SAFE OPERATING PROCEDURES

Sign Installation/Maintenance SOP 11B-73

Hazard Review		
Moving Traffic	Slip, Trip and Fall	Lifting
Temperature Extremes	Sun Exposure	Power Equipment
Overhead Objects	Poisonous Snakes, Spiders, Insects and Plants	Domestic and Wild Animals
Pinch Points		
Required Personal Protective Equipment (PPE) (Based on job specific hazard review)		
Safety Shoes	Safety Glasses/Goggles	Safety Vest
Hearing Protection	Hard Hats	Gloves

1. Review Safe Operating Procedures for applicable equipment and perform pre-operational checks.
2. Determine the traffic control needs from the Work Zone Safety Handbook.
3. Park in areas that: provide safe entrance and exit of the work areas; do not create potential conflicts with other vehicles/equipment operating in the work area; and provide maximum protection for workers getting in and out of the vehicles.
4. Proper lifting techniques shall be used. Get help or use equipment if necessary.
5. Be aware of loose material, excavation drop-off, tripping hazards, uneven ground and other obstructions.
6. Where evidence of underground utilities exists at the proposed sign location, have utilities located prior to installing post.
7. Wear gloves and safety goggles when driving sign posts.
8. Use sledgehammer for driving only sign posts when they are too short to drive with post driver.
9. Use sledgehammer only if work zone does not permit use of post driver.
10. Use hearing protection when operating post driver.
11. Hard hats shall be worn when working with overhead objects such as cranes, signs, etc.
12. Be aware of the poisonous plants, insects, and snakes. It is a good practice to wear long sleeve shirts, gloves, and high-top boots when hazards cannot be avoided.

Related SOP's	
General SOPs .....Chapter 10	Truck, Sign Erector 12A-35
Hand Tools (Power and Manual) 12B-13	