



Title: Pothole Patching Covid-19 Outbreak Safe Work Procedure

Procedure Number: 056

Corresponding Policy Number: Nil

Date Approved: March 23, 2020

Department: Public Works

Purpose: To ensure the health and safety of employees that are patching pot holes on behalf of the Town during the outbreak of Covid-19.

Potential Hazards:

- Uneven terrain
- Slips, trips and falls
- Dust/debris blowing around
- Vehicle accident/struck by vehicle
- Weather conditions
- Pinch points/cuts
- Sick or exposed public and employees

PPE and Equipment Required:

- Steel toe boots
- Safety glasses
- Ice cleats (in icy conditions)
- Hand sanitizer
- Safety vest or jacket
- Disposable gloves
- Disinfectant and paper towels

Procedure:

1. Each employee will take a separate truck for the task in order to maintain social distancing and will place several bags of cold patch in the back of their trucks, using proper lifting techniques and body mechanics.
2. Each employee is required to disinfect the steering wheel, gear shifts, door handles, etc. prior to using truck and will use hand sanitizer to disinfect their hands.
3. The employees will rotate duties at each pothole repair to minimize potential exposure to the public and to maintain social distancing. The crew that will be performing the repairs can coordinate positions through use of the truck radios.
4. The first truck to the pothole location will park in front of the pothole, ensuring that they are as close to the hole as possible in order to minimize lifting the cold patch bag. They will stay in the truck until the other two trucks are into position.
5. The second truck will park behind the pothole, giving enough distance that if the vehicle was struck, that they would not move onto the employee that will be performing the work.



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6. The third truck will act as the traffic control for the site and will maintain the appropriate distance as outlined in the Department of Transportation and Works Traffic Control Manual.
7. Once all vehicles are in place the employee in front will get out of the truck, ensuring gloves are on, and will remove the cold patch bag from the truck bed, using proper lifting techniques and body mechanics.
8. The employee will place the bag at the pothole, cut it open and dump the cold patch into the hole. The employee will then use the tamper to flatten the cold patch and add additional bags as required.
9. Once completed, empty bags and tools will be put into the truck bed and the employee will return to the truck. The employees will then coordinate by radio as to the change in the positions until the reported potholes have been patched.
10. Once the potholes have been completed the employees are to return the tools and empty bags, dispose of the disposable gloves, and use the disinfectant to clean the door handle, gear shift, steering wheel, etc. Once this has been completed the employee is to wash their hands with soap and water or hand sanitizer to ensure good hygiene.

Revision History:

Revision:	Change Made:	Changes Made By:	Date: