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	Effective Date	October 10, 2015	Revision Date	New
Approved by	Chief Administrative Officer			

Legal Standards & References

Ontario Regulation 851, R.R.O. 1990, as amended regulates the safe operation of mobile equipment

Definitions

“operator” means any person who is competent to drive or operate a Corporation vehicle

“signaller” means a competent employee who, in discussion with an operator, is able to clearly understand, assist and safely direct an operator in reversing a vehicle

“vehicle” includes a motor vehicle, road-building machine, trailer and any motorized equipment driven or towed by an operator except a Fire Department vehicle

Policy Statement


The employer is responsible for making workers aware of hazards in the workplace and for providing information and instruction to protect the health and safety of workers. The operator is responsible for the safe and lawful operation of a Corporation vehicle.

Purpose and Scope

The improper reversing of vehicles is a serious workplace hazard. This Standard describes procedures and expectations for the safe reversing of Corporation vehicles with and without the assistance of a signaller. It applies to any employee who operates a Corporation vehicle and anyone who acts as a signaller for an operator.

Standards/Procedures

There are several approaches to prevent accidents caused by reversing vehicles.


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1. Site Planning

- 1.1. Every work activity should be planned and organized so that vehicles are NOT operated in reverse or are operated in reverse as little as possible.
- 1.2. Vehicles at a project should not be operated in reverse unless there is no practical alternative to doing so.
- 1.3. Foot traffic should be minimized where vehicles are required to operate in reverse. Where practical, a physical barrier can separate workers from the path of reversing vehicles.
- 1.4. The operator shall always attempt to park the vehicle in such a manner as to eliminate the need for reversing, whenever possible.
- 1.5. Whenever possible, an operator will use a signaller to assist with reversing a vehicle.
- 1.6. If vehicles on a project are being operated in reverse, consideration should be given to posting signs warning of reversing vehicles.

2. With a signaller

- 2.1. A signaller will;
 - a) be competent and must not perform any other duties while acting as a signaller
 - b) wear a reflective vest or jacket that meets the prevailing regulation for high visibility clothing
 - c) establish procedures with the operator
 - d) maintain a clear view of the intended path of travel and must be able to view obstructions behind, beside and above that the operator cannot see
 - e) maintain clear and continuous visual contact with the operator
 - f) direct the operator along the intended path of travel, using clearly understood hand signals
 - g) avoid walking backwards while signalling
 - h) avoid being positioned between the vehicle and an obstacle

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- i) signal the operator to **stop immediately** if;
 - the operator varies from the intended path
 - someone on foot or an object crosses/could cross into the intended path of travel
 - the ground or surface conditions become unstable for the vehicle or the signaller
- j) warn workers and anyone else on foot of the reversing vehicle
- k) remain visible to the operator until any load is unloaded and the truck box is completely lowered

2.2. An operator will;

- a) establish procedures with the signaller
- b) always obey the signaller. If there is more than one signaller, stop the vehicle and determine which one to obey before proceeding.
- c) leave the vehicle and walk around the vehicle if unsure of clearances in tight locations
- d) make sure all mirrors are clean, intact, functional and properly adjusted for the best view.
- e) ensure the back-up warning device is working.
- f) reverse slowly when signaled to do so, checking mirrors while backing-up.
- g) **stop the vehicle immediately** when a signaller or a worker or anyone else on foot disappears from view.

3. Without a signaller

- 3.1. If a signaller is not available, the operator must LEAVE THE VEHICLE to perform a visual inspection to ensure that there is no imminent traffic activity, vehicle, obstruction, pedestrian or overhead hazard and that the conditions are unlikely to change during the reversing operation.
- 3.2. The operator shall check all mirrors carefully before putting the vehicle into reverse gear to ensure that conditions have not changed from the time of the circle check.
- 3.3. The operator must honk the vehicle horn twice before moving the vehicle, even if the vehicle is equipped with a back-up warning alarm.

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- 3.4. Reverse slowly, constantly checking all mirrors while backing-up.
- 3.5. **Stop the vehicle immediately** when a worker or anyone else on foot disappears from view.

Communication

- Every new and amended standard is shared with the Joint Health and Safety Committee for review and comment prior to approval
- Notice of approval is communicated via email and Health and Safety bulletin boards
- Copies of all standards are consolidated in binders available in every workplace

Training

- Every employee receives health and safety learning at orientation and regularly thereafter.
- Operators and signallers receive specific training regarding the procedures in this Standard.


Evaluation

The Corporation's Health and Safety Policy is reviewed and updated annually in consultation with the JHSC.

Acknowledge Success/Make Improvements

Human Resources and/or the JHSC may make recommendations regarding the provision and maintenance of a corporate health and safety policy. Improvements are incorporated as part of the annual review. Successes are acknowledged at the annual Safety and Attendance Banquet.

This Standard takes effect immediately and remains in effect until replaced by a new Standard or superseded by legislation or regulation.

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Chief Administrative Officer

Worker Co-Chair, JHSC

Reviewed (Date):	By (Name and Initial):

**This document can be made available in an accessible format upon request.*