



UNIVERSITY OF
NORTHERN COLORADO

Environmental Health and Safety

Powered Industrial Equipment Program

March 2024



UNIVERSITY OF
NORTHERN COLORADO

Environmental Health and Safety

Powered Industrial Equipment Program
Table of Contents

- I. Purpose
- II. Definition
- III. Responsibilities
- IV. Personal Protective Equipment
- V. Inspections and Maintenance
- VI. Operating Requirements
- VII. Training and Record Keeping

Appendices

Appendix A	Pre-Operation Checklist
Appendix B	Pre-Operation Inspection Guidance
Appendix C	Powered Industrial Equipment Training Guide
Appendix D	Powered Industrial Equipment Training Checklist
Appendix E	Operator Certification Cards



UNIVERSITY OF
NORTHERN COLORADO

Environmental Health and Safety

Powered Industrial Equipment Program

I. Purpose

The purpose of this program is to establish criteria for the training of industrial operators and to ensure employee's health and safety while operating and/or working around specified equipment. Each department is responsible for ensuring that employee's expected to operate powered industrial equipment (PIE), receives proper training on the use of the equipment, dangers associated and reviews this procedure prior to beginning PIE operations.

II. Definition of Powered Industrial Equipment

Powered Industrial Equipment (PIE) refers to motorized, gas or electrically powered equipment utilized to carry, push, pull, lift, stack, excavate or remove materials. This includes, but is not limited to fork trucks, skid steers, excavators, plow trucks, sweepers, mowers, loaders and tractors with their various attachments. The term PIE does not include utility carts, motorized hand trucks or the motorized vehicles used by personnel for day to day operations.

III. Responsibilities

In order for this program to be effective, employees working on or with specified equipment shall understand and take an active role in meeting these responsibilities. Due to the potential hazards associated with various types of work activities, the specific responsibilities outlined below should be followed.

A. Managers and/or Supervisors of employee's shall:

- Understand hazards specific to PIE.
- Ensure that all employees under their direction who are designated to operate PIE are trained, evaluated and certified prior to any operation of the equipment.

- Ensure employee certifications are up to date and schedule refresher training every three years.
- Retain completed inspection forms for a minimum of three years
- Notify EHS of any accidents or near-misses involving any PIE.
- Grounds: Implement SOP's for pre-shift inspections by the Facilities Management Equipment Mechanic that do not supersede these guidelines but shall encompass their direction. Any deviation from the said SOP shall be reverted back into this programs scope.

B. Operators shall:

- Understand the hazards specific to each piece of equipment.
- Operate equipment in accordance with this program and safe operating practices.
- Will follow other UNC procedures/guidelines in congruence with this program where applicable
- Attend and complete required training.
- Perform proper pre-use inspections and submit the completed inspection to the appropriate party as indicated on the form.
- Report all accidents immediately, regardless of damage or injury, to their supervisor. If injuries occur contact emergency personnel for medical treatment.
- Immediately report any problems or unsafe conditions to their supervisor.

C. Environmental Health & Safety shall:

- Evaluate and update this program as needed.
- Assist in providing training, as requested.
- Collect/ maintain completed training forms for a minimum of three years.
- Conduct accident investigations.

IV. Personal Protective Equipment

Employees shall wear the appropriate personal protective equipment (PPE) while operating or working around equipment.

PPE to be worn includes, but is not limited to the following:

- Eye Protection
- Appropriate Clothing for the Job
- Bright Colored Safety Vest/ Clothing (Earth Moving and Snow Removal Operations).
- Hard Hats (i.e. Earth Moving Operations, etc.)

Additional PPE varies according to the application site and choice of equipment.

*PPE should be checked daily to ensure it is in proper working condition

V. Inspections and Maintenance

The operator shall always perform complete pre-operational inspections of equipment prior to operation. Pre-operational inspections are conducted to identify equipment defects which could create hazardous conditions.

All equipment operators should receive proper training on how to conduct a thorough pre-operational inspection necessary to identify, correct and report equipment defects.

The Pre-Use Checklist (Appendix A) shall be turned into the department supervisor daily for each operational period throughout the work day. The Supervisor shall maintain inspections for a minimum of three years from the date of completion.

