

Reversing & Use of Spotters

All Wellington Water sites require a daily task risk assessment to be done. If there is risk to any person being struck by moving/reversing plant or vehicles on a live construction site, then a spotter must be used while the plant is moving, or vehicle is reversing.

1. **First** discuss and confirm with driver the travel path and end point where reversing must stop, allowing for a “Minimum Approach Distance”.
2. **Agree** on hand/verbal signals to be used and where spotter will stand. Test visibility and response to your signals in action at the beginning.
3. **Use** additional spotters if required. Agree this at the start, but don't hesitate to stop the vehicle and get extra help if needed.
4. **Check** surroundings for obstacles before and at all times during the vehicle movement.
5. **Maintain** constant eye or radio contact with the driver at all times. Signal to **Stop** immediately if contact is interpreted.
6. **Don't** become distracted.
7. **Never** walk backwards while spotting a moving vehicle.
8. **Never** stand or walk directly behind a reversing vehicle.
9. **Never** put yourself **IN THE PATH** between the reversing vehicle and any obstacle.
10. **Signal** to **STOP** the VEHICLE if there is any doubt or danger

Additional Information:

- Reversing cameras compulsory in vehicles and other appropriate plant
- Reverse into a carpark, unless unsafe to do so – assessment of location to be made

Guide to Reversing Signals



STOP

Extend arm with open palm facing forward



EMERGENCY STOP

In an emergency use both hands to indicate STOP



START REVERSING

Extend arm to front and with the palm of your hand facing towards you, use a back and forth arm movement towards your body



CLEARANCE

Hold hands apart and bring them together as the driver gets closer to the object. When close enough use the stop signal



TURN LEFT / RIGHT

Hold arm out straight and point in the direction (left or right) that you wish the driver to go



MOVE FORWARDS

Extend arm with the palm of your hand facing away from you, use a back and forth arm body movement away from your body

DRIVERS MUST STOP IMMEDIATELY

IF CONTACT IS LOST OR ANYONE MOVES INTO AN UNSAFE LOCATION

May 2021