

# TOOL-BOX TALK

## SPOTTER

Spotters are used to direct drivers/equipment operators who do not have a full view of the working area. OSHA requires the use of observers/Spotters for backing vehicles with obstructed rearview and no back-up alarm. OSHA requires signaling by employees/Spotters for backing earthmoving or compacting equipment with obstructed rearview and no back-up alarm. Spotters should be used to monitor an excavation for possible underground obstructions. OSHA required that underground installations be located prior to digging AND that only safe and acceptable means be used to find the exact locations.

OSHA requires a competent person inspect each excavation before the start of each shift and throughout the shift as needed. Using Spotters can help prevent workers from being struck by or caught in between equipment and other objects, two of the leading causes of deaths and injuries on construction sites.

## DEFINITION

*A spotter is an individual trained to look. A spotter is a person designated to observe and direct equipment operators and drivers in order to maintain a safe working area. A spotter can have no other job duties while working as a spotter.*

## USE A SPOTTER WHEN

- Entering into or moving a vehicle or machinery within a congested area.
- Visibility is poor.
- Moving equipment or materials in close proximity to an excavation.
- Excavating when underground obtrusions are present and if there is the possibility of unknown obtrusions. (OSHA requires that the estimated location of underground utilities or other underground installations be determined before excavation begins. If the exact location of underground utilities cannot be established, excavation can proceed provided that acceptable methods to locate underground utilities are used.)
- Pedestrians, coworkers ,vehicle traffic, or other contractors are on or in the work area or roadways.
- Overhead power lines, overhead obstructions and other obstructions present a hazard.

## RESPONSIBILITIES:

*Spotters and equipment operators must work together.*

## Spotter Responsibilities

- Per OSHA requirements the spotter should be positioned to have a clear view of the areas the
- operator/driver cannot see AND to not be in harm's way. Usually behind the equipment or vehicle in view of the driver/operator by mirror.
- Allow for sufficient stopping distance and clearance.
- Use hand signals or other appropriate communication (air horns, whistles, and radios). Because of noise a voice signal may be unheard or misunderstood.
- Always use the same signals for the same moves to avoid misunderstandings. All signals

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must be planned and reviewed before operation.

- Monitor excavation activities to avoid underground obtrusions that are known or unknown.
- Always be visible to operator. (If you can't see operator, the operator can't see you.)
- If you need to pass through on the operator's blind spot, make sure the operator understands your actions.
- Always stay focused, avoid distractions, and refrain from the use of cell phones, texting, and two way radios unless radios are used to communicate with operator, while spotting.
- Always make eye contact with the operator before communicating signals.

## Operator Responsibilities:

- Never move your equipment or vehicle when you have limited visibility or unsure clearances without having a spotter direct your movement.
- Discuss the positioning, backing, movement, and means of communication plan with the spotter before proceeding.
- Stop the equipment immediately upon losing sight of the spotter.
- Discuss signals with spotter before any equipment movement. Be consistent
- Stop the vehicle/equipment immediately if the spotter's signals are unclear. Never guess what the spotter is signaling. Observe a stop signal from anyone in the vicinity.
- Always make eye contact with spotter before proceeding with an action.

## OTHER WORKERS --- BE SURE YOU'RE SEEN:

### All Workers on Foot:

1. Wear a fluorescent vest.
2. Stand where the driver/operator can see you.
3. Make eye contact.
4. Use a flashlight at night.

### If you have to pass behind a moving vehicle/machine:

1. Make eye contact with the spotter/driver/operator.
2. Only move after you get a signal it's safe to pass.
3. DO NOT shine light in rearview mirror or windshield – it blinds the driver/operator.
4. Shine light where you are walking.

## Attendance Signatures

(Sign)	(Date)	(Sign)	(Date)

Additional training and information can be found in the LDD Environmental Health & Safety policies.

Training Provided by (Signature) : \_\_\_\_\_