

TOOLBOX TALKS

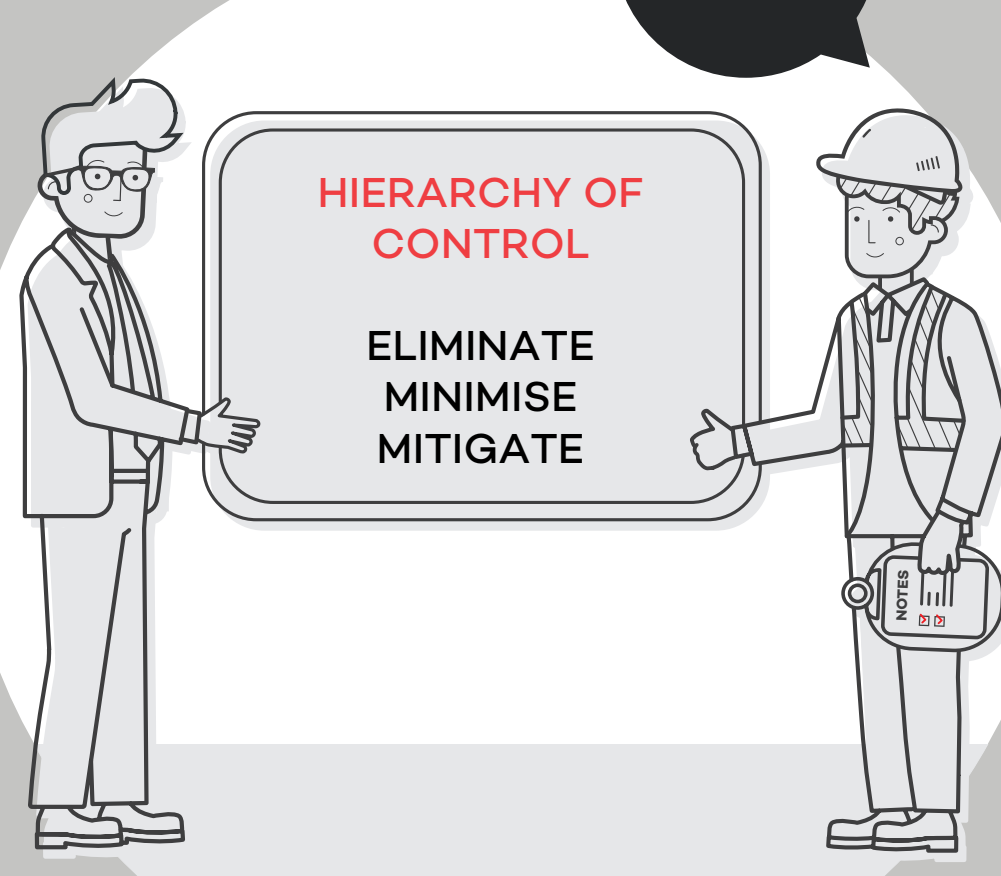


THE MANAGEMENT OF PEOPLE PLANT INTERFACE



MANAGEMENT

1



- All employees **MUST** undertake an induction prior to carrying out any work activity.
- Is there a requirement to use plant and vehicles for the works to be conducted?
- Ensure employees are competent to use plant and vehicles.
- Ensure site specific Risk Assessments are conducted taking into consideration of the planned use of plant and vehicles.
- Ensure that people, plant and vehicle interface is planned and controlled by application of the hierarchy of control and plant exclusion zones are implemented.
- Ensure plant and vehicle marshals are appointed within the working team or the project being conducted.
- Ensure plant vehicle marshals are fully aware of their duties and understand their role, and that the remainder of the workforce are fully briefed.
- Ensure all operatives are fully aware of their safe working zones.

