

		<b>Control number</b> DCC-E3-037				
		<input checked="" type="checkbox"/> <b>Classification</b>		<b>Pertains to :</b>		
		- Policy		E	Q	OH&S
		<input checked="" type="checkbox"/> - Procedure		No	No	Yes
<b>Subject</b> Mobile Equipment & Back Up Policy		- Work instruction				
		- Form				
		- Other (describe):				
<b>Revision number</b> 12	<b>Date of Review / Revision</b> January 11, 2022	<b>Date of 1<sup>st</sup> issue</b> September 12, 2005				
<b>Originating department</b> Safety	<b>Revised by</b> Zaya Janou <b>Title</b> Senior Advisor, OH&S	<b>Approved by</b> John Serafini CRSP <b>Title</b> Manager, OH&S				
<b>Distribution</b> Dufferin Construction Company				<b>Page 1 of 8</b>		

## 1. OBJECTIVE

Dufferin Construction Company is vitally interested in the occupational health and safety of all of its employees, independent brokers/contractors and members of the public. Our company is committed to meeting or exceeding all of the legal minimum requirements, duties, and the standards set by the applicable provincial health and safety legislation and highway traffic legislation.

We encourage every employee and, independent broker/contractor and hourly rental, to be concerned not only about his or her own health and safety, but also to ensure healthy and safe work practices of others around them.

Health and safety is everyone's business. Ensuring full compliance with the applicable provincial health and safety legislation and highway traffic legislation, will not only make our company a healthier and safer workplace, but also improve employee morale and encourage other good business practices.

## 2. POLICY

Dufferin Construction Company adopts and will enforce the following rules:

- All workers must read and become familiar with; the Dufferin Construction Company Mobile Equipment/Truck Safety Policy, the Ontario Occupational Health and Safety Act, and the Highway Traffic Act and its regulations, and adhere to the safe work procedures as detailed therein.
- Dufferin Construction Company mandates that all dump trucks and mobile equipment entering or operating on Dufferin sites must be equipped with an audible automatic back-up alarm that signals when the truck or mobile equipment is being operated in reverse.
- Signs are posted on Dufferin job sites that "Drivers must obey a signal person". When a signal person is required, all truck or mobile equipment operators must adhere to the signal person. All drivers and operators are to immediately stop if the signal person is not in full view of the operator at all times.
- CSA approved PPE must be worn at all times including: Hard hats; safety vests; safety footwear; safety glasses and **long pants are mandatory** when operators exit their vehicles and equipment at all Company construction project sites, yards, shop and plant locations. This also includes workers working on the project. **Shorts must not be worn on a Dufferin Construction Project.**



- All drivers and operators must obey all signage, including but not limited to: speed limits; stop; and yield signs at all Company locations and surrounding areas. Truck drivers are not allowed to exit their vehicles while being loaded at the Company's Plants and Yards.
- Truck drivers are prohibited from banging their tailgates at all Dufferin Construction project sites, yards, plant and shop locations in heavily populated residential areas during night operations.

Where applicable and/or required under contracts with MTO, subcontractors and hourly rental operators may be required to supply Dufferin Construction Company with the following information:

1. Appropriate documentation to validate college of trades hoisting license or other Provincial Safety Qualification or other certifications (when applicable)
2. Ministry of Transportation – proof of valid C.V.O.R. certificate (when applicable)
3. Proof of Automobile Insurance coverage and Commercial General Liability (CGL); minimum 2 million dollars (\$2,000,000) for hourly rental operators and a minimum of 5 million dollars (\$ 5,000,000) for subcontractors.
4. Proof of vehicle ownership
5. Copy of company Health and Safety Policy Statement
6. Proof that the driver has received a copy of Dufferin Construction's Mobile Equipment/Truck Safety Policy and signed acknowledgement sheet.
7. Proof that the driver has received a copy of Dufferin Construction's Overhead Powerline Procedure and signed Policy and acknowledgement sheet.
8. Valid W.S.I.B. Clearance Certificate or Waiver of Coverage for Independent Operators, renewed every 90 days where required
9. MOL Form 1000 (Registration of Constructor and Employers)
10. CRH Supplier Code of Conduct. Please refer to the DCC website [www.dufferinconstruction.com](http://www.dufferinconstruction.com)

\*\* DCC personnel must also review the Vendor Compliance Package.

