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1.0 Purpose

Branscome facilities have continuous heavy truck traffic leaving the yard as well as entering it. Separating employees on foot and this traffic is essential to avoiding injury and/or death. It is the policy of Branscome to prevent employee exposure to traffic hazards on the yard through engineering controls, safe work practices, proper personal protective equipment, and employee training.

2.0 Scope

This Site Traffic Control Program applies to all vehicles and employees on the yard at Branscome facilities. It is to be used to maintain proper separation of employees on foot and vehicular traffic as well as to regulate the movement of heavy equipment on Branscome property.

3.0 Roles & Responsibilities

3.1 Management - Branscome management is responsible for ensuring that each location has developed and implemented policies and procedures for site traffic control safety applicable to the particular environment of that location. This includes the following:

- Provide the technical assistance for assessing the local program.
- Review the program for each location annually.
- Assess whether or not the program is being followed by employees.

3.2 Director of Safety - The Director of Safety, through the Safety Specialist, work with regional management to develop, implement, and administer this program. This includes the following:

- Develop the Site Traffic Control site-specific programs.
- Provide the appropriate level of training for all employees.
- Evaluate the program at least annually to determine continued effectiveness.

3.3 Plant superintendent - The Plant Superintendent is ultimately responsible for ensuring the development, implementation, and administration of the Site Traffic Control at each location. This includes the following:

- Provide the resources for the required equipment, and employee training.
- Ensure that disciplinary actions for safety violations are included in the employee handbook.



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- Ensure that practices in place are sufficient and tailored to that particular facility.

3.4 Supervisors - It is the responsibility of all Branscome supervisors to:

- Ensure that all employees have received general orientation to traffic control safety issues.
- Report all identified hazards.
- Take disciplinary action whenever procedures are violated.

3.5 Employees - It is the responsibility of all employees to follow all program requirements. This includes:

- Wearing High Visibility Vests and hard hat at all times when working outdoors or in yard areas
- Not using personal music devices or engage in personal cell phone conversation
- Be aware of all persons and moving equipment near you.

4.0 Definitions

None

5.0 References

- 5.1 VOSH Reverse Signal Operation Safety Requirements, 16 VAC 25-97
- 5.2 1926 Subpart G: Signs, Signals and Barricades
- 5.3 US Department of Transportation: Manual on Uniform Traffic Control Devices
http://www.osha.gov/OshDoc/data_Hurricane_Facts/work_zone_safety.pdf

6.0 Program

6.1 General Safety

- If equipment has seatbelts, seatbelts shall be worn when operating the equipment.
- Check vehicles before each shift to assure that all parts and accessories are in safe operating condition
- Do not drive a vehicle in reverse gear with an obstructed rear view, unless it has an audible reverse alarm, or another worker signals that it is safe.
- Drive vehicles or equipment only on roadways or grades that are safely constructed and maintained.



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- Make sure that you and all other personnel are in the clear before using dumping or lifting devices.
- Lower or block bulldozer and scraper blades, end-loader buckets, dump bodies, etc., when not in use, and leave all controls in neutral position.
- Set parking brakes when vehicles and equipment are parked, and chock the wheels if they are on an incline.
- All vehicles must have adequate braking systems and other safety devices
- Haulage vehicles that are loaded by cranes, power shovels, loaders etc., must have a cab shield or canopy that protects the driver from falling materials.
- Do not exceed a vehicle's rated load or lift capacity.
- Do not carry personnel unless there is a safe place to ride.
- Use traffic signs, barricades or flaggers when construction takes place near public roadways.
- Workers must be highly visible in all levels of light. Warning clothing, such as red or orange vests, are required; and if worn for night work, must be of reflective material.

6.2 Engineering & Work Restrictions

6.2.1 Speed Limits - All vehicles on Branscome sites are required to maintain posted speed limits. The speed limit on all Branscome yards is 10 mph. Tractors, trucks, cranes, all contractors, subcontractors, and all vendors are required to abide by this speed limit whether on the roads or off.

