



SAFETY STARTS WITH ME

It is vitally important that we remind you of the Evolution Road Maintenance Group commitment to “Zero Harm” in the work place. We have conducted analysis of our systems and procedures and identified the causes of injury to the workforce thus far in 2011. Injuries in the workplace are preventable and we seek your cooperation in reinforcing our safety values by implementing procedures and conducting tasks with the ‘Safety Starts with Me’ motto followed at all times. The following safety items are highlighted in this newsletter:

- Manual Handling
- Slips Trips and Falls
- Fatigue Management
- Drive Motor Vehicles

David Schramm
Managing Director

MANUAL HANDLING

Injuries derived from the incorrect application of manual handling techniques can be avoided. All staff shall always use the following handling techniques at all worksites:

- Use the correct technique for lifting, carrying or pushing to avoid or minimise the risk of physical injury.
- Use hand protection (gloves) when manually handling equipment.
- Do not attempt to lift or carry anything outside your capacity – 18 kg maximum. For heavy items use team lifts or mechanical assistance.
- Check that there are no slippery or uneven surfaces.
- Stand as close to the load as possible.
- Get a firm grip and use the palms of your hands not just your fingers.
- Bend your knees and keep your back straight.
- Use your legs not your back to lift the load.

- Keep the load close to your body – lifting with the load close to your body creates less stress and effort.
- When turning, turn your whole body and move your feet – do not twist.

When unloading any signage from the rear trays of traffic control Utes:

- **DO NOT LIFT SIGNAGE OVER THE TOP OF OTHER SIGNAGE.**
- **If the signage that you require is not the first sign available to you, remove other signs and place them alongside the Ute until you have access to the sign that you require.**
- **Non conformance with this procedure puts you at risk of injuring yourself and is a serious breach of Evolution safety procedures.**



SLIPS TRIPS AND FALLS

When you first arrive at the worksite you must always conduct a risk assessment of the environment in which you will be working. Identify hazards that pose a risk to you of slipping, tripping and falling over. Hazards to look for include the following:

- Any uneven surface, stones and gravel.
- Wet surfaces including mud or any chemical spill.
- Holes or wheel turrets in the road surface or road shoulder.
- Gutters, kerbs and drains.
- Obstructions such as barriers, signage, traffic cones, construction equipment and resources.

- When conducting manual handling of traffic control equipment be particularly aware of where you are walking.
- Never run at a worksite.

If you identify a hazard at the worksite, put in place control measures so that there is no risk of you injuring yourself including:

- Do not set up traffic control stations where a hazard exists, move to a more suitable location.
- Record the hazards on the Daily Traffic Management Checklist and Docket book.
- Advise others at the worksite of the hazard and the control measures.

ROAD WORKER SAFETY HOTLINE – 1800 501 509

The hotline can be used by traffic controllers to report incidents at worksites that effect operational safety including the following:

- Disobeying the direction to 'Stop' at roadworks.
- Any form of dangerous driving through a controlled road works site that endangers the lives of the road workers (entering closed lanes, spinning the wheels of the vehicle, overtaking through roadworks)
- Physical abuse and instances where serious threats of violence are made against road workers and traffic controllers

- Projectiles being thrown from vehicles travelling through roadworks.

Unfortunately, Queensland Police cannot prosecute drivers who are alleged to be speeding through roadworks.

It is important that as many details about the incident are recorded as possible including vehicle details, description of the driver and any passengers that may have been in the car and details of the road construction site.

DRIVE MOTOR VEHICLES

Recently there have been traffic accidents caused by careless acts on the part of staff. Drivers of company vehicles shall at all times adhere to the following:

- Not drive in a manner that a reasonable person would consider unsafe or likely to cause an accident or injury.
- When reversing vehicles always ensure that the area behind your vehicle is clear of any obstruction. If you are not sure, get out of your vehicle and look, or use a spotter.
- Apply the handbrake and lock and secure the vehicle at all times whilst unattended.
- Check the oil and water levels and conduct a visual inspection of the vehicle body work prior to daily use.
- Maintain a zero blood/alcohol concentration at all times and not be under the influence of drugs or be affected by prescription drugs.

FATIGUE MANAGEMENT

How do I Manage Fatigue?

- To combat fatigue employees must notify their operations manager if any shift is to exceed 10 hours duration. After an assessment of the situation, a direction will be given regarding the continuation of the shift or the rostering of relief personnel.
- The effects of fatigue can have severe consequences when combined with driving of motor vehicles, particularly after night shift duties. Employees affected by fatigue are to immediately advise their operations manager prior to driving motor vehicles (private and company vehicles).
- Traffic controllers shall be relieved from their duty after not more than 2 hours for a period of rest or other duties of at least 15 minutes. Traffic controllers at worksites (where resources permit) shall rotate so that all persons get their breaks. If you are not receiving breaks advise the site supervisor. If the matter is not resolved, contact your Operations Manager.

REVERSING PLANT AND VEHICLES AT WORKSITES



Recently there have been incidents at worksites involving reversing plant. The incidents have resulted in the death of two traffic controllers and serious injuries to others. The deaths did not involve Evolution employees. All these incidents emphasize the 'high risk' nature of on-site reversing activities and can be prevented. The following control measures are to be implemented immediately at all work sites:

- Site Specific risk assessments for the intended use of mobile plant on site must be undertaken.
- The use of dedicated spotters and/or exclusion zones must be considered where reversing movements are likely to occur when undertaking activities.
- Dedicated spotter/s must have effective communication with the plant operator/driver (as a minimum, UHF two-way radio communication).
- Dedicated spotters must not perform any other task or activity while undertaking spotter duties.
- Ensure all workers on site are aware of and understand the required work methods and controls.
- Continually monitor and review critical 'high risk' work areas and activities.
- Discuss the above information with other workers on the worksite.
- Use stop-think-go at all times. 'Safety starts with me'.
- When you are required to reverse your Evolution vehicle at any time apply the above measures. If you do not have a person to act as a spotter, get out of the vehicle and check for any possible obstructions behind the vehicle before reversing.

- If you are unsure of the above instruction contact your Operations Manager / Supervisor or the Safety Manager (Paul Redman – 0448 181294) for advice.

When conducting traffic control duties at worksites where a lane has been closed, do not stand in the centre of the lane.

- Always stand on the shoulder or near the delineation (line of traffic cones).
- Never assume that drivers or operators of plant can see you, make eye contact where possible at all times.
- Keep a safety zone between yourself and any vehicles or mobile equipment in case the driver or operator moves unexpectedly or changes direction.
- Keep a safe distance from any swinging or moving parts of any vehicles, machinery or mobile plant.
- Ensure you are outside the range of movement of any vehicle, machinery or mobile plant.
- Do not stand or work behind reversing vehicles e.g. excavators and bob cats.
- Keep a safe distance from any excavation or construction activity.

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