Dufferin Construction Company will **NOT** accept, tolerate or condone any breach of any statutory requirements of Dufferin's Mobile Equipment/Truck Safety Policy, the Ontario Occupational Health and Safety Act, and the Highway Traffic Act.



### **3.0. PROCEDURE**

Dump trucks and heavy equipment such as loaders, dozers, graders, and backhoes have blind spots that restrict or prevent the operator viewing the intended path of travel. As a result, it is essential that you employ a variety of control strategies to address construction vehicle hazards. Preventing construction vehicle hazards can be achieved through:

- Site Planning
- Use of Signalers
- Training
- Warning Signs; and
- Backup Warning Alarms

#### **3.1. INTERNAL TRAFFIC PROTECTION PLAN**

- The Internal Traffic Protection Plan (ITPP) must be developed in writing and communicated to all workers on the site if any of them may be exposed to a hazard from vehicular traffic as per Section 67(4) of the Ontario Occupational Health and Safety Act.
- The Internal Traffic Protection Plan (ITPP) will detail the hazards of vehicular traffic patterns and identify drive thru operations and reduce the need for reversing vehicles. The ITPP will consist of a drawing/sketch of the work zone indicating the scope of work and the measures to prevent a struck by event .
- The ITPP must be communicated to the work crews prior to implementation and a copy of the plan must be kept on the project at all times.
- Upon completion of a Pre-Work Hazard Assessment (PWHA) by the Supervisor, all workers must review the hazards and control measures.
- Implementation of the ITPP will identify opportunities to maximize drive through operation and reduce the frequency of reversing equipment.
- Supervisor must plan the work for maximum segregation and separation of work activities.
- This can be accomplished by erecting a barrier with prominent warning signs advising:

**DANGER DUE TO REVERSING EQUIPMENT  
DO NOT CROSS BARRIERS**

##### **3.1.1 TEN FOOT RULE**

- The Ten Foot Rule is a shared responsibility to eliminate struck by incidents. Operators must not bring their equipment/vehicle within ten (10) feet of workers on foot and workers on foot must never enter a machine’s blind spot without waiting for eye contact and receiving an all clear via WAIT FOR THE WAVE.

#### **3.2 BACK UP SIGNALERS**

A signaler must be used where:

- The operator's view of the intended path of travel is obstructed; or

- A person could be endangered by the vehicle, equipment or by its load.  
A signaler must be a competent worker, meaning he/she must receive a combination of written and verbal training/instruction.

### 3.3 SIGNALER PROCEDURE

- Signalers must follow the **Ten Foot Rule** at all times. Signalers must introduce themselves to drivers and equipment operators and advise of the project specific plan and signal procedures. Furthermore, operators are to be instructed not to travel in reverse or reverse as little as possible; Where required, the operator must be assisted by the designated signaler.
- Operators must understand that, where visibility is obstructed, no equipment will move without the signaler's assistance.
- Always discuss the signals to be used with the vehicle operator before proceeding. (This also applies if using a stop/slow sign or an escort vehicle.)
- Signalers must stand outside the equipment's path of travel and remain in the operator's mirror at all times. The signaler position must be altered as the vehicle/machine is reversing or when signaling a articulating machine. IE Rock Truck.
- When directing on-site traffic, the signaler must have a clear view of the intended path of the vehicle and when hand signals are used he/she must be fully visible to drivers to ensure that signals are received.
- Know and use standard signals for on-site traffic.
- When visual signals are used, they must be clear.
- For radio communication, equipment must be in good operating condition and batteries fully charged.
- Signalers must not perform other work while performing the role of signaler.
- While signaling, the worker should not do any other work. Equipment operators must stop their vehicle at once if the signal or is not paying attention to the task at hand. Once signaling is finished, the worker should continue regular work until required to signal again.
- Stay alert to recognize and deal with dangerous situations.
- Understand the maneuvering limitations of vehicles and equipment.
- Stand where you can see and be seen by the driver or operator.
- Make eye contact with driver or operator before signaling or changing location.
- Know driver and operator blind spots.
- If a hazard on the passenger side of the vehicle cannot be seen clearly, the signaler should stop the vehicle to check its distance from the hazard before returning to the driver's side.
- Prominent warning signs advising:

