



## Landscape Services

# Safety Standard Operating Procedure

(Revised 1/2023)

## Pavement and Gravel surfaces

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This SSOP provides guidance on the safety and installation of Asphalt cold patch, gravel grading, and concrete repairs. As with any equipment or tools, the most basic premise for safe operation is reading and adhering to the manufacturer's instructions and warnings. This SSOP is not a substitute for the owner's manual produced by the manufacturer.

**Schedule:** Daily as assigned in parking lots, roads, and drive lanes

**PPE Requirements:** Hard hat, high vis safety vest, ear plugs, safety glasses, warning signage, pants, closed toe shoes, and signage.

**Safety Requirements:** Protection of staff from motor vehicles. Protecting pedestrians around work sites. Makes sure to have visible signage, high vis vest, follow backhoe and vehicle SOP. Use of proper PPE is required.

**Safety Hazards:** Vehicle and pedestrian traffic, Underground and overhead Utilities, lifting, bending, overhead objects, dust, noise, sharp objects, blind spots, equipment malfunction, pinch points, hot or cold temperatures, and inclement weather.

**Cold patch material:** Product is called Patch and Pave and purchased from Asphalt Producers inc. in Oklahoma City. We purchase the material by the truckload and store in the bin at the driving range. Location image below.



Material will turn dry on top as it sets and need to be turned with a backhoe before use.

**Loading:** Depending n the amount of patching or size of the area to repair, will determine the amount needed.

1. Loader bucket full- set loader on the surface in front of the pile flat to ground.
2. As you push into the pile roll bucket up while lifting at the same time.
3. Backup until the bucket is just off the pile.
4. Shake the loader lever side to side to let loose or extra material fall off back onto the pile. This is to keep from spilling material as you move across campus.
5. 5 gallon bucket- some holes may only require a bucket full of two.
6. Use a shovel to load buckets.
7. Fill bucket to three quarter full or roughly 4 gallon capacity.
8. Remember to use your knees when lifting and not your back. Get help if needed.

**Locations:** Locations are determined and assigned.

1. Streets- Streets within campus such as Lincoln, Cleveland, Knoblock, Athletic, Hester, University circle are our responsibility to patch.
2. Parking lots- All parking lots are requested by parking and transit. If you see and area take a picture and send to a supervisor/ manager with lot number and location in the lot of the pot holes.
3. Supervisor/ manager then sends to Parking and Transit to request a work order be opened to repair the parking lot.

**Events:** Heavy rain and snowstorms cause the most damage to Asphalt surfaces. All roads and parking lots need to be inspected after an event.

1. Check main roadways for potholes and patch as needed.
2. Bill to the storm event work order if available.
3. Parking lots get charged to the storm event also when patching from weather damage.

**Patching:**

1. Once assigned get the amount of asphalt needed for the repair.
2. Backhoe is to be followed by a truck with Strobe lights for warning other vehicles.
3. Backhoe will park with the loader close to the pothole.
4. Use broom to remove any loose debris from the hole.
5. Some holes may need to have the edges cut clean. Use the Concrete saw and follow the silica plan.
6. Cleanup and remove debris to be hauled off.
7. Use shovel and fill hole to 1 inch above existing grade with cold patch material.
8. Rake material out evenly.
9. Bump edges even to make a clean edge all the way around.
10. Compact asphalt using the pickup tires, 2-wheel drive backhoe front tires, hand tamper, or a plate compactor.
11. For larger holes 3' x 3' or larger, always use the plate compactor.

12. Check grade after compaction.
13. If low, add more cold patch and repeat process.
14. Clean up any loose material.
15. **DO NOT** dump material and try to spread with a loader.

The link below is a short video clip of patching a small pothole.

[Asphalt Patch Repair - Cut, Remove & Replace - Bing video](#)

### **Concrete repairs/ pathing:**

1. Small holes 2' x 2' or smaller can use asphalt patch for temporary repair.
2. Small curb section 2' or shorter use sack concrete.
3. All other concrete areas need to be reported to the supervisor/ manager with picture and location for scheduling contractor to repair.

**Gravel:** We have gravel roads and parking lots that need continues grade work. Not only from rain but cars driving push and move gravel.

Areas to inspect regularly. Tyler, McDonald, Virginia, Scott ave, lot 81A drive approaches, lot 94 drive approach.

1. Determine if more gravel needs to be added, or you can grade what is there.
2. What equipment is needed to perform the job. Backhoe, skid steer, or a box blade.
3. Look for high spots in turn or edges. Can you pull the gravel from those areas.
4. Visualize the area and if there are any objects close by such as vehicles, utilities, etc.
5. Parking lots may require weekend work to complete.
6. Charge to appropriate work order. Make notes of work performed.
7. Make a rock ticket with the amount of gravel used and the correct work order. Turn in to your supervisor/ manager for bill out.