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Traffic Data Limited

METHODOLOGY STATEMENT AND SAFETY GUIDE - ROADSIDE INTERVIEW SURVEYS

1. Introduction

This document is designed to make you aware of the hazards associated with undertaking Roadside Interview surveys. You must read the following and adhere to the guidance set out. Full details of how to plan and execute Roadside Interviews (RSI's) can be found in Work Instruction (WI) WI05-06, Roadside Interviews.

2. Competence of technicians

As part of the initial selection process interviewers will be assessed to ensure that they understand safety issues and can be expected to work safely on location. The survey manager or survey supervisor will carry out initial training with safety as the central theme. You will be assessed on an ongoing basis by the survey supervisor to ensure that safety is adhered to and locations will be audited periodically by the designated survey manager.

3. Location Design

The design of the traffic management scheme will conform to current codes of practice and will have been agreed in consultation with the Highway/ Roads Authority and the police before commencement of work. Temporary location illumination may be used as appropriate. Locations are to be set up in accordance with the Traffic Signs Manual Chapter 8.

4. Traffic Management Erection and Maintenance

The survey supervisor will not accept hand over from the traffic management contractor until the location is laid out as per the approved scheme. Only technicians who have received safety training regarding the specific hazards of the work will be employed to install/ maintain and remove temporary traffic management. The exception to this would be technicians who are undergoing training and are directly supervised by a competent person. You are not, therefore permitted to alter the traffic management layout. If you become aware of a problem with the signage or coning you should report this immediately to the supervisor who will then refer this to the contractor as necessary.

It may be necessary on the day of the survey to vary the layout of the location to suit local conditions. This can only be done by the Traffic Management contractor after consultation with the supervisor and police and with their agreement.

The interviewer standing area may be taped off, if specified. Take care that cones are lined up so that there is minimum possibility of them being 'clipped' by lorries. At locations where temporary lighting is being used, the supervisor is responsible for making regular checks on the lighting rig once in place including cable management.

Cables must be laid out safely, without knots or kinks and must be traced by cones. Cable drums must be unwound to avoid heat build up. Although it sounds obvious, live cable must not

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be cut. Avoid contact with hot glass from lights. Damage to the lighting rig must be immediately reported to the supervisor, who will in turn report to the traffic management contractor.

5. Personal Protective Equipment (PPE)

You will be issued with a high visibility vest or jacket and this must be worn at all times during the survey. It may be necessary to wear full PPE clothing i.e. Jacket, Trousers, Boots and Hard Hat as directed by the client in question.

Warm, weatherproof clothing is supplied to full time staff; agency/ temporary staff should ensure that they are equipped with warm clothing and waterproofs. In inclement weather zips and any storm flaps should be fastened. Remember hearing and peripheral vision may be impaired when wearing a hood therefore hats are preferable. Suitable footwear, that is comfortable, keeps feet dry and has a good grip, should be worn. Remember you may have to stand for long periods of time in all conditions.

In particularly bad weather or where visibility is low, a decision will be made by the supervisor concerning the safe operation of the location. If the risk becomes unacceptable, the location will be suspended.

6. Personal/Third Party Safety

You should always attend the pre-survey briefing to ensure that you are fully familiar with the survey requirements. Working in live road traffic management schemes presents numerous hazardous situations; principally:

- Vehicles on carriageways losing control and entering interview area
- Workers/interviewers stepping into the path of moving vehicles
- Crossing the carriageway to reach the interview bay

In order to minimise these hazards you must observe the safety zones, which are there to segregate you from the traffic. Always minimise your exposure to traffic by:

- Wearing the high visibility jacket provided
- Standing in the coned off zone and not leaving it unnecessarily
- Not removing cones, barriers etc.
- Positioning yourself safely when conducting an interview
- Taking care when stepping backwards after completing an interview
- Positioning yourself to avoid wing mirrors and vehicle wheels to avoid injury
- Interviewing left hand drive vehicles only where interviews can be carried out without exposing you to danger

At certain locations specific walking routes to/ from the locations may be prescribed to minimise the risk from crossing moving traffic. Any such instructions from the supervisor must be adhered to. On high speed roads whenever possible only cross via an overbridge or pedestrian

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underpass. If it is necessary to cross a carriageway, be prepared to wait for a suitable gap in the traffic to allow you to walk briskly across; do not run. Ensure that you are not carrying items that could be dropped and cause an accident. Follow the HSE guidance contained in Construction Information Sheet No.53, "Crossing high speed roads on foot during temporary traffic management works".

