

# CHAPTER 19

## BICYCLE SAFETY

### **PURPOSE**

The purpose of this procedure is to provide a plan for safe operation of bicycles and to identify the requirements of their use while on company jobsites and property.

### **RESPONSIBILITY**

Each Operation Manager is responsible for restricting the use of Company furnished bicycles to authorized personnel. Employees who misuse Company bicycles may be subject to disciplinary action. All riders of Company bicycles are responsible for reporting any damage or deficiency to their Supervisor. Repairs and adjustments can only be accomplished if the employee adequately documents and reports these issues. Failure to report unsafe conditions can result in an accident.

### **SCOPE**

This procedure applies to bicycles with respect to:

- General Rules & Requirements
- Visual Inspection
- Annual Inspection
- Repairs
- Accident Reporting
- Weight Capacities

### **GENERAL RULES & REQUIREMENTS**

The following are good rules and requirements that must be followed when using a bicycle as transportation on the jobsite.

1. All bicycles shall obey all rules of the road that apply to motorized vehicles (e.g., ride on the right hand side of the road with the flow of traffic; use hand turning signals; etc.)
2. Yield to pedestrians at intersections and crosswalks.
3. Riding bicycles on sidewalks is prohibited.
4. Short cuts through process units are not allowed when traveling to and from work locations.
5. Employees shall not ride bicycles through units while in turnaround.
6. Do not ride bikes through or into warehouses, shops or control rooms.
7. All riders shall yield to rail traffic.
8. Never ride over railroad tracks, walk the bike over.
9. Ride single file using the right lane of the road, not the shoulder.
10. Never carry any heavy objects or material that will not safely fit in the basket.
11. Never carry more than 15lbs. in the basket.
12. Keep both hands on the handle bars at all times while in use.
13. Never attempt to carry coffee, soft drinks or any other objects with one hand.
14. Avoid riding over pits in the road and sewer drains.
15. Reflectors must be posted at the front and rear of the bike.
16. Never carry passengers on bicycles.
17. Do not attempt to repair bikes with tape, rope or wire.
18. Never alter the bike in any way.
19. Park bikes in bike racks or in a upright safe location (not laying on the ground) and out of travel paths.
20. Only use bikes that have a current inspection.
21. Never horseplay on bikes.

## **VISUAL INSPECTIONS**

All bikes shall be inspected before each use. As followed in the Safety Inspection Form. If a bicycle is found to be unsafe the reason must be documented on the Safety Inspection Form (comment area). The bike must be taken away from the work area and a tag must be applied on the handle bars of the bike (Do Not Use). The Site Supervisor shall contact an office Manager and report unsafe conditions. It will be the responsibility of the Manager to contact the repair shop or send parts for minor repairs such as tire tubes, light reflectors etc. Note: It is prohibited to ride a bike while it has a tag.

## **ANNUAL INSPECTIONS**

All bikes are to be inspected on an annual basis. Each bike must be inspected by a supervisor or a member of the safety department. It is the responsibility of the owner/group leader to get the bike(s) to a safe location to be inspected. The inspection date will be logged into a database along with the serial number, location, and responsible person or group. Each bicycle will be fitted with an identification/serial number and date of last inspection. This inspection is valid for one year.

## **REPAIRS**

Any bike in need of major repairs (such as chain, frame work, brakes, handle bars etc.) should be tagged and taken off of the jobsite as soon as possible for repairs, not to exceed a 24hr. period. All major repairs will be done at the main office or at the designated bike shop. Minor repairs can be made at the jobsite by an employee (such as replacement of tubes, pedals, reflector, etc.) All parts must meet or exceed the original equipment manufacturer (O.E.M.) specs.

## **ACCIDENT REPORTING**

Bicycle riders involved in an accident shall immediately notify their supervisor or team leader of the incident. It will be the responsibility of the supervisor to report to and fill any client required paperwork. An Incident/Accident and possibly Investigation form will be filled out by the safety department. All incident/accident findings will be posted and available for any individual or employee.

## **WEIGHT CAPACITIES**

All bikes operated by HTS AmeriTek employees will have a weight capacity of 300lbs. (per manufacturer specifications) unless otherwise specified with an additional tag to give the weight capacity. The combined weight of the rider and equipment being carried shall never exceed the weight capacity for any bike.

# HTS AmeriTek Bicycle Safety Inspection Form

Inspector: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Serial Number: \_\_\_\_\_

## Steering (If unsafe, remove from service)

- | Safe                     | Unsafe                   |                            |
|--------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Stem Bolt Tight            |
| <input type="checkbox"/> | <input type="checkbox"/> | Gooseneck Tight            |
| <input type="checkbox"/> | <input type="checkbox"/> | Handle Bars Tight & Secure |
| <input type="checkbox"/> | <input type="checkbox"/> | Handle Bar Grips Good      |

Comments:

---

---

## Wheels & Breaks (If unsafe, remove from service)

- | Safe                     | Unsafe                   |                                   |
|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Wheels Secure (Wheel Nuts Tight)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Wheels True, Round & Tensioned    |
| <input type="checkbox"/> | <input type="checkbox"/> | Tire Tread Good w/o Dry Rot       |
| <input type="checkbox"/> | <input type="checkbox"/> | Tire Inflated to Correct Pressure |
| <input type="checkbox"/> | <input type="checkbox"/> | Tires w/o Impaled Materials       |
| <input type="checkbox"/> | <input type="checkbox"/> | Spokes Unbroken & Tight           |
| <input type="checkbox"/> | <input type="checkbox"/> | Bearings Adjusted Properly        |
| <input type="checkbox"/> | <input type="checkbox"/> | Brakes Adjusted                   |

Comments:

---

---

## Frame (If unsafe, remove from service)

- | Safe                     | Unsafe                   |                                   |
|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Serial Number Tag Attached        |
| <input type="checkbox"/> | <input type="checkbox"/> | Bearings Adjusted                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Crank Bolt Tight                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Frame Welds w/o Cracks            |
| <input type="checkbox"/> | <input type="checkbox"/> | Frame Straight                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Reflectors Mounted (Front & Back) |

Comments:

---

---

**Chain (If unsafe, remove from service)**

- | Safe                     | Unsafe                   |                            |
|--------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Links undamaged            |
| <input type="checkbox"/> | <input type="checkbox"/> | Snug Fit Around Derailleur |
| <input type="checkbox"/> | <input type="checkbox"/> | Clean & Oiled              |
| <input type="checkbox"/> | <input type="checkbox"/> | Chain Guard in Place       |

**Comments:**

---

---

**Peddles & Saddle (If unsafe, remove from service)**

- | Safe                     | Unsafe                   |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Saddle Securely tightened to Seat Post           |
| <input type="checkbox"/> | <input type="checkbox"/> | Seat Post Securely tightened to Frame            |
| <input type="checkbox"/> | <input type="checkbox"/> | Peddles are Secure in Peddle Crank               |
| <input type="checkbox"/> | <input type="checkbox"/> | Paddles are Slip Resistant (Not Worn or Cracked) |

**Comments:**

---

---



1. Saddle
2. Brake Pads
3. Lights & Reflectors
4. Brake Cables
5. Shifter Levers
6. Pedals
7. Pedal Cranks & Bottom Bracket
8. Chain Sprocket
9. Tires & Spokes
10. Derailleur
11. Gear Cluster
12. Wheel Bearings

**Note:** If any of the boxes above are checked unsafe, do not use bike. Specify reason for unsafe use in comment area. Place a Do Not Use Tag on the handle bar of bike. Take the bike away from the work area and report it to your supervisor or Operation Manager.

