

SSOW 06 - Safe System Of Work: Use of Two Way Radio System

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PREVIOUS REVIEWS:	November 2002, April 2010, June 2011, December 2015
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1. Activity

The activity is the use of the Two Way Radio System which is used to communicate between the depot and vehicles.

This Safe System of Work (SSOW) is not a definitive guide to the use of the radio system and should be read in conjunction with the operating instructions and appropriate operator training.

2. Persons at Risk

Driver
Loader
Public
Other road users

3. Hazards

Distraction by use of radio

4. Procedures

- Use of the radio is restricted to official Bath & North East Somerset Council business only.
- Remember only one person can speak at a time and while doing so prevent anyone else from speaking.
- Keep messages brief and to the point.

- Use of offensive language is not permitted.
- Work out what you need to say before transmitting and keep airways free of unnecessary talk.
- Speak directly into the microphone from a distance of 5 to 10 cm and do not shout.
- Drivers must not use the radio microphone whilst driving. However it is acceptable for a driver to use the radio whilst stationary with the handbrake applied.
- If a call comes in whilst driving you can use the call return feature or a crew member can answer the call.
- Use of radios should be kept to a minimum to reduce levels of distraction.

5. Training

- Employees are provided with training on the operation of the radio equipment by a practical demonstration.

APPENDIX 1 - Phonetic alphabet

When spelling letters on the radio, or using letters in call signs, the international phonetic alphabet is used. All radio users should be familiar with this alphabet:

A	ALFA
B	BRAVO
C	CHARLIE
D	DELTA
E	ECHO
F	FOXTROT
G	GOLF
H	HOTEL
I	INDIA
J	JULIET
K	KILO
L	LIMA
M	MIKE
N	NOVEMBER
O	OSCAR
P	PAPA

Q	QUEBEC
R	ROMEO
S	SIERRA
T	TANGO
U	UNIFORM
V	VICTOR
W	WHISKY
X	X-RAY
Y	YANKEE
Z	ZULU

Related Documents	
	Reference:
Risk Assessments	
Two Way Radio	WC5
Safe Systems Of Work	
Driving of Waste Collection Vehicles	SSOW 02
Handbooks	
Waste Collections Staff Guidance and Information Pocketbook	Being reviewed for re-print August 2017.