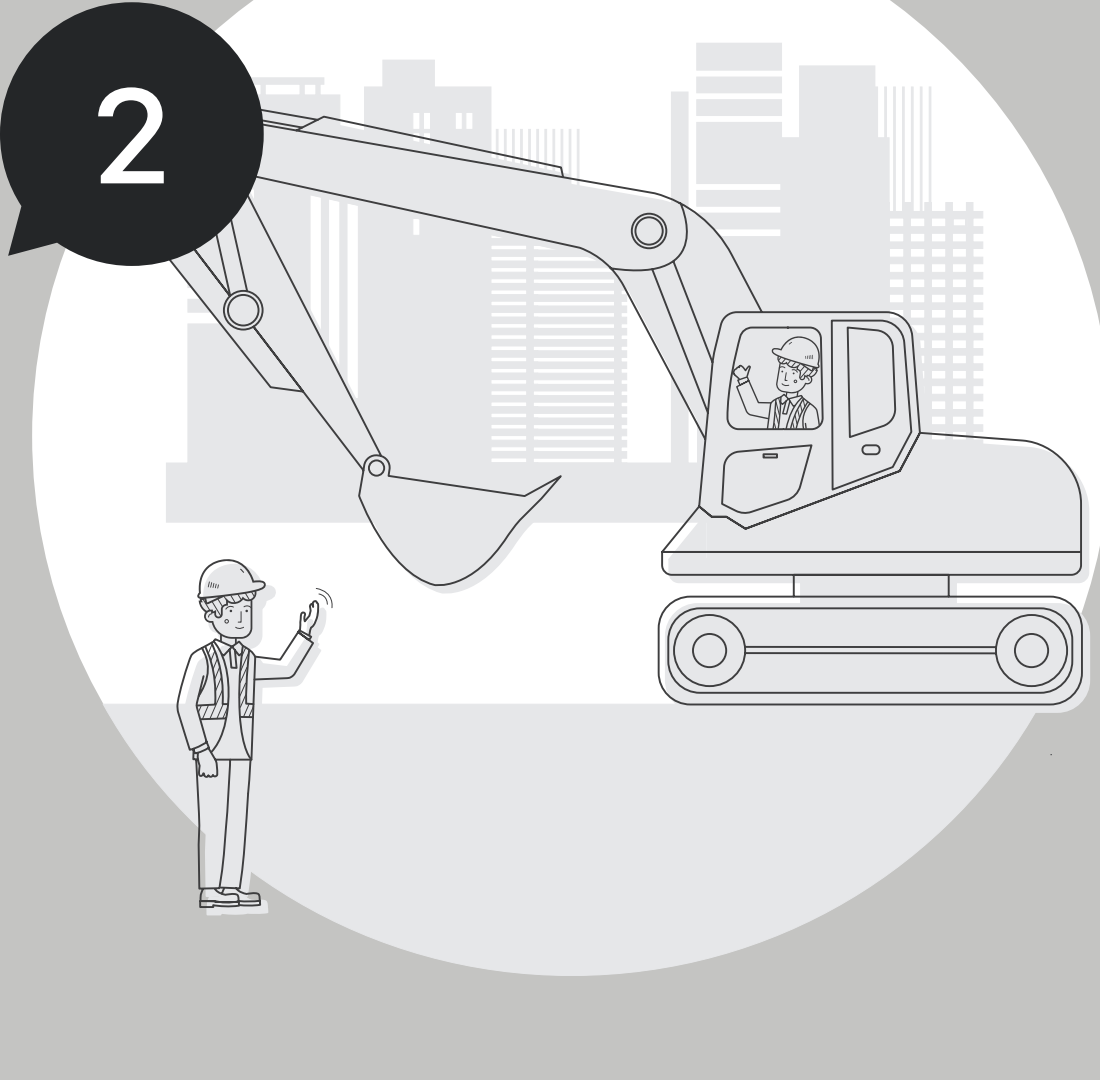
PLANT VEHICLE MARSHALS

The plant vehicle marshal must be aware of their duties. These duties include:

- Being aware of the plant interface zones for the relevant piece of equipment.
- Wearing the correct standard PPE for the role.
- Assisting mobile plant operators and vehicle drivers safely manoeuvre and reverse their vehicles to prevent injury to people, damage to property or maintain and stop operations if necessary.
- Preventing pedestrians from putting themselves at risk whilst mobile plant or vehicles are manoeuvring.
- Always position yourselves in a place of safety.
- Maintaining contact with the mobile plant operator/ vehicle driver at all times during a manoeuvre.
- Maintaining control of the mobile plant/vehicle movement throughout.



2



3

YELLOW ZONE

The Yellow Zone must be used to gain the attention of the Plant Operator before entering the Amber and Red Zones. The Plant Marshall must be in the line of sight of the Plant Operator and out of danger.

AMBER ZONE

BEFORE entering the Amber Zone, the machine **MUST** be immobilised and personnel **MUST** gain permission from the Plant Operator

RED ZONE

BEFORE entering the Red Zone, moveable parts must be grounded, machine immobilised and permission granted from the Plant Operator

