

Bicycle Procedure	Document No.: RSW-SAF-067-DT	Approval Date: 07/29/16	Page 1 of 5
	Revision No.: 10	Next Revision Date: 07/29/21	
	Document Custodian: Environmental, Safety and Security		

1.0 PURPOSE

- 1.1 The purpose of this procedure is to; provide safe work rules, specify what is required of a bicycle in order to be eligible for use on this site, specify what is required of a bicycles user on this site, and reduce the risk of injury while riding bicycles.

2.0 SCOPE

- 2.1 This procedure applies to all persons using bicycles or similar, non-motorized equipment on Michigan Refining Division (MRD) property.

3.0 PROCEDURE

3.1 Pre-use Inspection

- 3.1.1 The bicycle shall be inspected before each use. The inspection shall follow the items in the [Daily and Annual Inspection checklist](#). (See Attachment B)
- 3.1.2 If any deficiencies exist, they should be corrected before use, or turned into maintenance for repairs. If the bicycle must be turned in for maintenance, mark the bicycle as a warning to others, by securing a tag to the handlebars. The tag should state “**Maintenance Required, Do Not Use**”, or something similar.
- 3.1.3 A weather resistant copy of [Daily and Annual Inspection Checklist](#) shall be attached to all bicycles, preferably to the bicycle’s baskets if available. (See Attachment A)

3.2 General Safety Rules

- 3.2.1 Every bicycle shall be equipped with front and rear wheel fenders, a chain guard, and wheel reflectors that are visible from all sides.
- 3.2.2 Every bicycle shall be equipped with a rear brake that will enable the braked wheel to skid on dry, level, clean pavement.
- 3.2.3 Baskets are only for light loads that properly fit into the basket.
- 3.2.4 Helmets are not required to be worn in areas that do not require hardhats. However, bicycle helmets for these areas can be obtained through the Safety Department.

3.3 Riding Techniques

- 3.3.1 Keep both hands on the handlebars and remain seated while the bicycle is moving.
- 3.3.2 Control the bicycle’s speed by using the bicycle’s brakes rather than dragging your feet.

- 3.3.3 Ride slowly in any adverse weather and apply your brakes earlier as it may take more distance to stop.
- 3.3.4 Park bicycles in a way that prevent them from falling over and where they will not be in the way of pedestrians or vehicular traffic.
- 3.3.5 The bicycle is considered a vehicle; therefore all traffic signs must be obeyed and pedestrian traffic shall be given the right-of-way. You may however, ride a bicycle on a normally restricted road to vehicle traffic after signing in at the complex control room or completing a Safe Work Permit.

3.4 Riding Restrictions

- 3.4.1 Only one person is allowed on a bicycle at any time.
- 3.4.2 Bicycles shall only be ridden on rolled and graded surfaces. You may not ride in construction sites or congested areas.
- 3.4.3 No person riding upon any bicycle shall attach the bicycle or himself to any moving vehicle.
- 3.4.4 Do not "stunt ride" or hitch a ride on other vehicles.
- 3.4.5 Do not use any communication device while moving on the bicycle.
- 3.4.6 Do not use bicycles when ice or snow is present.
- 3.4.7 Administration Building Campus Travel
 - 3.4.7.1 MPC bicycles may only be used to access the Lab, 11B, and Complex 6 from the Administration Building. Riding on the city streets to the East Plant or West Plant is prohibited.

3.5 Maintenance Department

- 3.5.1 The Maintenance department will collect all bicycles from service each fall and return them to the owning department each spring after freezing weather passes.
- 3.5.2 Maintenance shall utilize [The Daily and Annual Bicycle Inspection Checklist](#) and correct each noted deficiency. Maintenance shall keep written records of the annual inspection.

3.6 Safety Department

- 3.6.1 The Safety Department will issue the end of season and beginning of season bicycle bulletins and will indicate were to turn in the bikes for the season.
- 3.6.2 Any questions on the bicycle procedure should be forwarded to the appropriate owning department and/or Safety.

4.0 DEFINITIONS

- 4.1 Bicycle - Bicycle and tricycle terms are used interchangeably.
- 4.2 Rolled and Graded

A flat road that is leveled with a weighted road roller or graded with a road grader, stone that is not loose.

5.0 REFERENCES

6.0 ATTACHMENTS

6.1 Attachment A – Standardizing Information

6.2 [RSW-SAF-067-Form01-DT – Daily and Annual Bicycle Inspection Checklist](#)

7.0 REVISION HISTORY

Revision number	Description of change	Written by	Checked by	Effective date
6	Added Existing Solid Tire stock numbers	J. Wolfe	L. Mazur	6/27/12
7	Scheduled review no changes	J. Wolfe	S. Windom	07/30/13
8	Corrected page numbering in header	F. Ebbert	S. Windom	09/19/13
9	Updated header per RGD-1051-DT, corrected dating in footer	F. Ebbert	J. Rabideau	11/04/15
10	Added section 3.2.4 regarding bicycle helmets and section 3.4.7 for Admin Building campus travel restrictions	J. Stefko	J. Rabideau	07/29/16

ATTACHMENT A

Standardizing Information

Type	Name	Order Number
Bicycle	Sun Atlas Industrial Bicycle	XX507599
Tricycle	Sun Atlas Industrial Cargo Trike	XX507601
Tag	Inspection Tag	90500115
Zip Tie	Ty-Rap Self Locking Tie	55684003
Tire	Solid 26" foam tire for Bicycle	90100108
Tire	Solid 24" foam tire for Tricycle	90100114

ATTACHMENT B

Daily and Annual Bicycle Inspection Checklist

OK	NO	Handlebar and seat position = The handlebars should be tight and properly aligned with the front wheel. The seat must remain in position while in use.
OK	NO	Pedals = The pedals should be firmly secured to the crank arms and turn freely. Rubber treads should be intact.
OK	NO	Wheels = Test for proper balance by picking the bicycle up and spinning the wheels. The wheels should not rub against any part of the frame, fender or brakes.
OK	NO	Rims = The rims are free of significant rust, dents or kinks. Nuts that attach the wheel to the frame are tight. Replace missing spokes.
OK	NO	Tires = Inflate tires to the pressure marked on their sidewall. Check with a gauge if in doubt. Replace tires when the tread is worn smooth or the tires show obvious defects such as bulges or splits.
OK	NO	Chain = Check for bent or broken links, excessive dirt or rust, and obvious signs of imminent failure. When a chain is in its proper position, it should have approximately 1/2-inch of slack. Lubricate as needed.
OK	NO	Pedal brakes = Pedal brakes should be capable of making the rear wheel skid. The lever arm should be secured to the bicycle frame.
OK	NO	Reflectors = Each bicycle should three intact reflectors – one on both wheels and one rear reflector.

**Circle or Highlight the Applicable Response*

Print this list and use it to check bicycles

If a "No" is answered for any of the above questions, the bicycle should be tagged as unusable and removed from service until the defect is corrected. If the defect cannot be corrected, the bicycle should be destroyed or discarded. It is not necessary to make a written inspection for daily use.

The following section will be completed by Maintenance during the annual inspection.

Bicycle ID Number: _____ Owning Dept: _____

Inspector: _____ Date: _____