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**NAVY PUBLIC WORKS CENTER
NORFOLK, VIRGINIA
UTILITIES DEPARTMENT**

STANDARD OPERATING PROCEDURE / JOB HAZARD ANALYSIS

**TITLE
REEL TRUCK OPERATION**

**PROCEDURE NUMBER
623 ELE 5**

SIGNED: _____

(DATE)

APPROVED: _____

(DATE)

SAFETY PROFESSIONAL: _____

(DATE)

MANAGEMENT OFFICIAL: _____

(DATE)

REVISION

B

REEL TRUCK OPERATION

Purpose:

PWC SOP for using a reel truck for driving, loading and unloading cable.

Potential Energy Sources:

Reel hydraulics, person or vehicle striking reel truck.

Tools and PPE:

Electrical safety shoes, work gloves.

References:

1. OSHA 1910.333 for safe practices.

Procedure:

Operators must have a valid state commercial drivers license (CDL), must have a current medical examination, and must be physically and mentally fit to operate a reel truck.

During this entire procedure all PPE must be worn.

1. Perform Vehicle check, use SOP.
2. Place reel truck in position. Whenever possible, use a second person when backing up or placing in tight space.
3. Whenever loading or unloading the operator shall follow training given for CDL and shall ensure:
 - a. The reel truck is operated safely.
 - b. Barriers are set to proper distances.
 - c. Wheel chocks are placed down.
 - d. Place stabilizer jacks.
 - e. Sets of cables are connected by all three camlocks.
 - f. No persons are in the area that may be struck from swinging or falling cable.