

	<h1>SPOTTER SAFETY</h1>			Document:	SRLLP-SAF-SWP002	
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				Department:	Safety	

1.0 PURPOSE

To provide the requirements to reduce the risk of injury and/or loss to Simpcw Resources Group and trailers at the worksite.

2.0 RESPONSIBILITIES

2.1 Management/Superintendent

- Verifies all roles with responsibilities within this Safe Work Practice (SWP) understand and execute their duties.
- Verifies Supervisors/Foremen have completed Simpcw Resources Group's Spotter Training and Spotter Competency Assessment prior to supervising operators/spotters using mobile equipment and/or light duty vehicles.
- Monitors and verifies site mobile equipment, light duty vehicles and materials are made available and maintained in accordance with the applicable Simpcw Resources Group, legislation, and manufacturer's specifications.
- Identifies through the hazard assessment program the areas and/or tasks where a spotter is required at the worksite (designated spotter zones, see Appendix 1).
- Verifies designated spotter zones are communicated to workers at the worksite (i.e., site-specific orientation, posted in conspicuous areas, etc.)
- Verifies compliance to this Safe Work Practice.

2.2 Supervisor/Foreman

- Monitors and enforces the requirements outlined in this SWP.
- Monitors and verifies site mobile equipment and/or light duty vehicles are serviced, maintained, and operated by competent personnel.
- Verifies workers have completed Simpcw Resources Group's Spotter Training and Spotter Competency Assessment prior to operating mobile equipment and/or light duty vehicles.
- Identifies tasks which require a competent spotter and ensures one is available.
- Reviews hand signals with Operators and Spotters to ensure communication and signals are clear.
- Provides workers who have completed spotter training and competency with a Trained Spotter hard hat sticker.
- Verifies worker's training and competency records are completed and tracked in blue.
- Provides operator/spotter with the appropriate documentation (i.e. blind spot diagram) which identifies the blind spots of the mobile equipment and/or light duty vehicle being utilized as specified in manufacturers specifications (which can be accessed through the Simpcw Resources Group Equipment Group, or in **each piece of mobile equipment and/or light duty vehicles**) or **NIOSH Highway Work Zone Safety, and verify compliance during spotting activities.**
- Verify the mobile equipment and/or light duty vehicle is equipped with the required task specific equipment (as per this Safe Work Practice and site-specific requirements).
- Complete spotter training and competency requirements as specified in this safe work practice.

2.3 Operator

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- Follows the requirements outlined in this SWP.
- Advises the Supervisor/Foreman of any deviations of compliance to the requirements outlined in this SWP.
- Adhere to Simpcw Resources Group / Client policies and specifications related to spotting and driving safety rules when guiding mobile equipment and/or light duty vehicles. If regulations or specifications differ, the most stringent standard will be implemented.
- Complete spotter training and competency requirements as specified in this safe work practice.
- Verify the safety features on the mobile equipment and/or light duty vehicles (i.e. mirrors, horns, back up alarms, reverse/forward cameras and sensors) are in good condition and functioning.

2.4 Spotter

- Follow the requirements outlined in this SWP.
- Complete spotter training and competency requirements as specified in this safe work practice.
- Advise the Supervisor/Foreman of any deviations of compliance to the requirements outlined in this SWP.
- Adhere to Simpcw Resources Group/Client requirements related to spotting and driving safety rules when spotting mobile equipment and light duty vehicles. If requirements differ, the most stringent requirement will be implemented.
- Wear the required Task/Specific PPE and use the appropriate safety equipment as specified in this safe work practice.

3.0 REQUIREMENTS

3.1 Standard Personal Protective Equipment (PPE)



3.2 Task/Process Specific PPE

- Personal Protective Equipment suitable and necessary for the hazards of the work being performed as per Personal Protective Equipment SWP.
- Spotters must wear high visibility vest, armlet or other piece of clothing that clearly identifies the worker as a spotter.¹

3.3 Task/Process Specific Equipment

- Spotters must use safety light bars when spotting in the dark or visibility is poor.
- Reverse alarms on light duty vehicles and/or mobile equipment (if equipped)
- Rear-view/front view cameras on light duty vehicles and/or mobile equipment (if equipped)
- Parking sensors on light duty vehicles and/or mobile equipment (if equipped)
- Functioning horn on light duty vehicles and/or mobile equipment

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- Spotter Trained hard hat stickers.

