



SAFETY MINUTES FOR DRIVERS / HELPERS



BACKING – WITH A GUIDE

We can all agree that backing “alone” is a scary maneuver. However, **BACKING WITH A GUIDE** can be just as dangerous. We can be lulled into a false sense of security by thinking everything is O.K. simply because we have an extra set of eyes and ears behind our vehicle.

Your “guide” may be a fellow crew member or helper. Perhaps at times you have asked a customer employee to help you back into a tight spot. However, there is one thing drivers can never escape. Regardless of how many “guides” we have, we are still totally responsible for the movement and control of our vehicle.

When we act as a guide to help the driver, we take on a serious responsibility. First, the driver is depending on us. Second, customers, employees, members of the public, or property may be at risk during the backing procedure. Third, there is our own safety to consider – we must be in the proper position to do the job and protect ourselves.

There is no substitute for clear, unmistakable procedures for backing between the guide and the driver.

1. **DRIVER AND GUIDE** agree on the area you are backing into – the path of travel.
2. **THE GUIDE** must be on the ground – **NOT ON A RIDING STEP**.
3. **THE GUIDE** should normally be on the left side of the vehicle, 10-15 feet to the rear and outside the vehicle’s wheel or travel path.
Note: Certain situations may require the guide to be on the right side – visible in the right mirror.
4. **CONSISTENT** use of standard hand signals for backing is absolutely necessary.
5. **DRIVER – DO NOT BACK UNTIL THE GUIDE IS IN POSITION.**
6. **DRIVER AND GUIDE** should never lose eye contact with each other in the mirrors.
7. **DRIVERS – IF YOU LOSE SIGHT OF YOUR GUIDE IN THE MIRROR(S) – STOP!!** Do not move again until the guide is visible.
8. **DRIVERS – WHEN IN DOUBT – GET OUT!! CHECK FOR YOURSELF.**

BACKING IS A DANGEROUS MANEUVER – PLAY IT SAFE!



INSTRUCTOR'S NOTES



SUBJECT: BACKING – WITH A GUIDE **EMPLOYEES:** DRIVERS / HELPERS

INSTRUCTOR: _____ **DATE:** _____

Drivers need to have complete confidence in the person guiding them while backing – without developing a false sense of security. On the other hand, the helper or guide must fully grasp the seriousness of his responsibility while the vehicle is backing.

One out of three accidents involve a backing maneuver. These accidents range from minor property damage to fatalities. Backing with a guide obviously reduces these percentages considerably, but we do not know how much. The majority of backing accidents that occur while using a guide can be traced to a lack of communication between driver and guide.

For starters, we have listed eight procedural items on which both driver and guide should agree. There is also a very real need to have everyone trained to use standard hand signals for backing. Confusing, unclear, or incomplete hand signals account for a large percentage of backing accidents while using a guide. Standard hand signals and procedures for backing should be used by everyone in your organization – drivers, helpers, mechanics, supervisors, and others.

BEFORE YOUR MEETING:

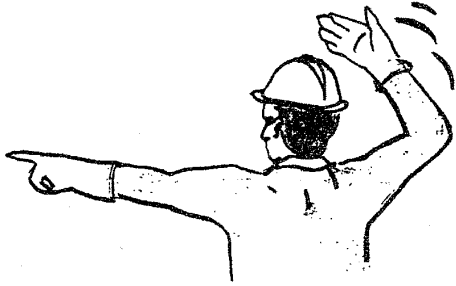
1. Make a point to observe backing maneuvers on the routes, on your yard, at the fill or transfer station, and while backing out of the maintenance shop.
2. Pay particular attention to any backing while using a guide (guide position, hand signals, alertness, not on the riding step, etc...)
3. Make note of correct and incorrect procedures and hand signals.
4. Distribute copies of the Safety Minutes two to three days before your meeting.
5. Make copies of the standard hand signals for use at your meeting. SEE SUPPORT INFORMATION.

FOR YOUR MEETING:

1. Discuss the recommended procedures in the driver / helper Safety Minutes. Add others if appropriate, but get everyone to agree they are proper and necessary.
2. Distribute copies of the standard hand signals.
3. Ask 2 or 3 volunteers to demonstrate proper hand signals.
4. Discuss the need for everyone to use the standard hand signals for backing.
5. Recommendations to management? (Write them down)
6. Advise employees of actions taken by management since the last meeting.

SUPPORT INFORMATION ON THE FOLLOWING PAGE

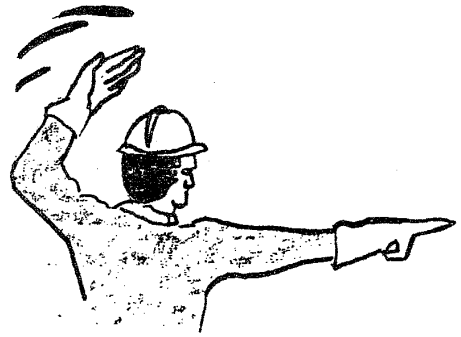
STANDARD HAND SIGNALS FOR BACKING



Backing
Turn Left



Stop



Backing
Turn Right

GUIDES:

- **NEVER** ride on the riding step while it is backing.
- **ALWAYS** stay in a position where the driver or operator can see you.
- **WATCH** where you are walking – stay out of the path of travel.
- **DO NOT** walk backwards (you need to see where you are walking).
- **NEVER** cross behind a backing (moving) vehicle.
- **KEEP** your hand(s) moving only while you want the vehicle to back.

DRIVER / OPERATOR:

- **MAKE SURE** your 4-way flashers (and strobe) are on and back-up alarm is working.
- **DO NOT** back if guide is on a riding step.
- **STOP** if you lose sight of your guide!
- **STOP** if your guide stops his/her hand motions!



Keep Backing



Distance
Left to Back