It is not possible to inform drivers in advance of the date/ location of RSI's and as a result they may express frustration at being held up. This can on occasions lead to verbal abuse being directed at the interviewers. You must always remain calm in such situations and just step away from the vehicle. In extreme cases contact the police officer on location and ask them to speak to the driver. NEVER engage in an argument with the driver as this will only escalate the situation.

7. Authorised vehicles and vehicle parking

The Company has set a high standard of criteria in respect of the use of Company vehicles. The following will apply:

- Vehicles authorized for use which includes vehicles owned or hired by the Company shall be insured for business purposes. Personal vehicles used are to be insured under individual arrangements.
- Only vehicles fitted with hazard beacons can be used within traffic management layouts. Otherwise vehicles must be parked away from the location and arrangements made to transport interviewers to location. If this is the case the driver should be mindful of security. The Company cannot be held responsible for break-ins.
- Where applicable, switch on beacons prior to entering the traffic management area.
- Always park your vehicle as far away from traffic as possible and leave the vehicle from the side remote from traffic – beware of turbulence from passing lorries.
- If in doubt about where to park, ask the supervisor. The vehicle must be completely away from live traffic. It must not be left jutting out, blocking other vehicles sightlines at junctions or obstructing pedestrian movement.
- The only vehicle that will be allowed onto a motorway location will be the survey vehicle equipped with a flashing amber beacon and Motorway Maintenance sign. It must be parked on the hard shoulder, protected by cones. Other vehicles must be parked at the nearest convenient safe place.

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8. Rest breaks

Tiredness reduces alertness, which is essential when working near live traffic. Supervisors will ensure that sufficient and adequate rest breaks throughout the day are planned into the schedule. You will be briefed on the times of breaks and these must be followed to ensure both you receive sufficient rest time and also the rota for breaks for other staff is not disrupted.

During breaks:

- Do tell your supervisor if you are going off location
- Do not drop litter
- Make sure you are back in time for the changeover with other staff
- Do not stand in the coned area talking to interviewers

9. Toilet and wash facilities

The supervisor is responsible for arranging suitable toilet and wash facilities. This may mean negotiating with local amenities such as garages, service areas or pubs. It may be necessary to transport staff to any such facilities and this will be covered at the pre-survey briefing

10. Alcohol and drugs

You must come to work sober and not under the influence of drugs. You must not consume alcohol or drugs whilst on duty and you should allow a gap of no less than 8 hours between consuming alcohol and arriving for work. Supervisors/managers have the authority to remove you from location if he/she judges you to be unsafe because of drugs or alcohol.

11. Emergencies

In emergencies the police officer will take charge. You should take actions as requested by the police or if not instructed stand aside. If in doubt about a situation do not risk personal safety. Contact the supervisor or use the telephone provided to inform the emergency services. The supervisor will contact the survey manager to inform him of an emergency situation/dangerous occurrence. The first aid kit provided in the supervisor's vehicle has instructions for emergency first aid however if in doubt call an ambulance or refer to a Doctor. The fire extinguishers carried in the supervisor's vehicle may be used to extinguish small fires, but do not risk personal safety by doing so.

12. Exposure to Sun

Over exposure to the ultra violet ray of the sun can cause severe burning, dehydration and the feeling of nausea known as sunstroke. It is now common knowledge that long and repeated exposure to ultra violet rays can cause skin cancer.



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The basic control measures are to apply a sun block and to wear a hat that will give shade to both the head and neck. Do not work without upper body clothing. The Company will not issue sun block, as there may be employees who may be allergic or become allergic to certain types of creams. Where an employee has skin allergies he/she should seek medical advice on the most suitable cream to use. As the work of the Company involves outdoor work there is a foreseeable risk of injury or ill health from exposure to the sun. The Company therefore has a legal duty to identify, assess and control the risk. Information and training to allow employees and sub contract staff to appreciate the risks to their health and the precautions to be taken to protect themselves is also a legal requirement. Supervisors and managers have a duty to inform their employees and subcontractors of the risks and the control measures to be taken.

13. Noise

Traffic noise is high on many roads making communication difficult and there is a medium risk of not hearing warnings. You must be especially visually aware when crossing roads/carriageways. Exposure to excessive noise over a long period of time can result in noise induced hearing loss. The Noise at Work Regulations recognise dangerous noise levels as being 90 dB (A) and above, this is an 8-hour time weighted average. Employers have a duty to protect employees from noise.

14. Exposure to dust and fumes

Certain locations can present high levels of dust and fumes especially where the interview bay is located on a hatched section of road or hard shoulder not regularly used by vehicles. Restricting the amount of time employees spend on the survey by staff rotation will be the main control of exposure to dust and fumes. At locations where exposure cannot be ameliorated by other measures eye shields to the appropriate protection factor may be issued.