Safe Operating Practice

Shoulder Line or Width Stakes

Workers must be trained/competent and aware of associated hazards. Use the “Take Ten” tool if needed. Trainees must work under supervision.

This SOP describes establishing the edge of work area or the design width of the road.

Potential Injuries: Cuts, Slips/Trips/Falls, Struck By, Pinch-Points, Muscular/Skeletal Strains

Potential P&E Incidents: Equipment Failure/Contacts

Mandatory PPE CSA Approved: Foot Protection, Head Protection, High Visibility Apparel

Recommended PPE CSA Approved: Hand Protection, Eye Protection

Tools: Appropriate to the task.

Equipment: Appropriate to the task.

Best Practice:
1. Toolbox Meeting/Pre-Job Planning.
2. Pre-Trip Inspection.
3. Put on any required personal protective equipment (PPE).
4. Activate warning lights.
5. Drive to control point and set up base station for the Global Positioning System (GPS). Refer to GPS Operation manual.
6. Technicians exit vehicle to establish shoulder points from hub line or point on tangent (POT).
7. Repeat until entire section is offset.
9. Instrument person proceeds to set-up location, stops vehicle in a safe location and sets up transit. Set up cones behind instrument or vehicle.
10. Instrument person sights on picket for proper alignment and signals commencement of task or programs GPS computer with required data before setting out stakes with the rover.
11. Instrument person aligns technician with hand signals or two-way radios at required intervals. Technicians pace in required distance and pound in stakes at required offsets. On curves technicians
   - Employees shall allow any approaching traffic to pass before exiting the vehicle.
   - Employees shall always be aware of traffic and construction equipment.

12. Technicians walk to next location and repeat steps until they reach instrument person.
13. Instrument person sights on next offset point. Repeat steps until next offset point is reached.
14. When set-up complete, technician waves off instrument person.
15. Instrument person or technician loads up transit/rover and moves to next set-up location. Repeat steps until job is complete. Always place instrument/rover securely inside vehicle when driving to next set-up location.
16. If offsetting stakes from hub line or control line, transit not required.
17. Instrument person loads up transit, and picks up crew.
18. Disassemble equipment and base station and replace in vehicle. Use caution when wrapping up chain, ensuring that chain is not in traffic.

Employees shall allow any approaching traffic to pass before exiting the vehicle.

Employees shall always be aware of traffic and construction equipment.

Related SOP's: Backing Up, Hand Tools, Safe Lifting, Communication While Driving


Related Training: n/a