**Drivers Do Not Reverse Without Signaler**

### 3.4 TRAINING

Site personnel should be trained to recognize blind spots, the areas around every vehicle that are partly or completely invisible to the operator or driver, even with the help of mirrors.

- Training should reflect the following content:
- Project specific traffic control and both Internal and External Traffic Protection Plans.
- Drive-through operational procedures
- Barrier control
- Equipment blind spots
- Understand the effect of blind spots around vehicles and equipment.
- How to work safely around trucks and operating equipment.
- Avoid entering or standing in blind spots and adherence to the Ten Foot Rule.
- Make eye contact with the driver or operator before approaching equipment.
- Signal intentions to the driver or operator.
- Avoid standing and talking near vehicle paths, grading operations and other activities where heavy equipment is moving back and forth.
- Advise fellow workers whenever they may be in a hazard location.

### 3.5 WORKER DUTIES:

- Workers must be aware of vehicles in motion around them and operator blind spots.
- They must avoid standing working, kneeling, or congregating in these areas.
- Workers must make eye contact with the operator before approaching the equipment Ten Foot Rule hazard zone and indicate their intention. **WAIT FOR THE WAVE!**
- Never walk behind a vehicle which is backing-up.
- Never stand in the vicinity of vehicles in motion.
- Alert the operator should the back up alarm fail or any other safety concerns which may lead to a potential hazard to workers.

### 3.6 OPERATOR DUTIES:

- Operators will conduct a General Equipment Inspection prior to operating the equipment, which includes an equipment circle check to ensure an inspection of the equipment is completed as per the Operator Manual and Dufferin Construction policy amendments effective January 3, 2017. Hourly rental equipment operators and DCC operators will use the revised inspection books and maintain a copy in the cab of the machine each day. Copies of the equipment inspection will be handed into the Supervisor on a daily basis. All truck drivers will conduct pre-trip inspections as per the Highway Traffic Act – CVOR and Ministry of Transportation rules.
- Operators should remain in their cab whenever possible to avoid being struck by other vehicles. If an operator leaves the cab he/she must wear all PPE noted in 2.0.
- Properly adjust mirrors and use them continuously to check both sides of the vehicle and watch for people moving into the blind spots. Make sure all mirrors are functional and properly adjusted for the best view. If the vehicle, machine or equipment has a back-up camera or other safety system these devices must be maintained to ensure proper working order at all times.



- Always adhere with the Ten Foot Rule and obey the designated signaler. If the signaler disappears from view, stop the vehicle immediately and wait until the signaler returns and signals the operator to proceed.

### 3.7 DUMP AREAS

- Dumpsites are to be assessed by the Supervisor and determined to be “pedestrian free zones” to workers on foot, including dump truck drivers exiting their vehicles.
- An Internal Traffic Protection Plan must be completed to validate the area is a “pedestrian free zone”.

### 3.8 PERSONAL PROTECTIVE EQUIPMENT (PPE)

#### ***General PPE***

CSA approved PPE must be worn by all workers, including as a minimum: hard hat, safety glasses, safety vest and safety boots. Depending on site conditions and environmental hazards, additional PPE may be necessary, including:

- Hot conditions: shirt and full-length pants are mandatory; insect repellent may also be required in some locations;
- Cold conditions: warm layered clothing, especially gloves, boots and hard hats with winter liners
- Wet conditions: High Viz CSA approved rainwear
- Dusty conditions or where stones may be projected: safety goggles which prevent wind-blown dust from entering the eye, hearing protection, respiratory protection, or other PPE as required by the Supervisor’s risk assessment.

