

Green Folder Document Control

Section 6B Safe Systems of Work for Minor Civils

Section	GF6B	Document initiated by	Green Folder Committee
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Date	Revision No.	Details of Amendment	

Safe System of Work for Minor Civils Works

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 minor civils work on roads or footways and to mandate all employees to demonstrate compliance with all applicable legislation.

b. Scope:

Applicable to all employees engaged in minor civil engineering works where DCC is the PSDP/PSCS. This Safe System of Work should be read in conjunction with the Safe Systems of Works for Minor Civils Works, Drainage, Road Construction and Patching.

c. Definitions:

Minor Civils work shall be deemed to include any minor works on carriageways, footways, hard shoulders, verges or any adjoining land or property on which it may be necessary for Donegal County Council to carry out new works, maintenance or repairs. Minor civils works is a broadly based description that encompasses many specialities but the works are mainly of a simple and straightforward nature; in essence the works will be of low risk, low cost and of a short time frame. These works will involve the use of hand tools and small plant as well as the use of mechanical excavators and other mechanical assistance that is appropriate to the task. The works could involve the use of concrete and bituminous based materials, cement based products, drainage, ducting and piping materials, fencing/ timber materials and iron based materials and apparatus. Materials used will be specific and/ or bespoke to the particular task.

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
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. 	
<ul style="list-style-type: none"> ▪ Carryout inspections and checks as per Section 11 of the Safety Management System (Green Folder) 	
Materials:	
<ul style="list-style-type: none"> ▪ Obtain material data sheet for construction materials and chemicals on site. 	
<ul style="list-style-type: none"> ▪ Concrete, cement 	
<ul style="list-style-type: none"> ▪ Bituminous, Materials 	
<ul style="list-style-type: none"> ▪ Sand and gravel and other granular materials 	
<ul style="list-style-type: none"> ▪ Pre-cast concrete products 	
<ul style="list-style-type: none"> ▪ Ironwork 	
<ul style="list-style-type: none"> ▪ Street furniture and playground equipment 	
<ul style="list-style-type: none"> ▪ Various types and sizes of pipe (Upvc and concrete) 	
<ul style="list-style-type: none"> ▪ Topsoil, trees, shrubs, grass-seed 	
<ul style="list-style-type: none"> ▪ Carry out risk assessments on these materials in use as part of ongoing 	

1) Project Planning and Design	
Item:	Responsibility assignment and date
safety awareness toolbox talk's programme.	
<ul style="list-style-type: none"> ▪ Select suitable, safe locations for storage of materials. 	
<ul style="list-style-type: none"> ▪ Plan safe deliveries to site. 	
<ul style="list-style-type: none"> ▪ Where appropriate check with statutory bodies and utilities regarding the location or upgrading of existing equipment and apparatus. 	

Item:	Responsibility assignment and date
Staff:	
<ul style="list-style-type: none"> ▪ Appropriate training in accordance with the Section 8 will be provided to relevant employees. Some courses are mandatory and marked with * <p> Abrasive Wheels Chainsaw Training Road Strengthening Banksman CSCS Location of Underground Services* CSCS 180° Excavator* CSCS 360° Excavator* CSCS Health and Safety at Roadwork's* CSCS Mini digger* CSCS Location of underground services* CSCS Signing, Lighting & Guarding at Roadwork's* CSCS Site Dumper* CSCS Slinger-Signaller* Driver CPC modules* </p> <p> IOSH – Managing Safety for Construction Managers IOSH – Supervising Safety 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 all staff 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"> ▪ 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"> ▪ Site specific inductions to be carried out where necessary; 	
<ul style="list-style-type: none"> ▪ Ensure site welfare facilities are in place where necessary; 	
<ul style="list-style-type: none"> ▪ Housekeeping and site cleanliness to be a priority on all road – works carried out by Donegal County Council; 	
<ul style="list-style-type: none"> ▪ Ensure storage areas on site are safe, signed appropriately and are safe for access and exit; 	
<ul style="list-style-type: none"> ▪ Ensure that all small plant has been checked in accordance with Donegal County Council Policy; 	
<ul style="list-style-type: none"> ▪ Ensure that all lifting equipment has been tested and is clearly marked outlining when inspected; 	
<ul style="list-style-type: none"> ▪ Ensure that all employees know what their role is as a member of the Site team; 	
<ul style="list-style-type: none"> ▪ Implement any available designs; 	
<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"> ▪ All temporary signs and markings to be removed upon completion of works; 	
<ul style="list-style-type: none"> ▪ All relevant bodies to be informed that the works have been completed; 	
<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 SAFETY FILE & submit to SE 	
<ul style="list-style-type: none"> ▪ The following records must be kept for 5 years <ul style="list-style-type: none"> • HSA SSWP • Specific Risk Assessments and Traffic Management Plans • Site Diaries • Relevant design sheets • Project close out sheet • Plant records 	