6.2.2 Barricades - Barricades should be maintained in areas of high worker on foot traffic and anywhere that the potential for contact with vehicles is high where there no barricades in place.

6.2.3 Signage - It is Branscome policy to use signs as guidance to operators throughout the property. These signs may include the following:

- Traffic control signs
- Branscome policy signs
- Informational signs
- Warning or caution signs

All signs shall be retro-reflective or illuminated to show the same shape and similar color both day and night.

6.2.4 The entire property where there is potential for employees to perform work, or where operator may travel, must be sufficiently illuminated. Lighting of the yard area must:



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- Illuminate any blind spots for operators and employees on foot.
- Ensure that employees on foot are clearly visible at night and in poor weather conditions.
- Ensure that all signs are capable of being seen in poor visibility.

6.2.5 Lane Markings - Markings that delineate travel lanes serve an important purpose in the yard as they give operators clear directional guidance, as well as informing employees on foot that there is a potential for vehicular traffic in those locations.

It is Branscome's policy to have clear lane markings for all travel lanes. These markings include the following:

- Lane delineation
- Travel direction guidance.
- Parking areas.
- Loading areas.
- Stop points.
- Pedestrian travel lanes.
- Railroad crossings

6.3 Employee Safety

6.3.1 High-visibility safety clothing is personal protective safety clothing that is intended to make the wearer more visible during both daytime and nighttime usage.

Branscome requires all workers on foot to wear high-visibility clothing. Also, truck drivers and equipment operators must wear high-visibility clothing if they are to exit their vehicle.

High-visibility safety apparel should be replaced when it becomes faded, torn, dirty, soiled, worn, or defaced, or if it is not visible at 1,000 feet day or night.

6.3.2 Ground Guides

- Shall be trained in the safety rules for reverse signal operation.
- Always stay where the vehicle driver can see you while he is backing-up.



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- Stay a safe working distance from the vehicle. (Always maintain a 10ft bubble around the vehicle)
- Must always wear high visibility clothing that provides sufficient visibility at night as well as the day.
- Never do any activities other than those related to the vehicle being signaled.
- Never use personal cell phones, head phones, etc., that could cause a distraction.
- Never walk close behind a vehicle that is backing-up.

6.3.3 Operators

- Shall be trained in the safety rules for reverse signal operation.
- Shall not back-up a vehicle unless they keep a constant line of sight with the ground guide.
- If the driver loses sight of the ground guide, they shall immediately stop the vehicle until sight of the ground guide is regained and a signal is received from the ground guide to restart back-up operations.

6.4 Backup Alarms

All general industry vehicles, machinery and equipment are required to have reverse signal operation that have an obstructed view to the rear.

Obstructed view to the rear – is anything that interferes with the driver’s view to the rear of the vehicle at ground level and includes structural members of the vehicle; its load; its height relative to ground level viewing; damage to windows, side mirrors, etc., used for rearview movement; restricted visibility due to weather conditions; or work being done after dark without proper lighting.

General Rules

- Do not back-up any vehicle unless it has a back-up alarm that is audible above the surrounding noise level, and it is backed-up only when a ground guide signals that it is safe to do so.
- If no ground guide is available, the driver must first look to see that no employee is in the path of the vehicle.
- If the back-up alarm stops working properly and an immediate fix is not possible that day, the vehicle shall be backed-up using ground guide signals, or taken out of service until the alarm is repaired.



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7.0 Training

Drivers and operators must be trained in the safety rules and requirements of reverse signal operation. Refresher training shall be provided for any driver or ground guide when they have violated Branscome policies on reverse signal operation, been involved in a reverse signal accident or near miss, or received an evaluation indicating they have not been operating pursuant to this program.

8.0 Documentation

8.1 If a violation of this program occurs, the supervisor of the work activity being performed under lockout shall initiate and document an investigation in accordance with the Incident Investigation Procedure.

9.0 Document History

| Number | Effective Date | Author |
|---------------|-----------------------|---------------|
| Original | May, 2006 | |
| Revision 1 | January, 2012 | Alvin Trotman |
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