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

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.

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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.

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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

TRUCK DRIVERS SHALL NOT REVERSE NEAR WORKERS OR PEDESTRIANS WITHOUT A SIGNALER.

I understand the procedures, including reversing and agree to obey all signs / signaler instructions

<u>Name</u>	<u>Signature</u>	<u>Date</u>

JOB RISK ASSESSMENT



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Initial HIRA Score	Traffic Control Hazards	Controls	Residual HIRA Score
20	Struck by Equipment or Vehicle	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Ensure signalers are used when required. Ensure all signalers are competent individual. 	5
15	Lack of training / Communication	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> All workers must wear CSA Class 2 high-vis PPE Night-time operations require additional PPE. 	5
10	Limited Visibility	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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