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SAFE OPERATING PROCEDURES

Non-NBIS Pipe/Culvert Internal Inspections SOP 11B-90

Hazard Review		
Animals	Moving Equipment	Parking
Temperature Extremes	Lifting	Confined Space
Moving Traffic	Slip, Trip and Fall	Poisonous Snakes, Plants, Insects
Required Personal Protective Equipment (PPE) (Based on job specific hazard review)		
Hard Hat	Safety Vest	Waterproof/Snake Resistant Boots
Safety Glasses/Goggles	Gloves	Flashlight/Head lamp

1. Review Safe Operating Procedures for applicable equipment and perform pre-operational checks.
2. Park in areas that: Provide safe entrance/exit of the work area; 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. In as much as possible, park on one side of the road or off the road so that traffic and farm equipment with implements can pass by.
3. All employees must follow established procedures if entering confined spaces (SOP 11E-1)
4. Identify potential escape routes in case of emergency.
5. All work should be performed in well-ventilated areas.
6. Waterproof and snake resistant boots are recommended when working in wet ditches.
7. Be aware of ankle sprains when twisting with your foot in the mud. Be aware of slip, trip and fall hazards on slopes, wet, frozen, and/or uneven ground as well as washed out and eroded areas.
8. Proper lifting techniques shall be used. Get help or use equipment if necessary.
9. It is a good practice to face oncoming traffic while on foot. Remain alert to oncoming traffic for yourself as well as other crewmembers.
10. Be aware of loose materials, excavation drop-off, tripping hazards, uneven ground and other obstructions. Shoulders could be slick due to wetness or thawing.
11. Allow ample space for each employee to work safely.
12. Be sure there is firm footing and sound bottom when in water.
13. Be aware of any utilities in and near work site prior to commencing work.
14. When cutting brush, ensure a clear distance from coworkers. Use extra caution to avoid hitting leg, foot or other employees.
15. Take extra precautions to prevent heat and cold stress when working in extremely hot and cold temperatures. Use proper sunscreen. In hot weather, drink plenty of fluids.
16. Watch for poisonous plants, insects, snakes, animals, and animal waste products and carcasses. It is good practice to wear long sleeve shirts, gloves and high-top boots when hazards cannot be avoided.

17. Keep walking spaces and work areas free of loose materials or tools.
18. Wear appropriate PPE; ensure that it is well-maintained, fits properly and used correctly.
19. Suitable monitoring equipment will be required when known exposure to toxic substance or lack of oxygen may occur.
20. Employees should wash their hands before eating, drinking, or smoking.

Related SOP's

General SOP's..... Chapter 10	Excavating, Trenching and Shoring11E-3
Hand Tools (Power and Manual) 12B-13	Confined Space Entry 11E-1
Pipe/Culvert Maintenance..... SOP 11B-59	