



# Reversing using a spotter

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SPOTTING SIGNALS  
QUICK REFERENCE GUIDE

**WORKSAFE**

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## About this guide

Spotting is when a person helps guide a driver while they reversing or turning a vehicle or mobile plant.<sup>1</sup>

The driver and spotter both need to know who is doing what, and have the same understanding of the spotting signals to be used.

This guide lists the basic steps to take before and during spotting, and shows what the standard signals are for daytime and night time spotting.

For more detailed information see our quick guide *Safe reversing and spotting practices*.

<sup>1</sup> This guide will use the term 'vehicle' to mean vehicles and mobile plant.

## When to use a spotter

- When reversing is the only option.
- The driver does not have full visibility.
- The reversing or turning area is small.
- There are other hazards in the area that cannot be removed or isolated.

## Before starting

- Make sure you both know and understand the hand signals (or light/torch signals for night work).
- Walk over the intended reversing path and agree where the vehicle will end up.
- Confirm where the blind spots are for the vehicle and how much room the vehicle will need.



## Driver responsibilities

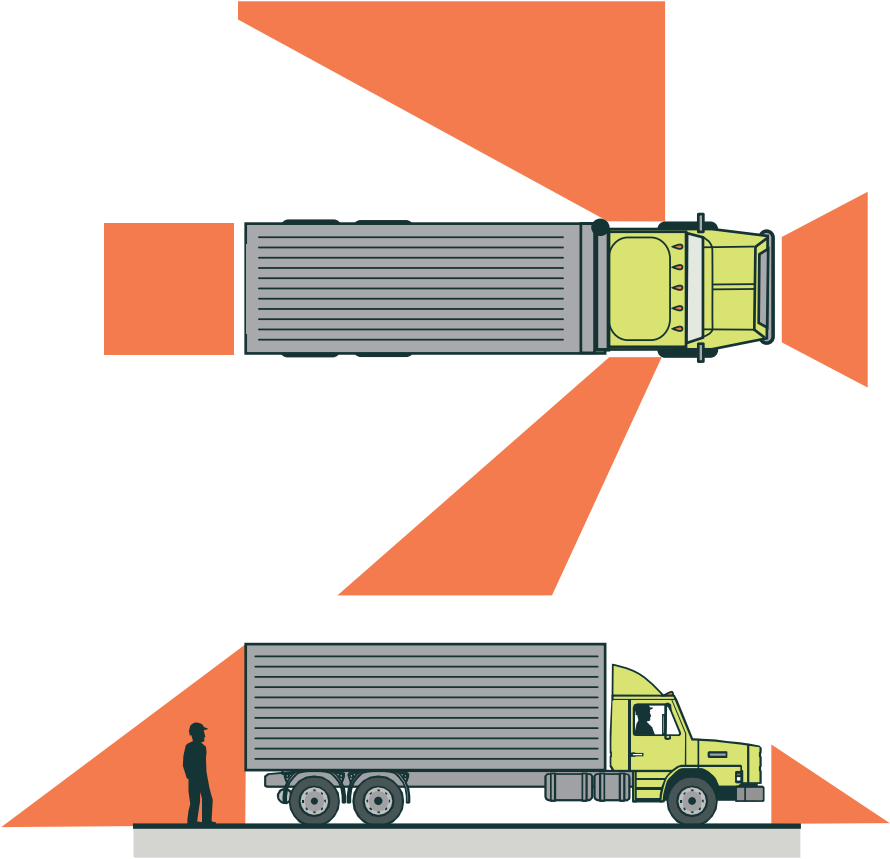
- Follow the spotter's instructions.
- Stop the vehicle if in doubt about directions.
- Stop the vehicle if the spotter or anyone else disappears from view.
- Move slowly.

## Spotter responsibilities

- Wear hi-viz clothing.
- Stand where the driver can see you.
- Make your signals slow and clear.
- Constantly check the area for hazards.
- If you cannot see all around the vehicle, get a second spotter to help.



**Truck blind spots**



## Standard daytime signals



### STOP REVERSING

Extend your arm with your open palm facing forward.



### START REVERSING

With the palm of your hand facing **towards** you, use a back and forth motion towards your body.



### MOVE FORWARD

With the palm of your hand facing **away** from you, use a back and forth arm movement away from your body.



### CLEARANCE

Hold your hands apart and bring them together as the driver gets closer to the object. When close enough use the stop signal.



**TURN LEFT**

Hold your arm out straight and point to the left.



**TURN RIGHT**

Hold your arm out straight and point to the right.



**EMERGENCY STOP**

Extend both hands with palms facing forward.



## Standard night-time signals

- Turn off your headlamp if you are wearing one.
- If using a torch, keep it pointed slightly downwards.



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### STOP REVERSING

Hold the light in the centre of your body and turn it off.



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### START REVERSING

Make a circle in a **clockwise** direction (clockwise from the spotters perspective).



Step 1



Step 2

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### MOVE FORWARD

Hold the light in the centre of your body and move it **up and down**.

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### TURN LEFT

Hold the light in your left hand and move it from the centre of your body to your left side with a fully extended arm, and back.



Step 1



Step 2



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### TURN RIGHT

Hold the light in your right hand and move it from the centre of your body down to your right side with a fully extended arm, and back.

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### CONTINUE

Hold the light still in the centre of your body.



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### PREPARE TO CHANGE DIRECTION

Hold light in the centre of your body and move from left to right.



## Disclaimer

This publication provides general guidance. It is not possible for WorkSafe to address every situation that could occur in every workplace. This means that you will need to think about this guidance and how to apply it to your particular circumstances.

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