PIE's found to be unsafe shall be removed from service immediately. The equipment shall be tagged out, and a work request submitted to Facilities Management for repair.

VI. Operating Requirements

Only trained and authorized employees shall be permitted to operate the designated equipment. Operators must also have a current and valid driver's license.

The following are safe operating procedures for PIE:

- Fork Trucks
- Loaders
- Tractors
- Skid Steers
- Plow Trucks
- Mowers/Sweepers
- Excavators
- Backhoe

A. Operations

The safe operations of PIE are essential to this program and the following are general guidelines to be implemented:

- Climb in and out of the equipment with three points of contact.
- Familiarize yourself with the controls before beginning operations.
- Always fasten seat belt and adjust to proper fit prior to starting.
- Always start equipment from the operator seat in well ventilated areas.
- Keep controls in neutral until engaging in operations.
- Ensure all gauges, lights and audible alarms are working.
- Sound the horn before traveling in a reverse direction.
- Drive at speeds compatible with working and weather conditions
- Never allow individuals to pass under elevated parts of the PIE or attachments associated with their operation.
- Choose the correct piece of equipment for the appropriate job.

- There shall be no riders authorized on any PIE, unless a proper passenger seat is provided.
- Ensure signs, caution tape, barriers/fences and other means of diverting pedestrian traffic are in place prior to operations when needed or directed.

B. Attachments

Specific attachments are utilized for a variety of tasks. These attachments can add extra hazards to already dangerous operations. It is important that extra caution is used while working with or around these attachments.

- Ensure attachments are in good working order, properly attached and are not damaged or have missing parts.
- Be aware of moving attachments and the speed/distance they may travel.
- Ensure outriggers are fully extended prior to any digging operations (i.e. Backhoe).
- Use extreme caution when operating under low overhead obstructions.
- Only an approved safety platform or cage may be used for lifting personnel (Refer to Aerial Lift and Scaffolding Guidelines).

C. Power Take-Off (PTO)

Serious injuries can occur while utilizing PTO devices and attachments. It is important to take extreme caution and extra safety steps before, during and after operations while using the PTO. The following are guidelines to follow:

- Wear proper clothing around PTO's. Loose clothing is easily catchable and can lead to injury or death.
- Keep all components of PTO systems shielded and guarded.
- While the engine is off, regularly test driveline guards by spinning or rotating them to ensure they have not become stuck to the shaft.
- Disengage the PTO and shut off the tractor before dismounting to clean, repair, service, or adjust machinery.
- Walk around tractors and machinery rather than stepping over a rotating shaft.
- Always use the driveline recommended for your machine. Never switch drivelines among different machines.
- Position the tractor's drawbar properly for each machine used. This will help prevent driveline stress and separation on uneven terrain and in tight turns.
- Reduce PTO shaft abuse by observing the following:
 - Engage power to the shaft gradually.
 - Avoid over tightening of slip clutches on PTO-driven machines.

- Avoid tight turns that pinch rotating shafts between the tractor and machine.

D. Roll Over Protection/ Falling Object Protection Systems (ROPS/FOPS)

ROPS/FOPS are installed for the safety of operators. They are designed to take the impact of a roll over or falling object to prevent injury or death.

- Ensure the ROPS/FOPS is in proper working condition and clear of any damage.
- Check bolts and other attaching devices.
- Always wear a seat belt when equipment is equipped with ROPS/FOPS.
- Use the designated draw bar (tow bar), Never attach ropes or chains to tow.
- Report damage, to the supervisor to fix or replace equipment as needed.

E. Ground Guides

The ground guide is an essential component to the safe operation of moving PIE. Ground guides are an extra set of operators “eyes” when maneuvering equipment in areas of limited visibility. Training and coordination between the Ground Guide and Operator is critical. Ground guides shall:

- Pre plan signals and work. Stop operations if there is any miscommunication of signals.
- Stay on the sides and at proper distances of the operational areas.
- When using multiple ground guides ensure all guides have a line of sight to at least one of the other guides.
- Be aware of pinch points in the work area, avoid being between the equipment and a solid object.
- Do not run or walk backwards during operations.
- Always wear safety vests and hard hats when working around attachments.