#### ***Specific PPE (Protective Garment)***

- Protective garments (vests, etc.) to be worn by all workers exposed to vehicular traffic, including the motoring public; and construction equipment & vehicles.
- Protective garments must be CSA Z96 standards for High Visibility or at a minimum: Blaze orange fluorescent safety vest or equivalent garment with retroreflective stripes on the front and back.
  - Fluorescent blaze (or international) orange with 2 retro reflective, fluorescent yellow stripes (5 cm wide) on front & back.
  - Stripes in the Front must be vertical and stripes on the Back must be an “X”
  - Vests: Adjustable fit
  - Nylon vest: Side & front tear away features
  - Nighttime: Retro reflective silver stripes on ankles and wrists or equivalent side stripes with a total area 50 cm per side.
  - Vests and Garments that meet the CSA Z96 standard for approved high visibility wear
- Green Safety vests having CSA Z96 approval are recommended for signal persons; traffic control persons; workers erecting and/or dismantling traffic control devices on a roadway; and all designated back up signal persons. This was a recommendation by employees of Dufferin Construction and their respective Safety Grass Roots Culture teams.

### 3.9 WARNING MESSAGES

#### *Signs*

- Warning signs should be posted prominently to instruct construction vehicle operators and workers that a signaler must be used when traveling in reverse
- Signs are available from the Infrastructure Health and Safety Association of Ontario. Warning signs can be customized with project specific messages.
- Warning signs must be located prominently on all projects where reversing operations occur. Warning signs are useful for advising operators and workers on foot of the dangers and safe work practices
- Warning signs should be posted at:
  - All project entrance points
    - In the vicinity of reversing operations
    - Warning signs may convey the following message:  
**DANGER DUE TO REVERSING EQUIPMENT  
OPERATORS MUST OBEY SIGNALERS**
- Warning signs at designated dump sites should convey the following message:  
**DANGER DUE TO REVERSING EQUIPMENT  
ACCESS PROHIBITED**

### 3.10 VEHICLE BACKUP WARNING ALARMS

- All mobile equipment, vehicles and dump trucks must be equipped with operational automatic audible backup warning alarms. Light duty vehicles are exempt from this requirement such as smaller class vehicles including half ton pick-up trucks, SUV's and similar. If you are not sure which vehicle requires a back-up alarm contact your company representative or the Health and Safety Department.
- Supervisors must be advised immediately by any worker if a vehicle, mobile equipment or dump truck is operated on the project without an operating backup alarm.
- Any vehicle or equipment that requires an automatic audible back up alarm and whose alarm is not working requires the vehicle or equipment to be stopped and tagged out of service until the necessary repairs are made.
- Backup alarms are most effective in areas of limited background noise and the Company continues to test various "white noise" back up alarms or other systems that will differentiate sound from other industry or other OEM reversing alarm devices.



DUFFERIN CONSTRUCTION COMPANY

MOBILE EQUIPMENT/TRUCK SAFETY POLICY

Conformation of Compliance

Name of Company or Independent Broker: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

CVOR No: \_\_\_\_\_ Vehicle Insurance Certificate (Attach)

WSIB Clearance Certificate (Attach) or

WSIB Independent Operator Confirmation (Attach)

Note:

Please forward all Subcontract Documentation to the attention of the Contracts and Credit Department or email: [dcccontracts.credit-ca@ca.crh.com](mailto:dcccontracts.credit-ca@ca.crh.com). Failure to do so may cause your payment to be withheld.

All Vendor Documentation must be addressed to the person requesting the information. Failure to do so may cause your payment to be withheld. I acknowledge that I have received a copy of the Dufferin Construction Company Mobile Equipment/Truck Safety Policy.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature