

TOWN OF GARDINER HIGHWAY DEPT

VEHICLE / EQUIPMENT BACKING POLICY (12/6/23)

All Employees need to be informed to stay clear of moving trucks and equipment, especially when backing up.

Vehicles / Equipment with an obstructed view to the rear must be equipped with a working backup alarm. A spotter must signal when it is safe for the vehicle / equipment to backup.

If the vehicle or equipment loses visual contact of the spotter, the vehicle / equipment shall immediately be brought to a full stop until visual contact with the spotter is reestablished. Always follow common sense backing rules; avoid backing when possible. When in doubt do not back up.

Use all rearview mirrors before and during backing. Use the rear window if unobstructed when backing. Back slowly and cautiously keeping the vehicle in control.

If a backing maneuver is too tight do not back up. Find another means to accomplish the task. Park in another location or remove the obstacle.

If backing is unavoidable; back only as far as necessary to accomplish the intended maneuver.

Overview:

- Ensure that spotters and drivers agree on hand signals before backing up
- Instruct spotters to always maintain visual contact with the driver while vehicle is backing
- Instruct drivers to stop backing immediately if they lose sight of the spotter
- Spotters are not to use personal mobile phones, earbuds, head phones or any other items which could pose a distraction during spotting activities
- **Utilize Spotters When Backing into Highway Garage**

TOWN OF GARDINER HIGHWAY DEPARTMENT

ELECTRONIC PORTABLE DEVICE POLICY (12/6/23)

Hand-held portable communication devices shall not be used on public highways during the operation of a vehicle or equipment while on Town business. This includes vehicles / equipment owned or leased by the Town of Gardiner (TOG), provided by contractors, and/or personal vehicles used for Town business.

Vehicle operators may use hands-free units while the vehicle is moving, except in active highway work zones. If a hands-free unit is not used, employees must park in a safe, legal location to initiate and/or respond to calls and messages.

Employees shall not use personal entertainment devices, or any cell phone with **earphones or ear buds** while working in field operations. Supervisors shall ensure that workers are able to perceive hazards, are not distracted from their task, and are not creating hazards through the use of personal entertainment devices when not working (e.g., breaks/meal periods). **Except** in case of emergencies – in such an event **the Employee** is to contact the person in charge.

- POLICY Procedures in the Event of an Emergency while in an active work zone, construction site or in the field of operations:
 1. Employee must Contact Person in charge on job site for **“Replacement of Employee Duties”** during emergency
 2. If no one if available you are to do the following:
 - Contact Working Supervisor, Thomas Power
 - Contact Working Foreman, Mathew Aube
 - Contact Department Head, Brian Stiscia

Today’s technology could be your best friend or your worst nightmare. Multitasking is a myth – and – believing you can multitask with an electronic portable device/cell phone while driving or in a Work Zone or at work on a construction site, is not realistic. Your eyes are your best defense when it comes to safety, it they are not distracted while on the screen.

Create good safe habits. Put yourself in a safe location and/or set a time that is safe to use these devices (e.g., parking lot, at field office, behind barrier/guiderail and away from hazards, etc.).

Remember, **TOG has no tolerance for unsafe behavior for these devices** in their construction project sites and work zones. Let’s change this unsafe behavior and lead by example, as it can save lives ...