F. Street Travel

Street travel with PIE can create hazards. The following items shall assist operators:

- Obey all traffic laws as it pertains to road safety in PIE.
- Use signals while turning, using hand signals in equipment with no obvious lighted signals.
- Obey all posted speed limits.
- Pull over when equipment speed is slowing down normal traffic speed.

- Slow down and utilize horns while crossing areas with obstructed views from oncoming pedestrians or other vehicles.
- When operating in inclement weather or low light times utilize the auxiliary lighting system.

G. Power Lines

Working around power lines is an extremely dangerous aspect of operating any piece of equipment. Being conscience and aware of their location inside of an operational area is extremely crucial. It is imperative to keep a minimum distance of 15 feet from all above ground power lines. If it is necessary to get closer to power lines; consult with Facilities Management Electrical Department to either obtain power shut off or have professional guidance.

H. Pedestrian Traffic

Operators must be constantly aware of their surroundings. PIE operators are responsible for the safety of people in the vicinity of the equipment. In the event that PIE work needs to be conducted in the vicinity of pedestrians, operators must take special precautions to ensure that the work is isolated from pedestrian traffic.

I. Signs, Tape, and Barriers

If PIE is being used in an area near pedestrian thorough fares, operators are required to isolate the work area by establishing a perimeter and safely diverting pedestrian traffic around the work site. Signs, caution tape and barriers shall be used to create the perimeter of the work area. When conducting work next to buildings, additional signs may be needed at all building entrances and around the perimeter of the work area.

J. Dangerous Obstacles

Operators should be aware of pinch points and never position themselves between overhead hazards; such as joists and beams, the rails of the basket or fixed ground level objects. Accidental unwanted movement could result in a crushing hazard. Operators shall be aware of other dangerous obstacles and keep a minimum distance of 15 feet from all dangerous obstacles. Dangerous obstacles may include, but are not limited to:

- | | |
|-----------------------|----------------------|
| - Tools and equipment | - Mechanical devices |
| - Aerial lifts | - Pot holes |
| - Vehicles/Equipment | - Cranes |
| - Trenches and pits | - Power lines |

K. Tip-Overs

Tip-overs can occur when PIE is operated on soft or uneven ground, if the rated load limit is exceeded, near an embankment, or if the lift is struck by another vehicle/PIE. To help avoid a tip-over the following guidelines are recommended:

- Do not exceed the manufacturer's rated load capacity limits.
- Avoid unnecessary travel with loads in the elevated position.
- Do not drive near leading edges or holes.
- Do not raise a load on a slope or drive onto a slope when elevated.
- Do not drive onto uneven or soft surfaces with elevated loads.

L. Earth Moving

Earth moving is defined by the process of pushing, moving or excavating sands and soils for either emplacement of objects or removal of soils to alternate locations. Earth moving equipment for these practices may include but is not limited to:

- Skid Steers
 - Backhoes
 - Excavators
 - Loader Tractors
- Contact 8-1-1, a minimum of 72 hours before you dig.
 - Have at least one ground guide assisting with the work
 - Fence and barricade any trenches left open.

VII. Training And Record Keeping

Training shall be conducted upon hire to the University of Northern Colorado and refresher training at intervals of three year periods. See Appendix C (Training Guide) for details and format to follow for training employees.

All training records must include the dates of training sessions, contents or a summary of the training session, names of person(s) conducting the training, and names of persons attending the training session. Training that is conducted by departments must send a copy of the training roster to EHS.

Training records shall be retained by the EHS Department for a minimum of three years.

