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## SAFE OPERATING PROCEDURES

# Researchers including Students Safety in the Field for Projects

**SOP 10-26**

1. DOT utilizes Researchers including Students and Interns for special research projects. Their safety while working in the field is addressed in this SOP.
2. Students and Interns must have a valid driver license to operate State vehicles.
3. If Researchers are working in the field with DOT work crews, they should participate in the daily Tail Gate Safety meetings documented using ORM.
4. The crew leader or the senior person for the crew shall conduct these meetings.
5. Utilize ORM (Operational Risk Management) program components and record meeting using the ORM Daily Tailgate Safety Meeting binders for your Unit.
  - a. Identify the task or work to be performed
  - b. Assess the potential hazards for each employee’s job task
  - c. Implement controls to control the potential hazards identified
  - d. Perform the work with controls
  - e. Re-assess when conditions change at job site
6. Describe and/or show the planned work zone traffic control set-up that will be used to perform this work.
7. Review with the crew including Researchers, each person's responsibility regarding the traffic control set-up (e.g., sign installation, lane closure setup, etc.).

## ORM Five Core Functions



- Identify your task
- Assess the hazards
- Control or mitigate hazards
- Perform with controls
- Re-assess when conditions change

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8. Researchers working in the Field independently, must conduct their own Hazard Assessment at location of their study and determine what PPE should be utilized. Researchers should contact their DOT sponsors for any information or assistance required.
  - Traffic control
  - Poisonous plants, insects and snakes
  - Bio waste including discarded syringes
  - Confined spaces should not be entered.
  - ANSI 107 approved safety vest required if working in the right of way or around any construction equipment
  - Hard hat required on job sites where exposure to equipment with swinging components being operated such as backhoes, excavators, cranes, or when working in areas where there is a potential for injury to the head by falling objects.
  - Safety glasses are required where there is a risk of eye injury from flying fragments, objects, large chips or particles.
  - Appropriate gloves if working with chemicals or risk of abrasion, lacerations, burns, blisters or punctures to hands.
  - Safety toe footwear where there is a potential hazard for foot injuries due to falling or rolling objects or objects piercing the sole of shoes.
  - Fall protection (including full body harness, lanyard, and anchorage) if working from unguarded work surfaces six feet or more.
  - Hearing protection if noise levels exceed 85dBA. If you have to shout to be heard, noise levels probably exceed 85dBA.
  - Life jackets are required if working over water.