4.0 WORK PRACTICE


4.1 Training

- Spotter Awareness Training Video
- Spotter Competency Assessment Form
- Review and sign off this SWP.
- Only competent Spotters who have reviewed and understand this safe work practice, completed Simpcw Resources Group's Spotter Training, and Spotter Competency Assessment Form, and have reviewed this SWP are permitted to conduct spotting activities.
- Operators of mobile equipment and/or light duty vehicles must complete Simpcw Resources Group's Spotter Training, and Spotter Competency Assessment Form, and have reviewed this SWP prior to operating mobile equipment or light duty vehicles.
- Spotter training must be completed upon initial hire and renewed every three (3) years, when there is a change to the mobile equipment, light duty vehicles on site or when required by Management/Superintendent.
- All competent spotters must be identified with a "Trained Spotter" hard hat sticker.
- All spotter training records (including completed Spotter Competency Assessment Form) must be submitted to blue Learn and tracked in blue.

4.2 General

- Spotters must be used in Designated Spotter Zones, as well as the following areas:
 - when crossing or working near overhead utilities,
 - when the operators view of the intended path of travel is obstructed, and
 - when mobile equipment or light duty vehicles are moved within 1 meter (3 feet) of other objects or mobile equipment.
- Only one (1) spotter can be used for spotting activities. Other workers can assist but cannot provide additional hand signals to the operator.

4.3 Operator Requirements

	<p>The operator must determine when a spotter is required, and request for assistance in spotting. If a worker attempts to spot a light duty vehicle or mobile equipment without the request of the operator, the operator must <u>stop</u> and complete the planning activities identified below.</p>
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The operator is responsible for the safe operation and movement of mobile equipment and light duty light duty vehicles, and must comply to the following requirements:

- Prior to utilizing a spotter, determine if it is possible to eliminate the need for a spotter (i.e. eliminating the need to reverse a light duty vehicle/mobile equipment and pulling forward into an area).
- When a spotter is required:



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- verify that the spotter is trained and competent (as per the requirements of this SWP),
- identify if additional workers are required to assist maintaining communication (i.e. when direct eye contact is not possible).
- discuss with the spotter:
 - ✓ blind spots, or swing zones (if applicable) of the mobile equipment and/or light duty vehicle (Refer to NIOSH Highway Work Zone Safety for additional information on blind spots and visibility. Figure 1- Example of Operator Blind Spots on Mobile equipment and Light duty vehicles provides examples of Operator blind spots on common mobile equipment and light duty vehicles utilized at Simpcw Resources Group).
 - ✓ the designated safe distance from the mobile equipment/light duty vehicle which the spotter needs to maintain during the spotting activities.
 - ✓ Hazards and required controls in the path of travel (i.e. people, mobile equipment, structure, ground conditions, etc.)
 - ✓ required spotting safety equipment (i.e. safety light bar in dark or poor visibility)
 - ✓ the travel path of the mobile equipment or light duty vehicle.
- Prior to operating mobile equipment and/or light duty vehicles:
 - conduct a 360° walk around mobile equipment or light duty vehicles which have been left unattended and out of the operator's line of sight,
 - clear mirrors and/or cameras (if equipped) of debris (i.e. frost, dirt), and
 - check all mirrors and cameras (if equipped) for workers prior moving the mobile equipment or light duty vehicle.
- Do not start moving the mobile equipment or light duty vehicle until the spotter provides, verbal communication that they are ready to spot.
- Back up alarms are preferred for all work vehicles being operated on a work site. If the vehicle is not equipped with a backup alarm, the project team must set a standard for moving equipment and/or may have to follow additional client requirements (i.e. Indicate one (1) honk for forward and two (2) honks for reverse movement prior to moving mobile equipment or light duty vehicles).
- Maintain constant visual contact of the spotter and two-way communication with the spotter. STOP operation of the mobile equipment or light duty vehicle if visual contact of the spotter and/or 2-way communication with the spotter cannot be maintained.