(Appendix A)

UNIVERSITY OF
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**PRE-OPERATION CHECKLIST
Powered Industrial Equipment**

Date: _____

Operator: _____

Equipment: _____

Shop: _____

Mile/Hour Reading: _____

Sign: _____

		OK	Description of defect	Date Reported	Date Corrected
1	Park Brake				
2	Service Brake				
3	Engine Brake				
4	Cab Condition				
5	Fire Hazards				
6	Fire Extinguisher				
7	Exhaust System				
8	Wipers/Windshield				
9	Lights				
10	Glass Windows				
11	Mirrors				
12	Controls				
13	Gauges/Instruments				
14	Back-up Alarm/ Horns				
15	Steps/Ladders/Rails				
16	Air Systems				
17	Seat Belts				
18	Bed Pins/Safety Prop/ Catches				
19	ROPS/FOPS				
20	Guards				
21	Tires/Tracks				
22	Fluid Levels/leaks				
23	Rims/Rings/Lugs/Spacers				
24	Steering Components				
25	Front Suspension				
26	Rear Suspension				
27	Transmission				
28	Frame/Components				
29	Communication/Radios				
30	Operators Manual/ Stickers				
29	Attachment: _____				

Comments: _____

Turn into supervisor after use

(Appendix B)

Pre-Operation Inspection Guidance

PRE-USE CHECKS SHALL BE PERFORMED PRIOR TO EQUIPMENT BEING OPERATED

1. PARK BRAKE

Stop vehicle on level ground in a secure area,

- a. Set the park brake and attempt to move the vehicle in a low gear based on gear characteristics. Manufacturer recommendations should always be followed

2. SERVICE BRAKE

Position unloaded vehicle on level ground in a secure area.

- a. Apply foot brake and observe air pressure gauge for normal pressure.
- b. Start the vehicle in motion and apply foot brake while traveling in both a forward and reverse direction to insure vehicle will stop under normal operating conditions.

3. ENGINE BRAKE

Stop vehicle on level ground in a secure area.

- a. Start vehicle and set park brake. Place transmission in neutral.
- b. Turn master control engine brakes switch to the "on" position. If equipped with multiple settings, select the lowest setting to prevent stalling the engine.
- c. Accelerate fuel pedal and then release fuel pedal to determine if the fuel pump micro-switch is operating properly. Equipment operator should now hear and feel the effects of the engine brake if operating properly.
- d. To check engine brake – clutch switch, depress clutch pedal with engine brake operating. Engine brake should stop operating with clutch pedal depressed.
- e. If engine brake fails to operate properly, check the following:
 1. Clutch switch and wiring.
 2. Fuel pedal pump switch (micro-switch) and wiring.
 3. Master control switch.
 4. Fuse panel.

4. CAB CONDITIONS

Check doors and door latches, windows and window controls, check cab for extraneous / unsecured materials such as bucket, jacks, fire extinguisher if equipped, and all other material / debris that may be hauled.

5. FIRE HAZARDS

Check the following areas for fire hazards:

- a. Fuel tank compartments
- b. Battery storage compartments
- c. Engine compartment
- d. Cab compartment

6. FIRE EXTINGUISHER/FIRE SUPPRESSION SYSTEM

Check the following:

- a. Location and accessibility
- b. General condition – charged or discharged, discharge safety pin, hose and nozzle, handles
- c. Examination/inspection date tag

7. EXHAUST SYSTEM

Conduct a visual examination of the exhaust system for leaks, cracks, holes and deterioration that could allow exhaust fumes to enter the cab compartment.

8. WIPERS/WINDSHIELD

- a. Conduct a visual examination of the wiper arms, blades and observe for proper operation.
- b. Check all mechanical components for deterioration of rubber and plastic parts.
- c. Check windshield glass for cracks, proper installation, condition and adequate visibility.

9. LIGHTS

Check lens, mounting and proper operation of all lights.

10. GLASS WINDOWS

Check for cracks, proper installation, condition, adequate visibility and proper operation.

11. MIRRORS

Check for secure installation, properly adjusted, and visibility.

12. HORN (FRONT)

Check for proper operation, audible above background noise.

13. GAUGES AND INSTRUMENTS

Check all gauges and instruments for proper operation.

14. BACK-UP ALARM

Check for proper operation:

- a. With ignition switch on, put transmission in reverse and listen for back-up alarm that must be audible above background noise
- b. If equipped with a strobe light for use during hours of darkness the light must be visible.

15. STEPS/LADDERS/RAILS

Check steps, ladders and rails for secure installation and slipping/falling hazards. (mud, ice, grease, etc.)

