

Green Folder Document Control
Section 6G Safe System of Work for Winter Service

Section	GF6G	Document initiated by	Green Folder Committee
Revision No	001	Document drafted by	Green Folder Committee
Date Document implemented	26 th August 2013	Responsibility for implementation	Line Management
Original issued by	H&S Officer	Review date	1 year after implementation date
Document reviewed by	Line Management		
Date	Revision No.	Details of Amendment	

Safe System of Work for Winter Service

a. Purpose:

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

b. Scope:

Applicable to all employees engaged in winter service.

c. Definitions:

Winter Service is the process of precautionary salting or gritting of selected public roads when ice, frost and / or snow are expected and the clearing and treating of ice, frost and / or snow from these.

d. Relevant Risk Assessments:

The following Risk Assessments/documents are relevant to this activity:

- A Generic Risk Assessment is carried out for Winter Service and is attached in Section 14 of Greenfolder.
- Depot Site Specific Safety Statements.

e. Roles and Responsibilities:

Senior Executive Engineer and Line Management (Executive Engineer, Road Service Supervisors):

- Prepare and update risk assessments for winter service.
- Prepare a rota of suitably competent staff identifying the availability of staff throughout the entire winter period considering the Organisation of Working Time Act.
- Ensure that suitable plant and equipment are available to undertake Winter Service operations.
- Provide advice and direction to all involved in the Winter Service operations.
- Undertake with Duty Engineers an end-of-season review of health and safety issues identified during the Winter Service.
- Communicate information relating to any reported road conditions and of any reported blocked roads or lanes that may impact on the health and safety of employees.
- Ensure that planned and preventative maintenance to plant is carried out.
- Undertake inspections to ensure compliance with this policy and procedure.
- Attach route specific risk assessments fro your area in Appendix II of this document.

Winter Service Staff (Drivers Helpers etc) shall:

- Ensure that they are familiar with and comply with the requirements of this plan and procedure.
- Ensure that they are familiar with and comply with the requirements of the risk assessments for winter service.

f. Procedure:

1) Project Planning and Design	
Item:	Responsibility assignment and date
Plant and equipment:	
<ul style="list-style-type: none"> ▪ Undertake site specific risk assessment for all salt depots to include stocking and loading of vehicles. 	
<ul style="list-style-type: none"> ▪ Undertake risk assessment for winter service activities such as: <ul style="list-style-type: none"> ▪ Hand spreading of salt, ▪ Manual activities such as clearing snow and ice, ▪ Use of equipment (snow plough, gritter, loader, demountable bulk spreader, etc) ▪ Salting/gritting, ▪ Snow ploughing, ▪ Offload and wash down equipment, ▪ Stocking of salt bins provided for the use of the public. 	
Materials:	
<ul style="list-style-type: none"> ▪ Obtain material data sheet for salt and grit used in spreading. 	
<ul style="list-style-type: none"> ▪ Obtain Safety Data sheets for materials used normally for plant e.g. Diesel, Oil, etc. 	
<ul style="list-style-type: none"> ▪ Carry out Risk Assessments on these materials in use as part of ongoing safety awareness toolbox talks programme. 	
<ul style="list-style-type: none"> ▪ Appropriate training to be provided to relevant employees for example: <ul style="list-style-type: none"> ▪ Winter Service Operator Course ▪ Loading equipment training ▪ Pre season Briefing ▪ Toolbox talks on Risk Assessments ▪ CPC Drivers Course ▪ Scenario training for Duty Engineers ▪ Training on Tracpoint for Monitoring Engineers 	
<ul style="list-style-type: none"> ▪ Undertake pre- season tasks and checks such as: <ul style="list-style-type: none"> ▪ Route Risk Assessments ▪ Checking Vehicles, equipment and attachments ▪ See also in Appendix Two 	

2) Operations:	
Item:	Responsibility assignment and date
<ul style="list-style-type: none"> ▪ Carry out Winter Service using controls identified in Risk Assessments, including dynamic risk assessment where appropriate. 	
<ul style="list-style-type: none"> ▪ Monitor rotas for compliance with Organisation of Working Time Act. 	
<ul style="list-style-type: none"> ▪ Ensure Monitoring Engineers are in place. 	
<ul style="list-style-type: none"> ▪ Undertake inspections to ensure compliance with this policy and procedure. 	

3) Records and Closeout	
Item:	Responsibility assignment and date
<ul style="list-style-type: none"> ▪ Have Winter Service as Agenda on Safety Team Meetings during season for review as required. 	
<ul style="list-style-type: none"> ▪ Winter Service Manager and Area Management to review routes and recommend appropriate changes. 	
<ul style="list-style-type: none"> ▪ Policy to be reviewed annually and adopted by Council. 	