Workers are not permitted to approach any mobile equipment or light duty vehicle unless the mobile equipment and/or light duty vehicle is secured from movement, eye contact is made with the operator and the operator provides visual or verbal signal that it is safe to approach.

4.4 Spotter Requirements

Spotters must only conduct spotting activities and are not permitted to engage in any other activity while spotting mobile equipment or light duty vehicles. Spotters must comply to the following requirements:

- Maintain the determined safe distance from the mobile equipment and/or light duty vehicle based on the blind spots specific to the mobile equipment and/or light duty vehicle being operated.



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- Avoid standing in the line of fire of the mobile equipment and/or light duty vehicles being spotted, this includes (but is not limited to):
 - walking directly behind mobile equipment and/or light duty vehicles or their attachments
 - walking or standing between a trailer and the mobile equipment and/or light duty vehicle that it is attached to or that is being attached to,
 - standing between the back or side of the mobile equipment and/or light duty vehicle that is moving and other structures in the area (loading dock, barricade, another unit, etc.)
- Avoid walking backwards while spotting.
- Immediately signal the operator to stop if any person or object enters the mobile equipment/ light duty vehicles intended path.
- Signal the operator to stop if you must change position. Once the mobile equipment and/or light duty vehicle has stopped, reposition, and when ready, signal the operator to continue.
- Be aware of the locations of all overhead/underground utilities prior spotting mobile equipment and/or light duty vehicles. Use designated crossing areas before crossing.
- Use the standard hand signals identified in Figure 2 – Spotter Hand Signals.
- If hand signals become ineffective due to the work environment or weather, signal the operator to STOP, and discuss alternative methods of communication with the operator before continuing.

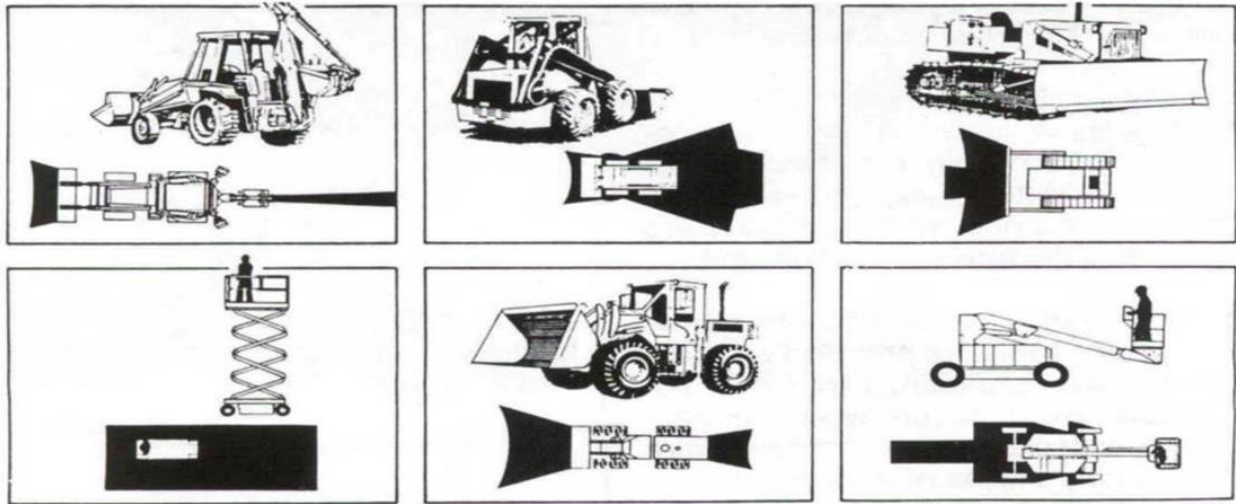


ANY person may give the emergency stop signal if an emergency occurs.

