

SAFE WORK PROCEDURE

(Performance criteria – perfection in job, no injury to persons or damage to property)

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1. DEPARTMENT : Town Engineering Project
 2. SECTION/LOCATION : PH#3 Road
 3. JOB TITLE : Road Top Breaking
 4. JOB DURATION : Start Date:

DOC. No. :JUS/TEP/SWP/08
 Name of Working Agency :
 Work Order No. :
 End Date :

Sl. No.	Job steps Road Top Breaking	Hazards	Initial Risk Level	Identified Controls	Final Risk Level	Responsible person	Reference to document/Standards /Criteria and Remarks
1	Parking/placement of Road Breaker at excavation point at site	1) Injury to person/road accident due to hit by Vehicle or Damage to equipment or property	I	1.1.1) Scheme to be made for placement and movement of Road Breaker, flagman etc. and to be attached with the Daily SWP before start of excavation job 1.1.2) Road shutdown to be taken from the concerned department before start of work. 1.1.3) Proper guidance of vehicle for parking/placement by flagman/helper. 1.1.4) Ensure that workmen stand outside the vehicle movement / parking area which should be barricaded and only authorized entry allowed inside barricading 1.1.6) Ensure that sufficient space to be available for Road Breaker & people movement. 1.1.7) Before starting the job physical condition of the M/C or vehicle shall be checked and only good condition M/C shall be used at site.	M		EXCAVATION- JUS-SS-ENGG. 05 WORK PERMIT SYSTEM – JUS-SS-GEN 19 LOOSE CLOTHING- JUS-SS-GEN 02 FOOT PROTECTION- JUS-SS-GEN 03 HAND PROTECTION- JUS-SS-GEN 04 EYE PROTECTION- JUS-SS-GEN 05 HEAD PROTECTION- JUS-SS-GEN 06 BARRICADING- JUS-SS-ENGG. 02 PERSONAL PROTECTIVE EQUIPMENT- JUS-SS-ENGG. 01
	Barricading the area where Road breaking to be done	2.Future accident due to improper barricading	I	2.1.1) Proper barricading (From post to post at 1000 mm above ground. Another strand of tape is to run above 300 mm from the ground). 2.1.2) The barricading rod size shall be 25 mm used. And cap shall be provided on top of rod. 2.1.3) Hard barricading to be provided around the excavated part if the depth of excavation is more than 1 m. The hard barricading shall be 1 m distance from the edge of excavated pit/trench. 2.1.4) If the excavation is beside the road, white paint as well as fluorescent tape to be put on the hard barricading for proper visibility during day & night. 2.1.5) Red light and illumination shall be provided as per requirement and as per the instruction of site supervisor.	M		
	Road Top Breaking (Manual / Mechanized)	3.1) Injury due to damage of underground utilities/ Services	I	3.1.1) Clearance for road breaking should be taken prior to working from the concerned department. 3.1.2) Workers shall be instructed to be careful if any slab, brick are exposed as electrical cables may be underneath and should immediately	M		

				<p>Inform to JUSCO(ICS)</p> <p>The road breaking shall be done carefully in presence of site supervisor of the work.</p> <p>3.1.3) If the condition of cables is damaged, Concern department / staff should be called to see the condition. Phone no of the concerned people to be displayed on the board at site.</p> <p>3.1.4) If any underground concrete structure like brick work found at work time at first stopped the work and inform to site supervisor & engineers for further clearance</p> <p>3.1.5) ECL & EPL has to be used for detection of underground utilities.</p>			
		3.2) Accident due to hit by m/c, vehicle or because of untrained Operator	I	<p>3.2.1) The operator must be experienced, trained & must have a valid Vehicle License (for Heavy Vehicle)</p> <p>3.2.2) No one shall be allowed in the swing area of the M/C and Swing area to be barricaded</p> <p>3.2.3) Persons shall not be allowed to move around the Road Breaker.</p> <p>3.2.4) The movement path/route of the Road Breaker shall be well planned and to be explained to the driver before start of work and the vehicle shall be guided accordingly while carrying the excavated soil to the dumping area.</p>	M		
		3.3) Falling of person/Material inside the work area	I	3.3.1) Person shall not be allowed to move around the place where road breaking to be done	M		
		3.4) Physical injury	I	3.4.1) All required PPE (safety shoes goggles, helmet, florescent jacket, ear plugs) should be used.	M		
		3.5) Dust Hazards	I	3.5.1) When the road breaking activity causes dust generation which can be harmful to the employees, necessary action must be taken to suppress it (e.g. spraying water) or employees must wear proper PPE (nose mask) while working in such atmosphere.	M		
		3.6) Toppling of M/C during Road breaking	I	<p>3.6.1) A safe distance will be maintained from the road breaking area.</p> <p>3.6.2) The road breaking equipment are parked at a safe distance not less than 6 m away from the work site.</p> <p>3.6.3) Before marching the M/C ground preparation should be done.</p> <p>3.6.4) One flagman will be deputed for the safe movement of</p>	M		

				the M/C at site.			
		3.7) Hit by machinery	I	3.7.1) Equipment operators should be skilled and tested Machine should be used. 3.7.2) No one will be allowed in the swing area of the M/C and Swing area shall be barricaded.	M		

Prepared By:
JUSCO Line Engineer

Approved By:
Line Manager

Checked By:
Safety Officer

I have read and understood the safe working procedure and I commit to follow it while executing the job. I will ensure that all my workmen are trained on this SWP before starting the job.

Signature of the Contractor

Note

- 1: This Safe work procedure shall be prepared by owner department countersigned by contractor's representative and safety department.
- 2: All possible hazards including proximity hazards shall be identified. Site specific hazards in six directions shall also be identified and fixed.
3. With the change of working condition the procedure shall be amended & persons shall be trained accordingly.
4. Job will not be done unless everybody involved in the job have been trained on this SWP.
5. All applicable PPEs shall be used. Minimum PPE are Helmet, Safety Shoe, Safety Goggles and Reflective jacket.