

Traffic Management Systems Section Safe Operating Procedures

Utility Make- Ready Field Investigations

1. Consult the Workplace Safety Manual and Safety Policies and Procedures Manual. Review equipment and perform pre-operational checks. Equipment should consist of some or all of the following: strobe light, safety vest, measuring rod, electrical insulating gloves, hard hat, laser range finder, and measuring wheel. Report needed repairs promptly. Do not use any equipment that is not in proper operating condition.
2. When conducting a utility walk through, work in groups of two (minimum). This allows one person to gather field information and the other to record the data and monitor the work area for hazardous conditions.
3. When you arrive at the work area, conduct an initial drive through and note any safety concerns or problem areas that may be encountered. Conduct a tailgate meeting. Discuss the processes to be used in gathering the field data and safety procedures that must be followed.
4. Park in areas that provide safe entrance and 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.
5. Place the strobe light on top of the vehicle and activate the strobe when the vehicle is stationary or when moving slowly from one area to the next.
6. Always wear a safety vest when working outside of the vehicle. Never use personal radios or tape players while conducting field investigations.
7. Beware of poisonous plants, insects, and snakes.
8. Be aware of loose material, evacuation drop-off, tripping hazards, uneven ground and other obstructions. Newly seeded areas and rip-rap areas are especially hazardous.
9. Be aware of escape routes in case of emergency. It is good to practice to face oncoming traffic while on foot. Remain alert to oncoming traffic for yourself and other crewmembers.
10. Take extra precautions to prevent heat and cold stress when working in extremely hot or cold temperatures.
11. Do not walk with the measuring rod extended. When moving from one point to another, make sure the rod is fully collapsed. Carry all equipment in a manner that is safe for motorists as well as other crewmembers.
12. When using the measuring rod to determine the height of any utility line, measure only to the pole attachment bolt. Do not allow the measuring rod to come in contact with any power source.
13. The laser range finder should be used to determine utility heights above the roadway.
14. Do not place yourself or others in jeopardy, if you feel that the safety risks are too great, do not perform the task, return to the office and discuss the situation with your supervisor.