4.5 Parking

- Park in drive-thru parking stalls and spots whenever possible, or back into stalls or parking area if it is not possible to drive through them.
- Drive past the parking stall to assess for hazards and back into the stall (if no hazards exist).
- A spotter must be used when parking within 1 meter (3 feet) of other equipment or structures.

Figure 1- Example of Operator Blind Spots on Mobile equipment and Light duty vehicles



Examples of Blind Spots on Mobile equipment

Operator Blind Spots on Plow Truck

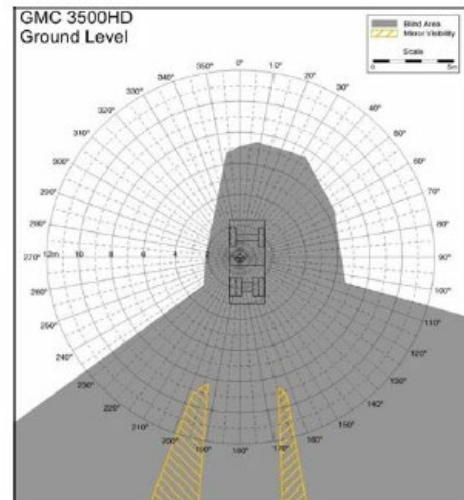
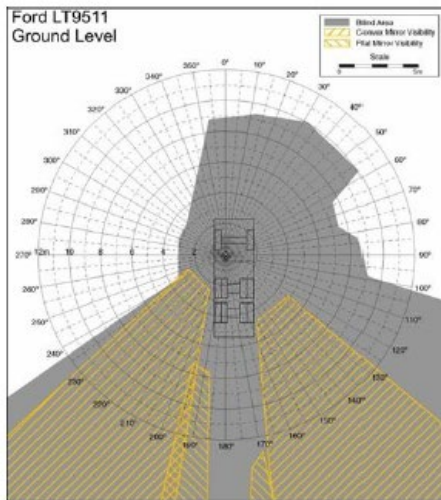



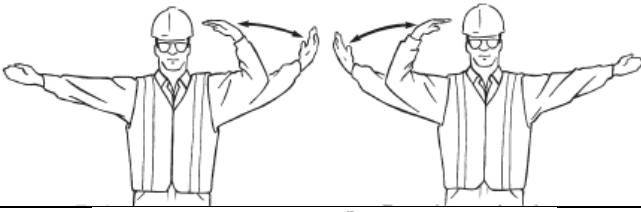




Figure 2- Spotter Hand Signals

Hand signals allow the Spotter to communicate with the Operator. Each hand signal has its own meaning. It is important to be familiar with each signal to navigate the Operator safely and competently to their destination.

	Forward: Always face palms in direction of desired travel. Then bend both arms repeatedly towards head and chest and then extend.
	Backward: Always face palms in direction of desired travel. Then bend both arms repeatedly towards head and chest and then extend.
	Stopping Point: Face palms forward with palms above head. Bring elbows forward and hands together.
	Turns: Point arms to indicate direction of turn, bend monitoring arm repeatedly toward head to indicate continued turning.
	Clear to Leave Area: Point at the Operator and gain eye contact. Turn and extend arms in the desired direction.
	Stop: Cross both arms above head.



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Emergency Stop: Start with hands clasped above head. Extend downward repeatedly until light duty vehicle / mobile equipment stops.

5.0 DEFINITIONS

Designated Spotter Zones – Designated areas where spotters are required. APPENDIX A provides an example of designated zones, and circumstances where spotters must be used.

6.0 REVISION HISTORY:

DATE	DETAILS OF REVISION	REV #	PREPARED BY	CHECKED BY	APPROVED BY
23/10/2023	Initial Issue	01	Amanda Bellamy	Jeremy Matthews	



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ACKNOWLEDGEMENT FORM

I hereby acknowledge that I have reviewed and understand the contents of the Working Past Daylight Hours Safe Work Practice. I understand that I must have a thorough knowledge of, and abide by, these requirements. If I have questions during the process of this task I will stop and speak with my immediate Supervisor/Foreman. I further acknowledge that I understand that the requirements contained within this safe work practice are conditions of my continued employment with Simpcw Resources Group.

Print Name:

Signature:

Date:
