

Work Zone Traffic Control Plan

Introduction

Objective:

[Organization Name] is committed to protecting personnel from hazards in the workplace, including the hazards associated with work performed on or next to highways, roads, and vehicular traffic.

The plan will address pedestrian control issues, traffic patterns, and safe redirection around the work area. Plan aspects include work zone traffic controls, personal protective equipment (PPE), and training.

Work zone traffic control plans must meet requirements set in the Manual on Uniform Traffic Control Devices (MUTCD) as well as the rules set by state, county, and cities in which the work is to be performed.

Scope and applicability:

This program applies to all construction work performed on roads, highways, and similar areas where motor vehicles may be a hazard.

This plan must be used with other site-specific construction safety plans as established by the general contractor.

Outline of topics:

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Commented [T1]: Note to user:
 You are responsible to adapt this policy to fit:

- Each work situation.
- Local, state, and federal regulations.
- The specific requirements in the MUTCD.

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Responsibilities

Project manager:

The project manager has overall responsibility for the construction project and is responsible for:

- Assuring that this plan incorporates all applicable Federal and State regulations.
- Implementing this plan.
- Reviewing the plan.
- Establishing the competent person.

Competent person:

The competent person for this plan is [**Responsible Person**].

The competent person is knowledgeable about the fundamental principles of temporary traffic control, PPE, control devices and set-up, traffic flow patterns relative to daily traffic patterns, and the work activities to be performed.

The competent person is responsible to:

- Help the project manager to implement the Work Zone Traffic Control Plan.
- Complete and submit a traffic control plan based on the work to be performed.
- Review the project in the planning phase to determine if any work will be performed on or adjacent to any road that will create an exposure to traffic or disrupt normal traffic flow.
- Complete both the Traffic Control Technician and Traffic Control Supervisor classes.
- Work as the traffic control supervisor.

Require a Competent Person who is certified as a Traffic Control Supervisor to supervise flaggers throughout the day, reporting any deficiencies immediately to the Competent Person.

Other management or supervisory personnel:

This team helps the project manager review the plan.

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Traffic control technicians:

Traffic control technicians may set up work zones at the direction of the Competent Person.

These individuals are typically also flaggers but have received additional training to qualify as traffic control technicians.

Flaggers:

- As a minimum, all flaggers must attend an eight-hour work zone traffic control course as taught by an instructor certified by the American Traffic Safety Services Association (ATSSA) or equivalent.
- Flaggers must be certified per DOT standards.
- Flaggers must use all the correct PPE and hand-signaling devices.
- In addition to training, flaggers must have the following qualifications:
 - Good communication skills (which includes being authoritative, polite, and easy to understand)
 - Quick physical reflexes to protect them from reckless or law-breaking drivers
 - Ability to signal effectively
 - Ability to remember and follow practices even in high-stress situations
 - Quickness at responding to an emergency

Hazard Assessment

Consider all hazards that personnel will face in the work zone. This includes:

- Performing engineering studies.
- Gathering information on traffic patterns, speed, and how the time of day affects both (with special consideration given to any nighttime work).
- Determining how long the construction project will last.

Engineering judgement is essential for determining which devices are required and where they should be placed.

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Traffic Control Devices

Goals:

- Traffic control devices are intended to safely guide road users through work zones and to keep both them and personnel safe.
- Traffic control devices must be **effective**, meaning they must be:
 - Necessary.
 - Noticeable.
 - Clearly recognizable and understandable (which includes being legible, uniform, consistent, and correctly sized).
 - Placed correctly so that road users have time to respond (in both day and night conditions).
 - Designed in ways that promote respect and work zone credibility (e.g., by being reasonable as well as understandable and recognizable).
- While traffic control devices are ideally consistent and uniform, it is even more important for them to be **appropriate for the specific situation**.

Regulations:

Traffic control devices must be designed and placed according to:

- MUTCD regulations
- Local, state, and federal regulations
- Engineering studies and knowledge (which factors in vehicle speed, visibility to drivers, and other considerations)

[Responsible Person] must compile this information and assure that it is part of the plan.

Management is responsible to obtain and have sufficient quantities of appropriate traffic control devices as established in this plan and described in the MUTCD.

Specific equipment:

- Signs (regulatory, warning, guide, highway traffic or low-volume, etc.)
- Barricades
- Gates
- Markings (pavement, curb, etc.)
- Pedestrian controls (signals, detectors, etc.)
- Signals and beacons

Commented [T12]: Compile all specific regulations, and either add them to this section or in an appendix so that personnel can reference them.

Commented [T13]: Fill out this section with all the traffic control equipment to be used for your specific work zone, using the hazard assessment, local regulations, the MUTCD, and engineering studies as guides.

In addition, establish details specific to your operations, including the following:

- Replacement schedules for equipment
- Spacing plans
- Maps
- Speed limit reductions
- Measures for different time frames (like temporary work)

Note: Speed limit reductions must be guided by speed studies and regulations.

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Traffic:

Traffic delays and capacity should be anticipated and addressed. Methods include consulting local lane closure work hour charts, advanced warnings, and radio warnings.

Personnel Safety

Administrative controls:

- Rotate flaggers to different locations on the job site to eliminate boredom
- Provide regular breaks to flaggers to allow them to rest and get off their feet as well as to allow them to go to the bathroom.

PPE:

PPE must be used after engineering and administrative controls to protect personnel.

Work zone clothing:

Personal must wear approved work zone clothing.

- Clothing must be bright orange, strong yellow-green, or fluorescent versions of these colors.
- It must be maintained and regularly cleaned to maintain visibility.
- It must include reflective vests, reflective coveralls, and reflective rainwear.

Safety attitudes:

Working around traffic for an extended period of time can lead to complacency, so personnel must constantly remind themselves and others of their exposure to danger.

All personnel who work on or adjacent to the roadway must do the following:

- Complete all training.
- Be aware and alert. Remember to assume that vehicles do not see you.
- Stay focused and do not participate in horseplay. On a construction site this is especially dangerous and will not be tolerated.
- Make sure that you and everyone else are following the rules and that the traffic control devices are correctly in place.

Commented [T14]: Adapt these sections as appropriate.

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Management support:

The Traffic Control Supervisor must:

- Do a daily pre-job review of the worksite and of the safety wear and vests to assure personnel visibility.
- Remind each worker in the daily pre-job meetings, "Assume that vehicles do not see you."
- Assure that regular safety meetings are conducted.

Inspections and Program Reviews

- All work zone traffic controls must have regular inspections. For example:
 - Assuring that equipment is still visible, legible, and functional
 - Nighttime inspections for retroreflectivity
 - Evaluations of equipment to see if a change to the setup is needed
 - Determining whether there is any unnecessary or unauthorized equipment
- Preventive maintenance is required to keep equipment in good condition.
- Equipment should be removed or replaced if it:
 - Is unnecessary.
 - Is unauthorized.
 - Has reached the end of its expected life.
 - Is deteriorated or damaged.
- The work zone traffic controls must be tested for effectiveness before work starts.
- The plan must be regularly audited and improved. **[Responsible Person]** must develop a plan for the periodic inspection and maintenance of the Work Zone Traffic Control Plan. See Appendix A. Modify the Work Zone Traffic Control Plan as needed as the job develops or changes.
- Perform daily inspections of the job relative to the Traffic Control Plan and provide a weekly report to the Project Manager and corporate Risk Manager with needed modifications outlined and a summary of enhancements or changes made to the program.

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Working with Authorities

[Responsible person] must submit the traffic control plan to the applicable road authorities for approval, including the following:

- The applicable state's Department of Transportation
- The Federal Highway Administration (FHWA), if federal highways are also impacted
- Local county representatives, if the work is under county jurisdiction
- Local city representatives, if within city limits

Also, keep the the applicable road authorities apprised of your work status, and coordinate with local traffic police if appropriate.

Documentation

Required documentation

Records required in the safety files include the following:

- Copies of traffic control plans used on site
- Training certificates for flaggers, traffic control technicians, and competent persons or traffic control supervisors
- Qualifications of contracted flaggers, traffic control technicians, and competent persons
- Inspection records and weekly reports
- Copies of daily safety talks

Recommended Reference Materials

- Manual on Uniform Traffic Control Devices (MUTCD)
- American Traffic Safety Services Association (ATSSA) and their Flagger Training Program
- Federal Highway Administration's Best Practices on Work Zone Traffic Control:
<http://ops.fhwa.dot.gov/wz/practices/best/bestpractices.htm>

Appendix A: Daily Traffic Control Inspection Checklist

Checklist completed by: _____ Date: _____

Project Name: _____ Project Number: _____

Project Address: _____

Project Manager: _____ Competent Person: _____

#	Hazards	Yes	No	If no, has this hazard been addressed?
1.	Are any traffic control devices all in place?			
2.	Are traffic control devices in good repair?			
3.	Are all lights (flashers, etc.) functioning correctly?			
4.	Are all traffic control devices properly placed?			
5.	Are all traffic control devices clean?			
6.	Is pedestrian safety adequately addressed?			
7.	Are pre-warnings and positioning for approaching Traffic Control Areas adequate?			
8.	Do daily meetings occur?			
9.	Are daily meetings being documented?			
10.	Are comprehensive weekly reports being submitted?			
11.	Is the traffic control plan routinely updated?			

Additional Controls Needed/ Comments:
