



Health & Safety Safe Working Methods

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Health & Safety

Safe Working Methods

01 Safe Working Method For Signing Of Roadworks

Operatives to have received appropriate training and work in accordance with Department of Roads Safety Policy and Safety Instructions booklet.

Operation

Traffic Management works.

Special Precautions

- (a) On Motorways stop on the hard shoulder as far to the left as possible approximately 10 meters in advance of the site.
- (b) On all-purpose roads, stop in any convenient lay-by, field gate entrance or side road.
- (c) If stopping on a grass verge leave sufficient space for pedestrians.
- (d) If there is no alternative to stopping on the carriageway, park the vehicle as close to the edge as possible.
- (e) Roof mounted beacons are to be switched on during operations.
- (f) Do not run.
- (g) If it is essential to cross the carriageway, wait for a gap in the traffic, which is long enough to allow walking briskly keeping a look out for oncoming vehicles.
- (h) All temporary road works shall be properly and clearly signed, lit and guarded in accordance with
 - (i) Departmental Instructions, as revised.
 - (j) All materials used shall comply with the regulations and shall be to the appropriate British Standards.
 - (k) All signs must be erected to clearly display their information.
 - (l) Coning shall be placed to give a clear path through the works.
 - (m) Where signs are in an exposed location or are subject to wind or wind age from passing vehicles they must be secured.
 - (n) Operatives should use the verge/shoulder or central reservation when securing sign. This operation may be carried out after the main signing is complete.
 - (o) Signing or coning must be removed immediately on completion of the works or phase of the works.
 - (p) Where the client instructs that warning signs are erected on poles or set firmly or concreted into the ground, signing and coning must protect these operations.

02 Safe Working Method For Kerbing

Operatives to have received appropriate training and to work in accordance with the Safety Policy and subsequent Safety Instruction literature.

Operation

Cut joint in existing surface, excavate and remove kerb and foundation, if appropriate. Cast new foundation, if appropriate, and lay new kerb to required level.

Special Precautions

- (a) Correct lifting and handling techniques must be used to prevent back and hand injury.

Working Method

- (a) Sign and cone site appropriately.
- (b) Cut lines and break up surfacing using compressor and road saw, if appropriate.
- (c) Excavate kerb and foundation using mechanical excavator where appropriate.
- (d) Lift kerb aside or load to vehicle.
- (e) Clear trench and load spoil to vehicle.
- (f) Ready mix concrete received and trench infilled to required level using formwork, if required.
- (g) Unload new kerb from vehicle and string out on site.
- (h) Set out string line and lay kerb to required level.
- (i) Cut kerb as required.
- (j) Haunch kerb and backfill trench to required level.
- (k) Mix mortar and point kerb.
- (l) Reinstate surfacing as required.
- (m) Tidy site and remove all signs, cones etc.

03 Safe Working Method For Ironwork Adjustment

Operatives to have received appropriate training and to work in accordance with the Safety Policy and subsequent Safety Instruction literature.

Operation

Excavate ironwork and remove defective brickwork. Rebuild brickwork and reset ironwork to required level. Reinststate bituminous material.

Special Precautions

- (a) Avoid inhalation of fumes and gases in manholes and sewers. Weir's Tarmac employees are not to enter sewer manholes.
- (b) Avoid contact with needles and syringes, which may be present in manholes and gullies. Only trained operatives must handle the disposal of syringes using the correct safety equipment.

Working Method

- (a) Sign and cone site appropriately.
- (b) Excavate cover and frame using compressor and hand tools.
- (c) Lift aside cover and frame.
- (d) Cut out defective brickwork as required.
- (e) Clear spoil from excavation and load to vehicle.
- (f) Mix mortar and rebuild brickwork using engineering brick.
- (g) Replace and level frame and cover.
- (h) Allow required time for mortar to set.
- (i) Ramp or reinststate around ironwork.
- (j) Tidy site and remove all signs.

04 Safe Working Method For Reinstatement Of Roads/Footways

Operatives to have received appropriate training and to work in accordance with the Safety Policy and subsequent Safety Instruction literature.

Operation

Reinstate road/footway.

Special Precautions

- (a) Ear and eye protectors must be worn when using excavation tools and equipment.
- (b) Hand tools only are to be used where excavation is being conducted in proximity to services.
- (c) If a Hot Box is used and/or plant utilizing combustible gas/fuel then they must be used as per Roads Department instructions.
- (d) If combustible gas is used all valves/hoses must be inspected and tightened BEFORE operating plant.
- (e) No smoking is permitted whilst using plant or in proximity to gas and/or fuel.
- (f) Fuel must be carried in a suitable container.

Working Method

- (a) Sign and cone site appropriately.
- (b) Compact sub-base and base as instructed.
- (c) Prepare base for final wearing coat as instructed and specified.
- (d) Paint vertical faces and joints with joint sealant.
- (e) Lay wearing course to line and level hand casting chippings as required and compact, hand tamping as required.
- (f) Form temporary ramps at all joints as required.
- (g) Allow material to cool before trafficking.
- (h) Tidy site and remove all signs, cones etc.

05 Safe Working Method For Grass And Hedge Cutting

Operatives to have received appropriate training and to work in accordance with the Safety Policy and subsequent Safety Instruction literature.

