

Section 4.12

Road Work Safety

1. Purpose

The purpose of this procedure is to provide safety guidance for all road maintenance operations.

2. Scope

This procedure applies to all road maintenance operations conducted by the Council.

3. References

1. Occupational Health and Safety Act 2004
2. Standards Australia SAA HB81.1&2 – 1996 Field Guide to Traffic Control at Works on Roads.

4. Responsibilities

Managers/Supervisors

Managers/Supervisors/Workshop Supervisor are responsible for monitoring the level of compliance with this procedure.

Employees

Employees are responsible for properly and effectively:

- Conducting Plant Checks;
- Conducting Safety Checks;
- Reporting and isolating faulty equipment;
- Placing traffic signs;
- Maintaining PPE;
- Securing unattended works; and
- Adhering to all Council policies and procedures.

Plant Co-ordinator

Workshop Supervisor shall be responsible for:

- Maintaining Plant StartUp/Shutdown Sheets for processing;
- Conducting Plant Risk Assessments

Definitions

5.1. Personal Protective Equipment

Personal Protective Equipment (PPE) is any equipment or clothing provided to protect employees from exposure to hazards or risks in the workplace.

6. Method

6.1. Plant Check

A **Plant Check** shall be conducted each day prior to operation and at the end of each day (refer to the relevant **Quality Assurance Start Up/Shut Down Form**). The **Plant Check**



should identify any damage, faults or maintenance requirements (eg tyres, windscreen, lights, brakes, seat belts etc).

If the **Plant Check** reveals any faults, the equipment must be isolated by placing it in a quarantine area and a **Maintenance Request Form** completed (see also Section 4.04, *Equipment Isolation and Tag Out*). The Manager/Supervisor/Workshop supervisor must be notified as soon as possible of the faults and provided with the **Maintenance Request Form**. (Refer to Attachment 1 – **Plant Inspection Guide – Road Work**).

6.2. Safety Equipment Check

A **Safety Equipment Check** shall be conducted daily prior to leaving the Depot.

The **Safety Equipment Check** should ensure that the following equipment is available, complete and functional:

- First aid kit;
- Hats, sun screen etc; and
- PPE eg red vests, hearing protection etc.
- Has identifiable Hearing Protection Color Coded Label on Plant
- Electrical Tags

Employees must immediately report any damage to the Manager/Supervisor/Workshop Supervisor and replace missing or damaged or unserviceable safety equipment.

6.3. Traffic Signs

A check to ensure necessary signs and devices are available shall be conducted daily prior to leaving the Depot.

Signs and devices must be positioned to control traffic at road works in accordance with the Standards Australia Field Guide.

(NOTE: These Guides are for both urban and rural roads and are applicable to daytime works only.)

6.4. Securing Work Areas

Any trenching or construction work which is to be left unattended must be secured to prevent accidental entry, trips or falls.

All plant or equipment left unattended must be secured to prevent unauthorised access to and/or operation of the equipment.

7. Related Documents

1. Section 3.08, *First Aid and Infection Control*
2. Section 3.15, *Safety Signs in the Workplace*
3. Section 4.03, *Plant Safety and Registration*



4. Section 4.04, *Equipment Isolation and Tag Out*
5. Section 4.09, *Noise Management*
6. Section 4.10, *Personal Protective Equipment*
7. Section 4.11, *Outdoor Work*
8. Section 4.15, *Dealing with threats to Staff*
9. Section 4.16, *Alcohol and/or Drugs*
10. Section 4.17, *No Bullying Policy*
11. Section 4.18, *Staff working alone or in remote areas*
12. Quality Assurance Start Up/Shut Down Form

8. Attachments

1. Plant Inspection Guide – Road Work.

Plant Inspection Guide – Road Work

The following items shall be checked to ensure roadworthiness and status on a daily basis.

Vehicle

- Brakes
- Reversing alarm and lights
- Steering
- Tyres
- Seat belts
- Windscreen

(Refer to **Quality Assurance Start Up/Shut Down Form**)

Equipment

- Communication (Two Way Radio)
- Safety vests
- First aid equipment
- Safety signs
- Hats and sun screen
- Hearing protection

All damaged or faulty equipment shall be tagged and reported immediately to the Manager/Supervisor/Workshop Supervisor