon request, you will be provided with information that will assist you as you are studying and taking the CDL Beginner's permit exam.

Drug screening will take place the first day of class. You can also expect to go through an additional random drug screen sometime during your CDL program.

## Procedure

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When a supervisor determines that one of their employees is expected to perform work using any of the above equipment, they will notify the employee of the training required and will schedule such training with Tim Nix (Safety Manager) or Cecelia Jackson (Training Manager) @ 656.0608. Refresher / recertification needs will be monitored and scheduled by the Facilities Training Office.

Employees shall not operate such equipment without proper certification.