16. AIR SYSTEMS – PROPER OPERATION

- a. Start vehicle and allow air pressure to build to proper operating range.
- b. Check air gauges for proper operating range to insure the air system is charged properly and that the air compressor and governor are operating properly.
- c. Check all master control valves and all other control valves for leaks and proper position.
- d. Depress air brake pedal and keep depressed while observing air gauge for excessive loss of air pressure.
- e. Walk around the vehicle while looking and listening for air leaks in hoses, valves and all air connections.

17. SEAT BELTS

Check for proper installation, proper operation and check for worn/damaged parts.

18. BED PINS/SAFETY ROPS/CATCHES

Check for availability and substantial bracket installation

19. ROPS/FOPS

Check for proper installation, construction and design as required by the manufacturer.

20. GUARDS

Fan belts, pulleys, power take-off, sprockets and couplings

21. TIRES/TRACKS

- a. Check tires for proper mounting, cuts, broken beads and sidewalls, excessive wear and proper inflation.
- b. Check tracks for excessive wear, excessively worn or broken pads, defective idlers and pulleys, gear drives and improperly adjusted tracks.

22. FLUID LEVELS/LEAKS

Check around and under equipment for leaks. Always follow manufacturer recommendations with regard to proper fluid levels.

23. RIMS/RINGS/LUGS/SPACERS/SPOKES

- a. Observe proper mounting and general condition of required components.
- b. Check for missing bolts, cracks in rings, missing or defective wheel studs.
- c. Check rims for cracks, broken stop mechanisms, keeper and retainer rings and evidence of wheel slippage.

24. STEERING COMPONENTS

Check steering wheel sector linkage, fluid levels, hoses, drag links, pitman linkage, tie rod linkage, spindle linkage, sector gear mounts, keeper pins and steering connections.

25. FRONT SUSPENSION / STEERING, AXLE / SPRINGS / HANGARS / PINS / CENTER BOLTS

Check for proper mounting and for missing and defective components including U bolts, springs, spring pins and keepers, hangars, struts and brackets.

26. REAR SUSPENSION / DRIVE AXLES / SPRINGS / HANGARS / PINS / KEEPERS /BOGIE ARMS AND BUSHINGS

Check for proper mounting and for missing and defective components including U bolts, springs, spring pins and keepers, hangars and brackets.

27. TRANSMISSION

Check for proper operation to detect any slippage, flying out of gear or other improper shifting under normal operating conditions. ***If equipped with retarders – test for proper operation.***

28. FRAME / CROSS MEMBERS

Examine main frame and cross members for cracks and worn or defective components.

29. COMMUNICATIONS / RADIOS

If used or applicable – maintain CB or other communication device in proper operational condition and be familiar with the channel being monitored for the affected area. ***Observe and comply with all traffic and communication signs.***

(Appendix C)

UNIVERSITY OF
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Powered Industrial Equipment Training Guide

I. Powered Industrial Equipment at UNC

Includes but not limited to the following:

2000 Bobcat 773 Skid-Steer Loader	Toro 4000d Mower
2000 Vermeer BC935 Auto-Feed Chipper	Tailift 35 Forklift
2017 Kubota Tractor	
2021 Ventrac 4500Z	
Holland L 555 Deluxe Skid	
Various Rental Equipment (as needed)	

Attachments which include, but not limited to:

1979 Jacobsen Turf Sweeper	Over Seader C51548 2001
1996 Mill Creek Aerator 840	Land Pride Solid Stand
1985 Continental Belton 3-point auger	

II. Pre-Operation Training

- A. *Review the UNC Powered Industrial Equipment Program*
- B. *Review Operator's Manual or Manufacturer Training/Safety Videos*
Provided by Manager or Selected Trainer

III. Proper Start Up Operations and General Use

To include at a minimum:

- A. Start Up and Shut Down
 1. Proper methods of fueling, maintenance, and lubrication as required by the Manufacturer
 2. Pre-start procedures, which include proper safety checks
 3. Starting and warming up the machine
 4. Proper operational procedures, which include use of all controls

