

# Green Folder Document Control

## Section 6C Safe System of Work for Pavement Repair Works

<b>Section</b>	GF6C	<b>Document initiated by</b>	Green Folder Committee
<b>Revision No</b>	001	<b>Document drafted by</b>	Green Folder Committee
<b>Date Document implemented</b>	26 <sup>th</sup> August 2013	<b>Responsibility for implementation</b>	Line Management
<b>Original issued by</b>	H&S Officer	<b>Review date</b>	1 year after implementation date
<b>Document reviewed by</b>	Line Management		
<b>Date</b>	<b>Revision No.</b>	<b>Details of Amendment</b>	

# Safe System of Work for Pavement Repairs

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 pavement repairs and to mandate all employees to demonstrate compliance with all applicable legislation.

b. Scope:

Applicable to all employees engaged in pavement repairs where DCC is the PSDP/PSCS. When appropriate, this Safe System of Work should be read in conjunction with the Safe Systems of Works for Drainage, Surface Dressing and Road Restoration Improvement.

c. Definitions:

Pavement Repairs includes the following activities: surface restoration and repair of pavement defects.

- Surface Restoration in addition to surface dressing should, as necessary include improvement of transverse and longitudinal drainage, pothole patching and local strengthening of weak or deteriorated road edges.
- Repair of pavement defects involves the regulation of the existing road pavement and repairing with bound or unbound materials with or without surface dressing and the provision of drainage, where necessary.

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

Risk Assessment ref.	Title
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
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:

<b>1) Project Planning and Design</b>	
Item:	Responsibility assignment and date
Plant and equipment:	
<ul style="list-style-type: none"> <li>▪ Select suitable plant and equipment.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Carryout inspections and checks as per Section 11 of the Safety Management System (Green Folder)</li> </ul>	
Materials:	
<ul style="list-style-type: none"> <li>▪ Obtain material data sheet for construction and chemical materials on site.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Carry out risk assessments on these materials in use as part of ongoing safety awareness toolbox talk's programme.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Select suitable, safe locations for storage of materials.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Plan safe deliveries to site.</li> </ul>	

<b>1) Project Planning and Design</b>	
<b>Item:</b>	<b>Responsibility assignment and date</b>
<b>Staff:</b>	
<ul style="list-style-type: none"> <li>▪ Appropriate training in accordance with the Section 8 will be provided to relevant employees. Some courses are mandatory and marked with *</li> </ul> <p>Abrasive Wheels  Road Strengthening  Banksman  CSCS Location of Underground Services *  CSCS 180° Excavator *  CSCS 360° Excavator*  CSCS Health and Safety at Roadworks *  CSCS Mini digger *  CSCS Location of underground services *  CSCS Signing, Lighting &amp; Guarding at Roadworks *  CSCS Site Dumper *  CSCS Slinger-Signaller *  Driver CPC modules *</p> <p>IAT Material testing for Technicians  IAT Roads Engineers Course  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"> <li>▪ Brief all staff on risks and control measures via rolling programme of toolbox talks and Safe System of Work Plan for each site.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Notification to Gardai and other parties including media as necessary.</li> <li>▪ Where applicable appoint contractors in accordance with procedures in Section 13 of the Safety Management System (Green Folder)</li> </ul>	

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

<b>3) Records and Closeout:</b>	
Item:	Responsibility assignment and date
<ul style="list-style-type: none"> <li>▪ Complete project close out sheet. See Section 12 of the Safety Management System (Green Folder)</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Compile SAFETY FILE and submit to SE</li> </ul>	
<ul style="list-style-type: none"> <li>▪ The following records must be kept for 5 years. <ul style="list-style-type: none"> <li>• HSA SSWP</li> <li>• Specific Risk Assessments and Traffic Management Plans</li> <li>• Plant Records</li> <li>• Project close out sheet</li> </ul> </li> </ul>	