Operation

Grass and hedge cutting using tractor mounted attachment, pedestrian controlled machines and hand held tools.

Special Precautions

- (a) Ensure that sufficient warning signs are available, fixed to vehicles and for setting out on site.
- (b) Before making adjustments or attempting to clear blockages, stop the machine, disengage the power and move machine to level ground.
- (c) Ensure that all guards are in their correct place.
- (d) Ensure that all flails are in a good condition and securely attached to the shaft.
- (e) Ensure that the rotor shaft is free from obstructions.
- (f) Before leaving depot ensure that the flail arms are in the transport position.
- (g) Ensure that the accumulator valve (when fitted) is closed whenever the machine is travelling (whether in transport position or not).
- (h) Eye protection to be used.
- (i) Ensure blades are sharpened. Sharpening should only be undertaken when standing evenly balanced level ground.
- (j) Replace immediately any broken or excessively worn blades and sharpening stones.
- (k) When using a knife for trimming edges, cut one handed with a backhanded upwards movement i.e. away from the body.

Working Method

- (a) Sign and cone site appropriately.
- (b) Check for and remove items such as wire, stones and metal objects from the area to be cut.
- (c) Cut within signed area.
- (d) Repeat operations for new-signed area.
- (e) Remove all arisings as instructed and items of debris.
- (f) Trim hedges as required / instructed.
- (g) Tidy site and remove all signs, cones etc.

06 Safe Working Method For Bituminous Footways Patching

Operatives to have received appropriate training and to work in accordance with the Safety Policy and subsequent Safety Information literature.

Operation

Patching footways using bituminous materials.

Special Precautions

- (a) Special consideration to be given to maintaining access to properties.
- (b) Operatives to be aware of pedestrian safety.

Working Method

- (a) Sign and cone site as appropriate.
- (b) Mark out patches using straight edge/string line.
- (c) Break out surface within marked area to instructed depth. Ensure vertical joints.
- (d) Remove broken out material and set aside ensuring all loose material is removed.
- (e) Consolidate broken out area.
- (f) Reset ironwork, if required, according to Safe Working Method for ironwork.
- (g) Spray tack coat and paint vertical faces and joints.
- (h) Receive and spread material to required thickness. If required, spread specified chippings.
- (i) Compact layer.
- (j) Tamp joints and inaccessible areas with hot tamper.
- (k) Repeat (i) and (j) for additional layers as appropriate.
- (l) Allow to cool before trafficking.
- (m) Tidy site and remove all signs and cones etc.

07 Safe Working Method For Bituminous Carriageway Patching

Operatives to have received appropriate training and to work in accordance with the Safety Policy and subsequent Safety Information literature.

Operation

Patching in carriageways using bituminous materials.

Special Precautions

- (a) Special precautions to be given to maintaining access to properties.
- (b) Vehicles moving with raised tippers must avoid overhead cables and obstructions.

Working Method

- (a) Sign and cone site as appropriate.
- (b) Mark out patches using straight edge/string line.
- (c) Break out surface within marked area to instructed depth. Ensure vertical joints.
- (d) Remove broken out material and set aside ensuring all loose material is removed.
- (e) Consolidate broken out area.
- (f) Reset ironwork, if required, according to Safe Working Method for ironwork.
- (g) Spray tack coat and paint vertical faces and joints.
- (h) Receive and spread material to required thickness. If required, spread specified chippings.
- (i) Compact layer.
- (j) Tamp joints and inaccessible areas with hot tamper.
- (k) Allow to cool before trafficking.
- (l) Tidy site and remove all signs and cones etc.

08 Safe Working Method For Hand Footway Surfacing

Operatives to have received appropriate training and to work in accordance with the Safety Policy and subsequent Safety Information literature.

Operation

Prepare footway to receive new surface. Transfer material from delivery vehicle and lay to correct level using hand tools and roller.

Operatives to be aware of pedestrian safety.

Working Method

- (a) Sign and cone site as appropriate.
- (b) Cut joints with compressor and load spoil to vehicle.
- (c) Spray tack coat and paint vertical faces and joints.
- (d) Receive load of coated material.
- (e) Tip material on to footway or tip adjacent and barrow material to work area, if required.
- (f) Hand shovel and rake material.
- (g) Hand cast chippings.
- (h) Roll material and hand tamp round ironwork.
- (i) Tidy site and remove all signs, cones etc.

09 Safe Working Method For Road Marking

Operatives to have received appropriate training and to work in accordance with the Safety Policy and subsequent Safety Information literature.

Operation

Mark lines, logos, symbols letters etc with thermo plastic paint.

Special Precautions

- (a) All personal protection equipment to be worn (ear defenders, safety boots visors / safety glasses gloves etc).
- (b) Boilers and tool heaters to be positioned in safe area with fire extinguishers on standby.
- (c) If combustible gases are used all valves / hoses must be inspected and tightened before operating plant.
- (d) No smoking is permitted whilst using plant or in the proximity to gas or fuel.

Working Method

- (a) Sign and cone site as appropriate.
- (b) Brush / dry area to be marked.
- (c) Set out lines, symbols etc.
- (d) Pour hot plastic material from boilers into metal bucket.
- (e) Pour hot plastic material into 'shoe' and form lines, symbols etc.
- (f) Allow material to cool before trafficking.
- (g) Tidy site and remove all signs, cones debris etc.

