Procedure

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| Document Title | **Re-Sheeting Roads Procedure** |
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| Approved By | Brendan McKenna |
| Position | Director |
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## Purpose

Brendan McKenna Earthmoving is committed to undertaking road re-sheeting activities safely, efficiently and in accordance with engineering, environmental and quality requirements.

This procedure establishes the requirements for rehabilitating existing road pavements through the preparation, placement and compaction of gravel materials to restore road strength, surface profile and effective drainage while protecting workers, road users, surrounding infrastructure and the environment.

This procedure supports compliance with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld), Environmental Protection Act 1994 (Qld) and Brendan McKenna Earthmoving's Integrated Management System (IMS).

## Scope

This procedure applies to all Brendan McKenna Earthmoving employees and contractors undertaking road re-sheeting activities at company worksites.

It applies to activities including:

- Traffic management.
- Drain maintenance.
- Vegetation removal.
- Assessment and reuse of existing gravel.
- Placement of new gravel.
- Moisture conditioning.
- Grading and shaping.
- Compaction.
- Final trimming.
- Associated earthmoving plant operations.

## Responsibilities

| Role | Responsibilities |
|---|---|
| Director | Ensure adequate resources, plant and systems are available to safely undertake road re-sheeting activities. |
| Operations Manager | Plan road re-sheeting activities, verify project requirements and ensure this procedure is implemented. |
| Supervisors / Site Managers | Coordinate road re-sheeting activities, verify compliance with this procedure, monitor safety, quality and environmental controls and ensure work is completed in accordance with project specifications. |
| Health & Safety Representative (HSR) | Participate in worker consultation, assist with hazard identification and support continual improvement of road re-sheeting activities where required. |
| Employees / Plant Operators | Operate plant safely, comply with this procedure, report hazards and equipment defects and maintain environmental controls. |
| Survey Personnel (where required) | Establish survey control and verify finished levels where required by the project specifications. |

## Procedure

Brendan McKenna Earthmoving shall ensure all road re-sheeting activities are undertaken using suitable plant, competent personnel and approved engineering controls to achieve a safe, durable and compliant road surface.

Road re-sheeting shall be completed in accordance with approved specifications, drainage requirements and engineering principles to restore pavement strength, road profile and effective surface drainage.

### 1. Planning and Site Preparation

Prior to commencing road re-sheeting activities, personnel shall ensure all planning activities have been completed and the work area has been assessed.

This shall include:

- Completing all required site inductions.
- Participating in the daily pre-start meeting.
- Completing a Personal Risk Assessment (Take 5) where required.
- Reviewing the relevant Safe Work Method Statement (SWMS) where applicable.
- Completing a **Dial Before You Dig (1100) / Before You Dig Australia (BYDA)** enquiry where excavation activities may affect underground services.
- Obtaining approval for the Traffic Management Plan (where required).
- Installing traffic management controls in accordance with the approved Traffic Guidance Scheme.
- Confirming all required plant, equipment and supporting resources have been organised prior to commencing work.
- Inspecting the existing road surface, table drains and work area to identify defects, hazards and drainage issues.
- Reviewing project specifications and confirming the required finished road profile and gravel depth.
- Reporting any discrepancies between project requirements and site conditions to the Site Manager before work commences.

No person shall enter the work area unless authorised by the Site Manager.

Only trained, competent and authorised personnel shall undertake road re-sheeting activities.

### 2. Road Re-Sheeting Operations

Road re-sheeting shall be completed in accordance with approved project specifications and established construction methods.

The following construction sequence shall be followed:

- Clean out table drains to restore effective drainage prior to commencing pavement works.
- Make good any damaged drains using the grader or excavator as required.
- Strip vegetation from table drains and place it into the invert of the drain where appropriate, ensuring drainage capacity is maintained.
- Assess the existing gravel to determine whether it is suitable for reuse.
- Existing gravel shall only be reused where it is suitable, free from excessive contamination and capable of achieving the required pavement performance in accordance with project specifications.
- Measure the required gravel quantities and order additional gravel where necessary.
- Scarify the existing road surface using a hard cut or light tyne, as appropriate, to prepare the pavement for re-sheeting.
- Condition the existing road surface using the water truck to achieve suitable moisture content.
- Compact the prepared surface using the flat drum roller to establish a firm foundation.
- Apply a light water spray immediately prior to placing new gravel.
- Mark each truck load location using line marking paint to assist with even material distribution.
- Spread delivered gravel progressively using haul trucks to improve grading efficiency and minimise unnecessary plant movements.
- Grade the material to achieve the required road profile and establish a definite road crown.
- Compact the gravel using the flat drum roller.
- Retrim the road following initial compaction to achieve the required finished surface.
- Complete final compaction until the required density has been achieved and the road surface is stable, smooth and compliant with project specifications.

