Safe Systems of Work

4.2.4 Patching Reinstatements and Other Minor Works

POTENTIAL HAZARDS



- Fast Moving Traffic
- Wide Loads
- Working with construction plant
- Lifting & Carrying materials and equipment
- Working near overhead electric lines

PRE-OPERATION CHECKS



- Charge hand / supervisor in charge of works has all relevant information.
  - o The Detailed Work Pack.
  - o All identified risks.
  - o Mitigation plans for avoiding identified hazards.
  - o Information regarding underground services.
  - o Information regarding overhead cables.
  - o Temporary traffic management plan with road diagram.
  - o Any relevant site photographs.
  - o Knows appropriate skill levels and competencies of crew
  - o Trainees are assigned competent person for over watch.

DURING OPERATIONS



- Charge hand / Supervisor must ensure no work starts until
  - o an On-site risk assessment has been carried
  - o all works vehicles are positioned in line with signing and coning.
  - o all vehicles are positioned to protect workforce if needed but fitted with appropriate hazard warning signage
  - o all operators are wearing correct PPE fit for task and in good condition
    - It is recommended that operatives also wear hi-visibility trousers when working on high

    speed roads (speed limit over 30mph) or in low light conditions.
  - o a Health and Safety file (Part of Work pack) is compiled for the site and available
  - o all signage is set out in accordance with Chapter 8. Paying attention to signage position, traffic control and road widths.
  - o signing and traffic control is setup according to section

• All work will be confined to one side of the road, i.e. work in the direction of the flow of traffic
• All tools, plant and equipment must be parked on the side of the carriageway on which work is
being carried out so as to avoid operators crossing the traffic flow.
• Persons operating Stop-Go boards must be competent. Instruction and training should be given if necessary.

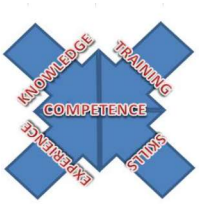


In a multi operation situation the Supervisor will detail one person to control operations.
The work area should be coned off.
Where possible a safety zone should be established.
• Underground services
  o All information detailing underground services should be available in the Work Pack prior to working on site.
  o All work should be carried according to section 4.7.2 of this manual "Avoiding danger from underground services".
• Overhead Services
  o All information detailing underground services should be available in the Work Pack prior to working on site.
  o All work should be carried out according to section 4.7.7 of this manual "Avoiding danger from Overhead services".

Vehicles and plant must not reverse without guidance.
• No unauthorised person should be allowed on machines.
• Drivers should not leave the controls while machines are in motion.
• Personnel at most risk are those working adjacent to traffic. It is essential that they exercise extreme care and vigilance at all times.

• Barriers and cones must be checked for position and stability and adjusted where necessary. Where lamps are required they must be cleaned and put in position before the end of the working day.
• The Charge hand/Foreman will ensure that there is adequate hand cleansing materials and wipes available at tea breaks and at the end of work.
• On Completion of Works
  o Supervisor satisfied that Works have been completed
  o Cones and signage have been recovered in accordance with section 4.1.2 of this manual "Setting up and Removing Traffic Management".

COMPETENCY/MAINTENANCE



• All crew must have basic training requirements fulfilled or

effectively supervised by someone who does.
• Charge hands must have 12D Temp. Traffic management or equivalent training
• Banksman must have Banksman / Reversing assistant training
• All roads crew must have Safety at Street works training
• LGV drivers must have valid DCPC cards

REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE)



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