Saskatchewan

Ministry of Highways and Infrastructure

OH&S Promotion Office

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All Ministry Contractors/Consultants/Suppliers & visitors.

The Ministry of Highways and Infrastructure takes a **No Tolerance** stance on Occupational Health and Safety non-compliance on our work-sites. If an unsafe condition or act is recognized appropriate action will be taken to rectify the situation in a timely manner. These rules apply to any Ministry/Contractor employee, consultant, supplier, delivery personnel or visitor to a worksite.

All suppliers, delivery personnel and visitors shall comply with all site safety requirements when making a delivery to a Ministry worksite. Specifically, hard hats and CSA approved footwear are mandatory at all times on all worksites as well as any other form of Personal Protective Equipment {PPE} that may be required as per the Safety Data Sheet (SDS) for the product being delivered and any other posted hazard.

All employers whose workers will be entering a Ministry worksite site shall designate a competent safety representative for their workers at the construction site. This person shall be identified to, and communicate and cooperate with, the designated Prime Contractor Safety Representative for the worksite.

For further information regarding these requirements, please contact the Ministry's Director OHS at (306)933-5190.

Thank you for your anticipated co-operation.

Sincerely,

Rick Frank
Director
OH&S Promotion Office

POLICY: To reduce or eliminate the risk of injury to workers who may be exposed to vehicle/equipment backing-up.

PURPOSE: To ensure that hazards and associated risks of equipment backing-up are controlled.

To ensure all required equipment have working audible back-up alarms installed.

To ensure all workers on Ministry of Highways and Infrastructure (MHI) work sites are aware of the danger of vehicles when they back up.

To ensure managers, supervisor and workers work together to reduce injuries that may occur from equipment that unexpectedly back-up.

To ensure that all contractors working for MHI are adhering to *The Occupational Health and Safety Regulations*, Section 160

DESCRIPTION:

- All MHI and private vehicles used for Ministry work will require a working audible back up alarm.
- Passenger cars are exempt.
- All heavy equipment will require a working audible back-up alarm.
- CVA Pool or rented vehicles used to transport people to meetings, training sessions, site visits will not require back-up alarms and safe procedure needs to be followed when backing (i.e. spotter when backing up).

  Contractors and subcontractors working on MHI projects must comply with *The Occupational Health and Safety Regulations*, Section 160.

- General supply and delivery vehicles to MHI facilities and work sites *will not be required to install alarms in most* cases. However, individual work units should review delivery protocols to ensure that adequate safeguards are in place to protect workers.

- At our Fleet Shops, Equipment Service Bays, Preservation and Contractor asphalt storage tank where tractor-trailer deliveries take place there are times when MHI staff maybe at risk of unexpected back-up from a delivery truck. Protocols must be developed for these delivery trucks when entering, driving, backing and leaving our sites. This protocol could include trucks that can off load their material in such a way that does not require backing. The protocol could also include provisions of having someone from MHI accompany the vehicle, that person could act as a spotter to warn MHI staff and the delivery truck from any dangers.

- Any deviations from this policy must by recommended by the LOHC and approved by the Executive Director.

RESPONSIBILITIES:

Manager/Supervisor Shall:

- Ensure time and resources are available for workers to review existing situations were equipment maybe required to back-up on MHI work sites

- Ensure time and resources are available for the maintenance of equipment required to have an audible back-up alarm

- Provide education/awareness/toolbox talks to MHI staff to increase awareness of equipment that is required to back-up on MHI work sites

- Ensure workers comply with this policy

Worker Shall:

- Participate and cooperate in the investigation, review and monitoring of all equipment that is required to have a working audible back-up alarm
- Identify to the manager/supervisor any equipment that is required to have a working audible back-up alarm
- Immediately inform the manager/supervisor of the failure of a back-up alarm
- Immediately inform the manager/supervisor of any contractor's equipment that does not have a working back-up alarm that may be of a risk to MHI staff.