

**Green Folder Document Control
Section 6A Safe Systems of Work for Drainage**

Section	GF6A	Document initiated by	Green Folder Committee
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Date	Revision No.	Details of Amendment	

Safe System of Work for Drainage Operations

a. Purpose:

To provide guidance and a series of actions, on how to prevent injury and/or ill-health associated with the carrying out of Drainage Operations and to mandate all employees to demonstrate compliance with all applicable legislation.

b. Scope:

Applicable to all employees engaged in drainage where DCC is the PSDP /PSCS. This Safe System of Work should be read in conjunction with the Safe Systems of Works for Works on Road Restoration Improvement, Minor Civils Work and Surface Dressing.

c. Definitions:

Drainage Works includes the following activities:

- Ledging,
- Opening Outlets,
- Gully Cleaning,
- Cleaning Roadside Drains,
- Pipe/ Culvert Cleaning,
- Piping Roadside Drains

d. Relevant Risk Assessments:

The following Risk Assessments are relevant to this activity:

Risk Assessment ref.	Title
001	Lifting Operations
003	Abrasive Wheels
004a	Biological Hazards
004b	Weil's disease
004c	Infectious Disease
005	Hazardous Materials, Chemicals, Pesticides
008	Hand tools, electrical portable equipment
009	Lone Working
010	Lifting gear
011	Liquefied Petroleum Gas
012	Manual Handling
013	Noise at Roadwork's
014	Personal Protective Equipment
015	Vibration
016	Working on or adjacent to water
017b	Slip, trips and falls (construction site)
018	Fire
Risk Assessment ref.	Title

019	Mobile Construction Plant
021	Working on Roads / Roadworks
024	Bitumen Boilers / Patching Unit
025	Mobile Signage
026	Overhead / Underground Services
028	Children & Unauthorised Public
029	Compressed Air Tools
030	Chainsaws
031	Tractor Hedge Cutting / Grass Cutting
032	Use of Flammable Substances
033	Harassment from Public
036	Mechanical Hazards
040	Fuel Storage & Dispensing
043	Vehicle Breakdown
044	Weather Conditions
045	Housekeeping

e. Roles and Responsibilities:

The following roles and responsibilities are specific to this Safe System of Work and are in to be read in conjunction with the other roles and responsibilities assigned to the post-holder in the Roads Safety Statement.

At the beginning of each programme period the supervisory staff involved in the works shall meet and agree assignment of responsibilities. These shall be documented below in section f.

f. Procedure:

1) Project Planning and Design	
Item:	Responsibility assignment and date
Plant and equipment:	
<ul style="list-style-type: none"> ▪ Select suitable plant and equipment with reference to the IAT Guidelines. 	
<ul style="list-style-type: none"> ▪ Carryout inspections and checks as per Section 11 of the Safety Management System (Green Folder) 	
<ul style="list-style-type: none"> ▪ Pick up 	
<ul style="list-style-type: none"> ▪ Back Hoe Excavator 	
<ul style="list-style-type: none"> ▪ Relevant Handtools 	
<ul style="list-style-type: none"> ▪ Slings (Register of Lifting Equipment) 	
<ul style="list-style-type: none"> ▪ Traffic Management Equipment 	
<ul style="list-style-type: none"> ▪ Lorry 	
Materials:	
<ul style="list-style-type: none"> ▪ Obtain material data sheet for construction materials and chemicals on site. 	
<ul style="list-style-type: none"> ▪ Carry out Risk Assessments on these materials in use as part of ongoing safety awareness toolbox talk's programme. 	
<ul style="list-style-type: none"> ▪ Select suitable safe locations for storage of materials. ▪ 	

1) Project Planning and Design	
Item:	Responsibility assignment and date
Materials continued....	
<ul style="list-style-type: none"> ▪ Plan safe deliveries to site. 	
<ul style="list-style-type: none"> ▪ Pipes 	
<ul style="list-style-type: none"> ▪ 804/Wetmix 	

1) Project Planning and Design	
Item:	Responsibility assignment and date
Staff:	
<ul style="list-style-type: none"> ▪ Ensure competent staff are available to carry out works, including plant operators. 	
<ul style="list-style-type: none"> ▪ Appropriate training in accordance with the Section 8 should be provided to relevant employees in particular but not limited to the following. Some courses are mandatory and are marked with * <p>Abrasive Wheels Chainsaw Training Road Strengthening Banksman CSCS – 180 Degree Excavator * CSCS – 360 Degree Excavator * CSCS Health and Safety at Roadworks * CSCS Location of Underground Services * CSCS Mini Digger * CSCS Signing, Lighting & Guarding at Roadworks * CSCS Site Dumper * CSCS Slinger-Signaller * Driver CPC Modules * IAT Material Testing for Technicians IAT Roads Engineers Course IOSH – Managing Safely for Construction Managers IOSH – Supervising Safely in Construction Manual Handling (Outdoor) Occupational First Aid Operation and Maintenance of Strimmers Bushcutters Ride on Roller Safe Pass Safe Systems of Work Plans Training Stop/Go Operator Supervisory Skills for General Services Supervisor Surface Water Construction and Maintenance Temporary Traffic Signal Operator Tractor Training Training for Designers of Temporary Traffic Management</p>	
<ul style="list-style-type: none"> ▪ Brief employees on risks and control measures via rolling programme of toolbox talks and Safe System of Work Plan for each site. 	
<ul style="list-style-type: none"> ▪ Other Items: <ul style="list-style-type: none"> ▪ Notification to Gardai and other parties including media as necessary. ▪ Complete any designs for works. ▪ Where applicable appoint contractors in accordance with procedures in Section 13 of the Safety Management System (Green Folder). 	

2) Operations:	
Item:	Responsibility assignment and date
<ul style="list-style-type: none"> ▪ Implement Traffic Management Plan; 	
<ul style="list-style-type: none"> ▪ Implement specific control measures identified for hazards in the Safe System of Work Plan 	
<ul style="list-style-type: none"> ▪ Implement identified control measures for generic risk assessments listed in section d; 	
<ul style="list-style-type: none"> ▪ Implement designs prepared for project; 	
<ul style="list-style-type: none"> ▪ All employees to identify additional hazards or risks not identified at planning stage and notify site management. Site management to review operations and modify SSWPs and TMPs accordingly. 	

3) Records and Closeout	
Item:	Responsibility assignment and date
<ul style="list-style-type: none"> ▪ Complete project close out sheet. See section 12 of the Safety Management System (Green Folder) 	
<ul style="list-style-type: none"> ▪ Compile a safety file and submit to SE 	
<ul style="list-style-type: none"> ▪ The following records must be kept for each project and retained for 5 years <ul style="list-style-type: none"> ○ Surface Dressing Designs ○ Materials Testing and QA Records ○ Site Specific Risk Assessment and TM Plan ○ Photographs of Signage (if any) ○ HSA SSWP ○ Project close out sheet ○ Plant records 	