




EMORY UNIVERSITY | Environmental Health and Safety Office
 Research Administration

TOOLBOX TALKS

SUPERVISOR INSTRUCTIONS:

- Use toolbox trainings to encourage safety/environmental discussions during monthly meetings with employees.
- Campus Services' employees should maintain the employee sign-in sheet in their department's safety/environmental compliance binder as a record of training. All other groups should maintain a record of training in accordance with their Division's training procedures.

Accidents and injuries can result from improper or reckless backing practices. Backing large vehicles of all types particularly with trailers are especially hazardous because of the multiple blind spots. A spotter is necessary when driving a vehicle in reverse and the driver does not have a full view of the working area and there is the possibility of injuring someone or causing property damage.

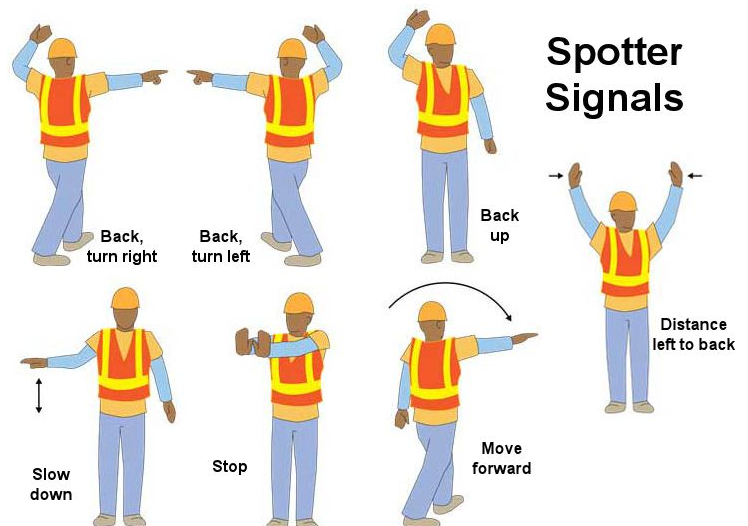


Prior to Backing Up

- The driver and spotter should conduct a “**circle of safety**” and survey the backing area and surrounding sides for hazards, such as:
 - Low overhead clearance.
 - Obstructions beside the vehicle.
 - Burnt out reverse lights on vehicles or trailers.
- Remove all identified hazards if possible.
- Review spotter signals to ensure there is a clear understanding between both parties.
- If objects are being transported in the bed of the truck or trailer, ensure the objects are secure.

Spotter Responsibilities

- Place yourself eight to ten feet on the driver's side of the vehicle.
- If more than one spotter is necessary, only one spotter should give signals to the driver.
- Wear a safety vest or reflective clothing.
- Use universal spotter signals to direct the driver.
- Do not walk backwards while giving instructions.
- Ensure there is a route of escape to use in case driver loses control of the vehicle or fails to see the spotter. Do not place yourself between the vehicle and a fixed object.
- Maintain eye contact with driver through the window or side mirrors.



SAFETY/ENVIRONMENTAL TOOLBOX TALKS – SAFETY IN REVERSE

Driver Responsibilities

- Turn off the radio and roll down windows to maintain good communication with the spotter.
- Know where all the blind spots are located.
- Maintain a safe and consistent operating speed.
- Maintain eye contact with the spotter until the spotter has completed instructions and moved from the line of travel.
- If sight of the spotter is lost, stop the vehicle immediately.

Questions for Discussion

- 1) What should the driver and spotter do before backing up a large vehicle?
A circle of safety should be conducted prior to backing up a large vehicle to check for surrounding hazards that may obstruct the vehicle.
- 2) True or False. The spotter should always walk backwards while giving the driver instructions.
False. Do not walk backwards. Maintain eye contact with the driver at all times. If you need to move to get out of the path of the vehicle, ask the driver to stop momentarily until the spotter has moved to a safer location.
- 3) How far away should the spotter stand while giving the driver instructions?
The spotter should stand approximately 8-10 feet away from the vehicle.

Credits

Content source: "Spotter". <http://www.americanpipeline.org/toolbox/english/spotter.pdf> .

Image 1 source: Slide Share. <https://image.slidesharecdn.com/trafficsafety-120305220710-phpapp01/95/traffic-safety-8-728.jpg?cb=1330986918>.

Image 2 source: Spotter Signals. <http://www.oshatrain.org/courses/mods/814m4.html>.