PLANT INTERFACE ZONES

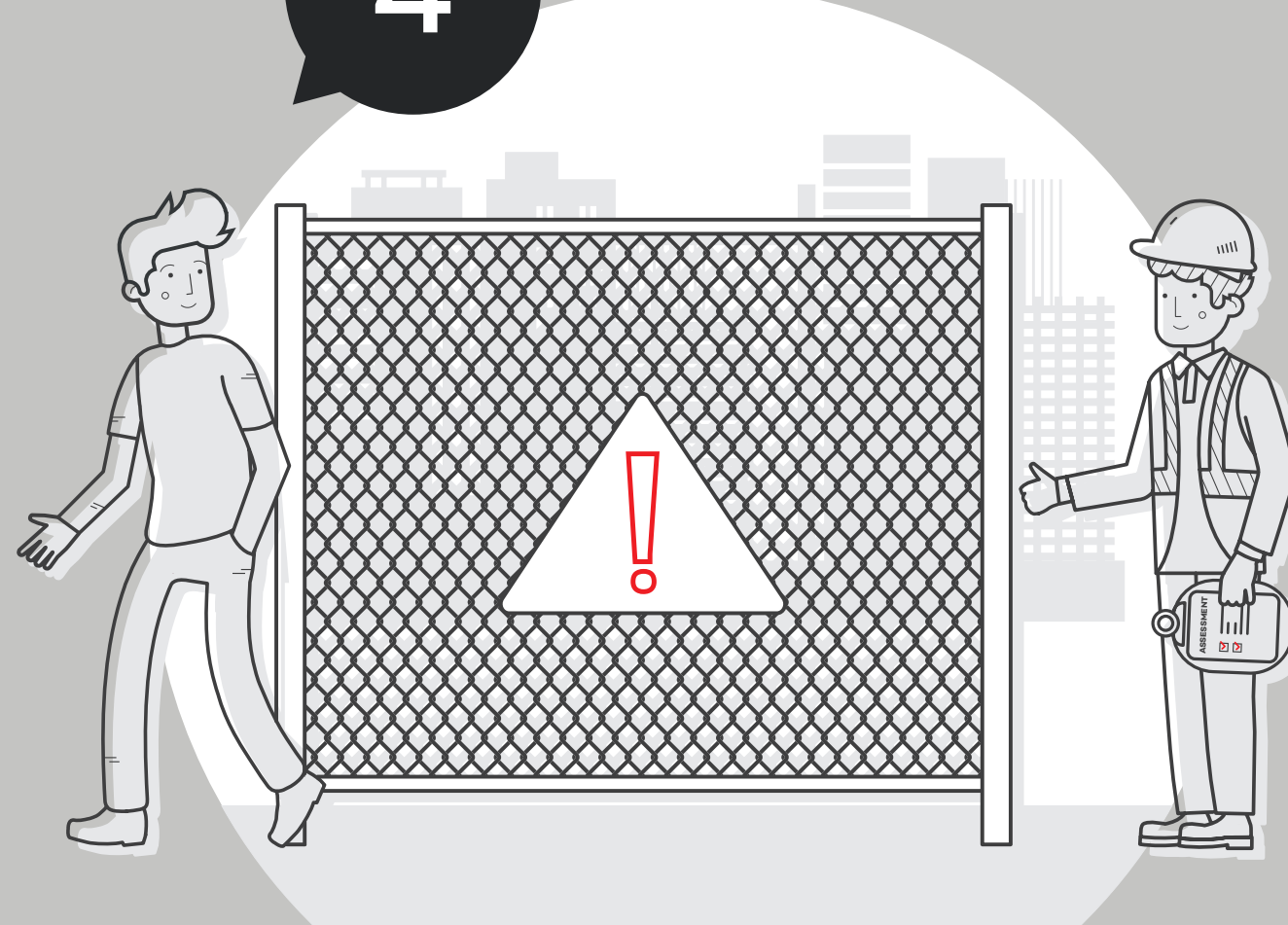
Yellow, Amber and Red Zones in the vicinity of mobile vehicles and plant, indicating the interface between people and plant.

TEAM LEADERS AND SUPERVISORS

Whilst operating mobile plant or vehicles, Team Leaders or Supervisors must ensure that control measures are in place to exclude members of the public.

- Ensure members of the public are suitably directed away from the work activities and protected by the provision of adequately maintained barriers, lighting and signage
- Where mobile plant and vehicles are required to cross public rights of way, measures must be taken to protect members of the public and control their movement. Where physical barriers cannot be installed, then traffic lights, signs, or level crossing type barriers must be used.
- Crossing points must be controlled and should be situated at 90 degrees to the site mobile plant and vehicle routes
- Ensure no mobile plant is positioned where slewing operations impinge upon areas where members of the public are unprotected, e.g. permanent or temporary footpaths or roads used by the public.
- Mobile plant and vehicles must be immobilised when not in use, even for a short period of time, and arrangements put in place to ensure keys or starting mechanisms are held in a secure place. This includes overnight.
- Ensure that speed limits for mobile plant/vehicles are established with relevant signage displayed at site entrances and strategic locations throughout site access routes. Speed limits must be 5mph adjacent to pedestrian access routes.

4



SUMMARY

- Carry out a Risk Assessment taking into account of the planned use of plant and vehicles
- Only competent persons to use plant and vehicles
- Ensure that people/plant interface is planned and effectively controlled
- Appoint plant and vehicle marshals where applicable and ensure they are aware of their duties
- Adhere to plant interface zones (yellow, amber and red)
- Team Leaders or Supervisors to ensure measures are in place to exclude members of the public whilst operating mobile plant or vehicles

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FOR MORE INFORMATION OR IF YOU HAVE ANY CONCERNS CONTACT YOUR SHEQ DEPARTMENT