

## Guidelines – Site Transportation

PCFC- Entity (Business Unit) Name	:	Trakhees (Dept. of Planning & Development)
Department Name	:	Civil Engineering Department (CED)
Section Name	:	Inspection & Compliance (Construction Safety)
Document Reference Number	:	PCFC-TRK-CED-CS-G29
Revision Number	:	02
Revision Date	:	January 2019
Classification	:	Public

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<p style="text-align: center;"><b>IDENTIFY THE AREA</b></p> <ul style="list-style-type: none"> <li>• Specific area for the pick-up and drop-off point must be identified with relative proximity to the areas of work.</li> <li>• Proper barriers to hold the line for maintaining the queue.</li> <li>• Area must be free from dust and other obstacles.</li> </ul>	<p style="text-align: center;"><b>WRITTEN PROCEDURE</b></p> <ul style="list-style-type: none"> <li>• A written procedure must be established for the movement of employees on the pick-up / drop-down area.</li> <li>• This procedure must be posted in different languages and communicated to all staff.</li> <li>• Disciplinary action must be taken against the violating drivers.</li> </ul>	<p style="text-align: center;"><b>TOOLBOX TALK</b></p> <ul style="list-style-type: none"> <li>• Procedure must be communicated to all site operatives.</li> <li>• Operators must be delegated of their task and responsibility as well as their role in site implementation.</li> <li>• Bus drivers should undergo specific training as per RTA rules and regulations.</li> </ul>
		
<p style="text-align: center;"><b>PEDESTRIAN &amp; VEHICLE SEGREGATION</b></p> <ul style="list-style-type: none"> <li>• Pedestrian route must be provided and separated to avoid mishap involving workers crossing the roads from different directions.</li> <li>• Additional precautions must be taken and flash lights / flag man required to be placed during foggy / adverse weather.</li> </ul>	<p style="text-align: center;"><b>SIGNAGES</b></p> <ul style="list-style-type: none"> <li>• Display clear directional signage leading to the identified point.</li> <li>• Mandatory and informative signs must be displayed to enhance awareness of the implemented procedure.</li> <li>• "T" junctions and invisible areas must have appropriate control measures to avoid collision.</li> </ul>	<p style="text-align: center;"><b>MONITORING &amp; SUPERVISION</b></p> <ul style="list-style-type: none"> <li>• Supervision must be in place at time of pick up and drop off.</li> <li>• It is the responsibility of employer to provide safe transportation for all employees to and from each work station and accommodation.</li> <li>• Adequate no of buses must be provided to meet legal capacity requirements.</li> <li>• Vehicles must be maintained in good condition.</li> </ul>