4	12.11.8 Reversing Vehicles and Signalers							
JV Zz	Initial HIRA Score:	15	Residual HIRA	Score:	10	Critical Task: Yes		
J.AAR	Program: 11.8							
HEALTH, SAFETY & ENVIRONMENTAL MANUAL	Revision Number: R0			Number of Pages: 5				
	Revision Date:	Approval Date: 10/01/2024		Effective Date: 10/01/2024		SIGNATURE: Ryan Ando		

Procedures

Note: This SWP is for reversing vehicles and signalers on a closed or controlled area or worksite. This is not for live lane traffic control. Please see SWP – Traffic Control Person for information and best practices for traffic control on live lane roads.

General

- Workers shall have an escape route planned. Never put yourself in a pinch point.
- Ensure you are always visible to reversing vehicles and equipment.
- Every project shall be planned and organized so that vehicles, machines, and equipment are not operated in reverse or are operated in reverse as little as possible.

Signal Person for Vehicles on Site

- A signaler must be a competent person and receive adequate written and oral instruction from their supervisor.
- Before beginning work as a signal person ensure that J-AAR's 'Signal Person Instruction' form is completed and understood.
- Signalers may be required when there is reversing equipment or vehicles.

Operators and/or drivers shall be assisted by a signaler if either one of the following applies:

- The operator's view of the intended path of travel is obstructed.
- A person could be endangered by the vehicle, machine, or equipment or by its load.
 - The operator, driver and signaler shall use jointly established procedures;
 - Supervisors must complete the "Signal Person Instruction" form where required using the HCSS Forms app.
 - Operator, drivers and signalers must review and sign;
 - Signs will be posted to warn workers of reversing equipment or electrical hazards.

Truck Drivers

- Do not reverse if a signaler is required. Signs will be posted.
- If you require a signaler for your task and one is not present, stop and request one from the supervisor.
- Sign off on the "Signal Person Instruction" form.

Signal Person Instruction form is attached below.

. 4	12.11.8 Reversing Vehicles and Signalers							
John The	Initial HIRA Score:	15	Residual HIRA Score:		10	Critical Task: Yes		
J-ARR	Program: 11.8							
HEALTH, SAFETY &	Revision Number: R0 Number of Pages: 5							
ENVIRONMENTAL MANUAL	Revision Date:	Approv 10/01/	al Date: 2024	Effective 10/01/20			SIGNATURE:	

Special Provisions- J-AAR

Machine operator

A machine operator can act alone and direct reversing vehicles or equipment when:

- There are no other workers, vehicles or equipment in or able to enter their work zone;
- They are directing one vehicle at a time;
- They have full view of the vehicle's path of travel and;
- They can communicate with the operator of the vehicle they are directing.

This occurs occasionally when an operator is directing truck traffic to their work area and no other workers are onsite.

Two-way radio signalling can be used for communication, but a plan must be discussed among the workers involved. Continuous talking must be used to ensure adequate radio signal. If communication ceases for any reason the operator must immediately stop the vehicle.

Creation of work zones

Zones may be created where there are no ground workers, vehicles, trucks, or pedestrians. One machine may be operated in an area by itself.

They may work without a signaler if:

- The Supervisor approves the work zone procedure;
- The area is sectioned off from the rest of the jobsite using fencing, caution tape or other suitable barriers with signs;
- The operator does not reverse without checking all blind spots and keeps their head turned to look behind them at all times while reversing;
- They do not use any equipment implement or attachment while reversing (i.e. back dragging) that requires them to look forward;
- They do not communicate on the 2-way radio or CB while reversing. Communicate before reversing and;
- They stop the procedure immediately if other vehicles, machines, or workers enter their zone or they operate outside of the zone.

. 4 .	12.11.8 Reversing Vehicles and Signalers							
N hy	Initial HIRA Score:	15	Residual HIRA Score:		10	Critical Task: Yes		
J-AAR	Program: 11.8							
HEALTH, SAFETY & ENVIRONMENTAL MANUAL	Revision Number: R0			Number	of Pages:	: 5		
	Revision Date:	Date: Approval Date: 10/01/2024			Effective Date: 10/01/2024		SIGNATURE: Ryan Andrews	

Signal Person Instruction Form

Project Name:	Project Supervisor:
Date:	Time:
All signalers and drivers at this project must receive duties, as required. Please complete the following of	oral and written instructions for their
Wear all required high-visibility clothing and PPE Sign(s) placed for equipment / trucks reversing Be aware of equipment/ vehicle blind spots Signalers / drivers understand all hand signals Signalers stand where operator/driver can see you Signalers stay out of vehicle path Signalers make eye contact with operator or driver before you signal or change position Signalers make eye contact with operator or driver before approaching vehicle Drivers stop if they lose sight of signaler Signalling requires your full concentration Understand all emergency procedures Know your work zone(s) Follow safe instructions from your supervisor List below instructions for signaler / driver duties. I to signal:	nclude locations of work areas and vehicles
Signature: Project Supervisor	
Super VISUI	

.4.	12.11.8 Reversing Vehicles and Signalers								
John My	Initial HIRA Score:	15	Residual HIRA	Score:	10	Critical Task: Yes			
J-AAR	Program: 11.8								
HEALTH, SAFETY & ENVIRONMENTAL MANUAL	Revision Number: R0			Number of Pages: 5					
	Revision Date: Approval Date: 10/01/2024			Effective Date: 10/01/2024		SIGNATURE:			

Signalers

I have received instructions and understand all my signaling duties for this project:

<u>Name</u>	<u>Signature</u>	<u>Date</u>
OPERATORS / DRIVERS	<u> </u>	
	RSE NEAR WORKERS OR PEDESTRIANS WITHOUT A	
SIGNALER.	RSE NEAR WORKERS ON FEDESTRIANS WITHOUT A	
	uding reversing and agree to obey all signs / signaler in:	structions
Name	Signature	<u>Date</u>
Name	<u>Jignature</u>	<u>Date</u>

JOB RISK ASSESSMENT

12.11.8 Reversing Vehicles and Signalers Initial HIRA Score: Residual HIRA Score: **15** 10 Critical Task: Yes Program: **11.8** Revision Number: R0 Number of Pages: **5 HEALTH, SAFETY & ENVIRONMENTAL MANUAL** Revision Date: Approval Date: Effective Date: SIGNATURE: 10/01/2024 10/01/2024

Initial HIRA Score	Traffic Control Hazards	Controls	Residual HIRA Score
20	Struck by Equipment or Vehicle	 Ensure signalers are used where an operator/driver's line of sight may become obstructed. Workers must not enter the safe approach distance without first communicating with the operator. Operators must do their best to be aware of changing site conditions 	10
10	No/poor signaling	 Ensure signalers are used when required. Ensure all signalers are competent individual. 	5
15	Lack of training / Communication	 Ensure all workers are competent for the tasks assigned. Ensure J-AAR's Signal person instruction form is completed and understood by the worker. Persons involved in signaling shall establish a means of communication before commencing work (hand signals, two-way radio, etc.) 	5
10	Incorrect PPE/PPE not used correctly	 All workers must wear CSA Class 2 high-vis PPE Night-time operations require additional PPE. 	5
10	Limited Visibility	 Signalers shall be used any time a driver/operator's sightlines could become obstructed. Additional signage/signal persons must be used as required. 	5
8	Poor site planning	 Every project must be planned and organized so that vehicles, machines, and equipment are not to be operated in reverse, or operated in reverse as little as possible. 	4