Personnel shall continually monitor:

- Drainage performance.
- Gravel quality.
- Moisture content.
- Road crown.
- Ground conditions.
- Plant interaction.
- Traffic management controls.
- Environmental controls.
- Finished surface levels.

Any unsafe condition or non-conformance shall be reported immediately to the Site Manager.

### 3. Plant and Equipment Operations

Road re-sheeting activities shall be completed using suitable plant and equipment appropriate for the work activity.

Plant selection shall be appropriate for the road conditions, material type and stage of road rehabilitation being undertaken.

Plant and equipment that may be utilised includes:

- Grader
- Excavator
- Flat Drum Roller
- Multi-Tyred Roller
- Water Truck
- Tip Trucks
- Bobcat / Skid Steer Loader

All operators shall hold the appropriate licences, competencies or verified training applicable to the plant or equipment being operated.

The Operations Manager or delegated Supervisor shall ensure operator competencies have been verified prior to commencing work.

Validation of Competency records shall be retained with the operator's training records in accordance with company requirements.

Operators and ground personnel shall maintain continual awareness of surrounding personnel, mobile plant, changing ground conditions and traffic management controls throughout road re-sheeting activities.

### 4. Quality, Compaction and Environmental Controls

Road re-sheeting shall be completed in a manner that restores pavement strength, road profile and surface drainage while protecting the surrounding environment.

This shall include:

- Verifying the completed road profile, gravel depth and finished surface comply with the approved project specifications.
- Confirming existing table drains have been cleaned and are capable of effectively directing stormwater away from the road pavement.
- Ensuring any reused gravel is suitable, free from excessive contamination and capable of achieving the required pavement performance.
- Confirming new gravel is of the specified material type, grading and quality in accordance with project specifications.
- Conditioning the gravel to achieve optimum moisture content before final compaction.
- Compacting the gravel until the required density has been achieved in accordance with project specifications.
- Inspecting the completed road for rutting, segregation, ponding, contamination or other defects.
- Confirming a definite road crown has been formed to promote effective surface drainage.
- Verifying the road surface provides positive drainage without low points that may retain water.
- Maintaining erosion and sediment controls throughout the duration of the works.
- Preventing unnecessary disturbance outside the approved work area.
- Reporting environmental incidents, spills or failures of environmental controls immediately to the Site Manager.
- Leaving the work area in a clean, safe and compliant condition.

### 5. Documentation and Completion

Road re-sheeting activities shall be documented in accordance with company requirements to demonstrate compliance with engineering specifications, quality requirements and the Integrated Management System.

This shall include:

- Completing Pre-start Inspections for all plant and equipment used.
- Completing a Personal Risk Assessment (Take 5) through the MCK Group App where available.
- Completing paper versions of the Pre-start Inspection and Personal Risk Assessment where mobile coverage is unavailable and forwarding completed records once adequate signal is available.
- Completing a Job Hazard Analysis (JHA) where activities fall outside the scope of this procedure or additional risks have been identified.
- Recording inspections of drainage, gravel quality, finished levels and compaction results in accordance with project requirements.
- Reporting hazards, incidents, near misses and equipment defects in accordance with company procedures.
- Confirming the completed road re-sheeting works comply with the approved project specifications and quality requirements before reopening the work area to traffic.

## Records

The following records may be retained where relevant to road re-sheeting activities.

| Record | Responsibility | Retention Location |
|---|---|---|
| Personal Risk Assessments (Take 5) | Employees and Contractors | MCK Group App / Site Records |
| Plant Pre-start Inspection Records | Plant Operators | Plant Records |
| Validation of Competency Records | Operations Manager | Training Records |
| Road Construction Inspection Records | Site Manager / Supervisor | Project Quality Records |
| Compaction Test Results (where required) | Site Manager / Supervisor | Project Quality Records |
| Construction Inspection Records | Supervisors | Inspection & Audit Register |
| Incident and Hazard Reports | Employees and Supervisors | Incident Records |
| Corrective Actions | Operations Manager | Incident / NCR / Corrective Action Register |

## Related Information

- HS-PR-001 Risk Assessment Procedure
- HS-PR-003 Personal Risk Assessment (Take 5) Procedure
- HS-PR-005 Incident Investigation & Reporting Procedure
- OP-PR-018 Spill Response & Management Procedure
- HS-SWMS-006 Operating Mobile Plant
- HS-SWMS-005 Working in or around Trenches & Excavation
- Traffic Management Plan / Traffic Guidance Scheme (where applicable)
- Environmental Management Plan (where applicable)
- Environmental Aspects & Impacts Register
- Inspection & Audit Register
- Training & Competency Register
- Incident / NCR / Corrective Action Register
- MCK Group App
- Before You Dig Australia (BYDA)
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)
- Environmental Protection Act 1994 (Qld)

## Review and Revision

This procedure shall be reviewed every two years or earlier following legislative changes, organisational changes, incidents, audit findings, changes to work practices or identified improvement opportunities.