

NCDOT DIVISION ONE - BACKING POLICY

BACKING OPERATIONS

- Prior to any backing operations, and any time conditions or personnel changes, a Daily Tailgate Safety Meeting should be held to discuss the work plan.
- A designated spotter should be identified.
- Supervisors, spotters and operators/drivers should review proper hand signals.
- All personnel/operators/drivers must be reminded of vehicle blind spots.
- Equipment should be checked daily for audible warning devices and back up alarms.
- Clean lenses on brake lights and backup lights daily for maximum visibility.
- During backing operations, all personnel must remain clear of the area between backing trucks and equipment.
- Only the designated spotter should signal drivers.
- The spotter must remain in position in view of the driver's side mirror.
- Drivers must not begin backing without being signaled by the spotter.
- Drivers must immediately stop backing anytime the spotter is not in clear view.
- Operations should cease anytime an incident or near miss occurs, and should not resume until the procedures have been reviewed and all personnel advised.

BACKING PROCEDURE

- Never place a vehicle in a backing situation if any other option is available.
- Always request a spotter if another person is available.
- If a spotter is not available, perform a "walk around" prior to backing.
- Remain alert to stationary obstacles and moving objects while backing.

DISCIPLINARY ACTION IS REQUIRED FOR:

- Improper use/understanding of hand signals
- Failure to report malfunctioning equipment
- Failure to use appropriate PPE
- Backing without a spotter in clear view
- Failure to stop or cease operations as outlined above
- Failure to immediately notify Supervisor(s) of backing incident
- Failure to conduct Daily Tailgate Safety Meeting
- Failure to designate a spotter for backing operations
- Any "at fault" backing accident

The minimum disciplinary action for infractions listed above is a documented coaching session. More severe discipline may be considered depending upon circumstances. Supervisors should consult with the appropriate Assistant Division Engineer prior to any action being taken.



DIVISION ENGINEER

12/6/11

DATE