

SOP – Work on Roads

This SOP may not cover all possible hazards and risks associated and should be referred to as a control measure in the risk assessment process. Site and task may change required PPE. Additional SOP will be required

PERSONAL PROTECTIVE EQUIPMENT

You must wear this personal protective equipment when doing this task

						
Hardhat	Eye	Gloves	Hearing	Hi Viz	Boots	Safety

OTHER SIGNAGE

Refer to Traffic Management Plan

POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Wet weather	Environment
Damage to Property	Outdoor work
Public areas	Tools
Wildlife in the work area	Utilities & Services

Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction

Tools & equipment required

- ✓ Traffic control devices
- ✓ Tools for the task
- ✓ Sunscreen

Licence or VOC Required: No

Operating Procedures / Methodology:

Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Public is protected
- ✓ Property is protected
- ✓ Control measures have been implemented
- ✓ It is safe to proceed

Planning & Preparation

- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task
- ✓ Ensure adequate lighting
- ✓ Traffic Management Plan (TMP)
- ✓ Approval to modify Traffic
- ✓ Install signage as per TMP
- ✓ Project Management Plan
- ✓ Emergency Management Plan
- ✓ Spotters
- ✓ Traffic control devices
- ✓ Traffic controllers
- ✓ Check signs comply with latest Australian Standards.
- ✓ Check signs for damage and loose or missing bolts.
- ✓ Supervisor to approve commencement of work

Consultation

- ✓ SWMS has been reviewed
- ✓ Site induction completed
- ✓ Toolbox talk held
- ✓ Discussed with other PCBU
- ✓ Notify regulator
- ✓ Potential emergencies considered

Doing

- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Ensure clear pathway to exit
- ✓ Check that signs are clean and facing in the right direction.
- ✓ Use two person lift or crane when lifting large signs into trucks.
- ✓ Cover existing speed limit signs when reducing speed limits.
- ✓ Check that signs are clearly visible.
- ✓ Drive through after you have set them up.
- ✓ Perform your task

Ending Operations / Housekeeping:

- ✓ Check signs for damage and repair if necessary.
- ✓ Clean signs before Storing.
- ✓ Return traffic to normal
- ✓ Clean up your mess
- ✓ Store non-disposable PPE to prevent damage
- ✓ Report to your Supervisor

Monitor & Review Process

- ✓ If unsafe STOP, review get approval
- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP
- ✓ Report to your Supervisor if unsure

Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

Worker sign-off

Refer to Worker's induction file for signed documents

DO NOT!

- × **Alter this SOP without Management approval**

Applicable Legislation / Standards:

- ✓ WH&S Act & Regulations
- Codes of Practice –
 - [First aid in the workplace](#)
 - [Work health and safety consultation, co-operation and co-ordination](#)
 - [Managing noise and preventing hearing loss at work](#)
 - [How to manage work health and safety risks](#)
 - [Hazardous manual tasks](#)
 - [Managing the work environment and facilities](#)
 - [Manual tasks involving the handling of people](#)
 - [Managing the risk of falls at workplaces](#)
 - [Electrical safety Working near overhead and underground electric lines](#)
 - [Traffic management for construction or maintenance work](#)
- ✓ Standards
 - AS 1319 Safety signs for the occupational environment
 - AS 2293 .2 emergency evacuation
 - ISO45001 OH&S management systems
 - ISO 31000 Risk management
 - Manual of Uniform Traffic Control Devices (MUTCD)