5. Review of travel maneuvers necessary for the types of terrain they will encounter
6. Proper hook-up of equipment and attachments that may be used with the machine
7. Operation of the equipment with various attachments
8. Proper shut-down procedures
9. Proper transportation and load securement procedures

B. On Campus

1. Pedestrian Safety
2. Overhead Power lines
3. Irrigation valve box locations
4. Height clearance: buildings, breezeways and trees
5. Blind spots and Use of Ground guides

C. Power-Take-Off (PTO) Safety

1. Components of the PTO
2. Hazards of Stub and Drivelines
3. Entanglements
4. PTO Guards or Shields
5. Proper Safety Practices

D. Personal Protective Equipment

1. Hardhat and Safety Vests
2. Ear /Hearing Loss Protection

E. Excavation Safety Precautions

1. Required Utility locates and procedures
2. Perimeter safety: Fencing vs roping
3. Traffic control
4. Hardhat/Safety vests Zone
5. Trenching/shoring Procedures
6. Excavation safety Inspection

IV. Equipment Operation Demonstration (Hands On)

1. Safety checks
2. Controls
3. Ability Test / Demonstration
4. Operating on road and turf / travel maneuvers
5. PTO Attachments: orientation and operation.

(Appendix D)

UNIVERSITY OF
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Powered Industrial Equipment Training Checklist

Equipment		Make	Model	Year	Operator	
					Bear #	
Date		Trainer			Op Dept.	

Pre Operation

- Walk around
- Tires, windshield
- Flashers
- Back up beepers
- PTO guards
- Hydraulic hoses

Op Initial	Train In	Comments

Startup Procedures

- Safety belts, seat adjustments
- Mirrors
- Turnsignals
- Fueling - Before and After
- Diesel v. Gasoline
- Reserve tanks

Op Initial	Train In	Comments

PPE

- Goggles
- Hearing
- Safety Vest
- Hardhats
- Gloves

Op Initial	Train In	Comments

Starting & Warming up Engines

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Operational Procedures

Op Initial	Train In	Comments
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Use of Controls/ levers/ Toggle switches
 Brakes and Acceleration
 Travel Manuevers
 Terrain
 Transport on streets
 Proper Turning
 Radius
 Curbs/wheelstops
 Load securement
 Direction of Discharge and projectiles
 Pedestrians
 Parked Vehicles

Overhead Obstructions

Powerlines
 Tree branches
 Breezeway
 heights

Op Initial	Train In	Comments

Weight Limitation Locations

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Excavations and Backhoes

Utilitiy Locates Prior to Digging

Op Initial	Train In	Comments

Ground Guides

Directing Backing up
 Pot holing
 site obstructions: utility poles, light poles,
 Utility Irrigation Boxes
 Hand Signals/ Directing
 Safety fencing set ups
 Safety perimeter: Cones, rope, caution tape

Op Initial	Train In	Comments

Excavating

Location of Spoil Piles
 Inspection for Trench/Shoring Entrance
 Going Downhole

Op Initial	Train In	Comments

Equipment Attachments

Proper Hook up procedures
PTO (Power -take-off) Safety
Components of
PTO
Hazards of Stub and drivelines
Entanglements
Guards and
Shields
Safety Practices

Op Initial	Train In	Comments

Transportation Methods with Attachments

Travel maneuvers / Terrain concerns

Op Initial	Train In	Comments

Trainer Signature _____


Date: _____


Operator
Signature _____


Date: _____


(Appendix E)


Operator Certification Cards


	This Certificate Card Hereby Authorizes This Employee: _____ To Operate The Equipment Marked Below In Accordance With The UNC Powered Industrial Equipment Program.	
	Issued Date: _____ Expiration Date: _____	
University of Northern Colorado Operator Certification Cards		
Skid Steer <input type="checkbox"/>	Excavators <input type="checkbox"/>	Fork Truck <input type="checkbox"/>
Sweeper <input type="checkbox"/>	Loader <input type="checkbox"/>	Plow Truck <input type="checkbox"/>
Backhoe <input type="checkbox"/>	Tractor <input type="checkbox"/>	Mowers <input type="checkbox"/>
Employee Signature: _____ Authorizing Signature: _____		

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Employee Signature: _____ Authorizing Signature: _____		