CITY OF HAMILTON - CORPORATE SAFETY PROCEDURE

DEVELOPED BY: CORPORATE WORKPLACE SAFETY SECTION Procedure # COH-RQ-WI-012
DATE: 2002-10-01 APPROVED BY: Corporate Management Team
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REVERSING and MOVING VEHICLES/EQUIPMENT -- WHERE LINE OF SIGHT IS RESTRICTED

I. PURPOSE:

The intent of this procedure is to establish a safe process for the reversing and/or moving of vehicles, machines and equipment, where the line of sight of the intended path of travel is restricted.

Improper reversing or moving of vehicles, machines and equipment is a major cause of construction and industrial related fatalities.

This procedure applies to all City of Hamilton vehicles, where operator vision of the line of sight of the intended path of travel may be restricted. (See definitions.)

II. RESPONSIBILITY:

Also refer to procedure – TRAFFIC CONTROL (COH-RQ-WI-013).

Corporate Workplace Safety Section:

Shall provide information and assistance on proper vehicle operation requirements to allow line departments to initiate and maintain proper reversing and/or moving procedures. By implementing this procedure departments will ensure, as best as possible, worker and public health and safety and compliance with applicable OHS legislation.

Department:

Department Line Management will ensure that workers, who are required to drive/operate vehicles, machines and equipment etc. and/or who may be required to act as "Signallers", receive adequate training and information to allow for the operation of such vehicles, machines and equipment in a safe, predictable manner, incorporating proper reversing and/or moving procedures.
III. DEFINITIONS

"VEHICLES, MACHINES AND EQUIPMENT": Any City of Hamilton owned, leased or rented mobile equipment including but not limited to, "Pick-up Trucks", "Vans", "Crew Cabs", "Graders", "Back-hoes", "Dump Trucks", "Trailers", "Hot boxes", "Buses", "Fire Trucks" or such similar vehicles, where the "line of sight" of the intended path of travel is restricted, even if the vehicle, machine and equipment is equipped with a "back-up warning device".

"REMOTE LOCATION": A location where there is no imminent motor vehicle, pedestrian or similar (cyclist, Roller Blades, strollers, etc.) activity going on or likely to go on.

"LINE OF SIGHT": The Operator of the vehicles, machines and equipment must have full, unobstructed and clear view of any possible activity along the intended path of travel either forward or in reverse.

"BACK UP WARNING DEVICE": A device, installed on the vehicle, machine or equipment, which emits a loud, intermittent beeping sound to provide clear warning that the vehicle has been placed in reverse gear and will be moving in reverse.

IV. PROCEDURE:

The Driver/Operator is responsible for the safe operation of the vehicle, machine and equipment being operated. Since many City vehicles, machines or other equipment being operated, are designed in such a manner that it is sometimes difficult to have a full and clear sight of the intended path of travel while moving or reversing, the following shall apply: --

- Every work activity 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.
- The Operator shall always attempt to park the vehicle in such a manner as to eliminate the need for reversing, where possible.

GENERAL REQUIREMENTS FOR WORK ACTIVITIES COVERED UNDER EITHER OR BOTH THE INDUSTRIAL ESTABLISHMENTS AND/OR CONSTRUCTION PROJECTS REGULATIONS:

Vehicles, machines and equipment shall NOT be operated in reverse INSIDE or ON the premises of ANY INDUSTRIAL ESTABLISHMENT without the assistance of a qualified "Signaller" who is;

- A competent person, other than the operator of the vehicle, who is properly trained in this procedure and proper signalling protocols, and is available to direct the vehicle along its intended path of travel, staying in clear view of the operator and clear of the intended path of the vehicle, at all times.

During any WORK ACTIVITY OR PROJECT covered under the CONSTRUCTION PROJECTS REGULATIONS, vehicles, machines and equipment shall NOT be operated in reverse without the assistance of a qualified "Signaller" who is:

- A competent person, other than the operator of the vehicle, who is properly trained in this procedure and proper signalling protocols, and is available to direct the vehicle along its intended path of travel, staying in clear view of the operator and clear of the intended path of the vehicle, at all times.
EXEMPTION:

At "REMOTE LOCATIONS ONLY" (See definitions), which are NOT construction projects, where reversing cannot be avoided and a competent signaller is not available, the Driver/Operator may reverse the vehicle ONLY AFTER HAVING COMPLETED the following actions:

a. The Driver/Operator must LEAVE THE VEHICLE to perform a circle check to ensure that there is no imminent traffic activity, vehicle or pedestrian, and that the conditions are unlikely to change during the reversing operation.

b. The Driver/Operator shall check both rear view mirrors carefully before putting the vehicle into reverse gear to ensure that conditions have not changed from the time of the circle check.

c. The Driver/Operator must honk the vehicle horn twice before moving the vehicle, even if the vehicle is equipped with a back-up warning alarm.

In addition, all City Departments, engaged in construction related activities, are required to ensure that all mobile "dump-truck vehicles" are equipped with audible "back-up warning devices", as required by Section 105 of the Construction Projects Regulations.

For City vehicles other than dump-trucks, where the line of sight may also be restricted, such as "crew cabs", "Utility Vans", "Service Trucks", etc., consideration should be given to equipping these vehicles with back-up warning devices as a pro-active, preventive measure.

NOTE:

Workers and their supervisors shall be held accountable for violations of health and safety rules, regulations, and procedures. Disciplinary action, where necessary, will be dictated by the City of Hamilton disciplinary procedure and will be based on the merits of the specific case.

Prior to disciplinary measures being taken, management is advised to consult with Labour Relations.