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### 1.0 ACTIVITY DESCRIPTION

- 1.1 This document provides basic safety guidelines related to the development, implementation and maintenance of traffic control plans.
- 1.2 These guidelines do not supersede or replace regulatory requirements, nor are they intended to be all inclusive of the applicable regulatory requirements. Instead, they are intended to be supportive and complimentary to such requirements.
- 1.3 All traffic control plans should comply with the Manual of Uniform Traffic Control Devices (MUTCD) or state, county or municipal Department of Transportation (DOT) requirements (when applicable).

### 2.0 HAZARD ASSESSMENT

- 2.1 Hazard assessments should be performed to identify potential motorist, cyclist, pedestrian or other traffic-related hazards associated with construction, utility work, or maintenance operations along public roadways.
- 2.2 When normal function of the roadway, or private road open to public travel, is suspended, Temporary Traffic Control planning should be used to ensure continuity of the movement of motor vehicle, bicycle, and pedestrian traffic; transit operations; and access to property and utilities.
- 2.3 The safety of workers performing work tasks on or near the roadway should also be a consideration of equal importance in the traffic control assessment process.
- 2.4 No one set of traffic control devices can satisfy all conditions for every project. Part 6 of the MUTCD should be used as a resource for “typical” applications of temporary traffic control devices.

### 3.0 ROLES AND RESPONSIBILITIES

#### 3.1 Management Responsibilities

- 3.1.1 Enforce the use of and compliance with traffic control plans.
- 3.1.2 Conduct regular reviews of internal policy and procedures to verify development, implementation, maintenance and quality of the traffic control plans.
- 3.1.3 Establish a documented inspection process to verify traffic control devices (permanent and temporary) are inspected and maintained as designed.



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- 3.1.4 Verify that any vehicle incident that occurs in a work zone requiring a traffic control plan is investigated to confirm appropriate control devices are in place.
- 3.1.5 Ensure that employee assigned to traffic control duties receive the necessary training to perform their duties in compliance with the MUTCD, DOT requirements and internal company policies.
- 3.1.6 If necessary, consult with the governing agency or third-party provider/consultant to recommend changes to traffic control plans as the job progresses, or as a result of an incident investigation.

### 3.2 Health & Safety (H&S) Responsibilities

- 3.2.1 Assist supervision with creation, implementation and inspections of the traffic control plans.
- 3.2.2 Ensure that employee training programs meet or exceed the requirements and intended purpose of the MUTCD and related training.
- 3.2.3 Review traffic control plans to confirm alignment with specifications of the MUTCD, and DOT or client specific requirements.

### 3.3 Employee Responsibilities

- 3.3.1 Actively participate in training provided by Management and the Health and Safety Department.
- 3.3.2 Abide by the traffic control plan.
- 3.3.3 Review traffic control plans for comprehension and seek clarification where needed prior to starting work.
- 3.3.4 Discuss traffic control plan with all affected workers and document the associated hazards on a daily Job Hazard Analysis (or equivalent document).
- 3.3.5 Stop work immediately and report observations where the traffic control plan appears to be ineffective.

## 4.0 EQUIPMENT AND SUPPLIES

- 4.1 All traffic-control devices must conform to the specifications of the MUTCD or DOT requirements (when applicable).



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### 5.0 HAZARD MITIGATION

#### 5.1 Traffic Control Plans

- 5.1.1 Determine local or state agency responsible for the approval of traffic control plans, establish a working relationship to verify understanding and inspection requirements.
- 5.1.2 When required, copies of all traffic control plans should be readily available on-site for review.
- 5.1.3 Each traffic control plan provides pertinent information regarding the number of signs, sign spacing, size, type, etc.
- 5.1.4 Routes should be planned that allow for adequate turn radius of vehicles and equipment as necessary.
- 5.1.5 Entry into construction yards and onto the right-of-way (ROW) should be planned to prevent congestion of both motorists and pedestrians. Consideration should be given to providing lighting at entry points to illuminate stopped or turning vehicles if they are to be utilized outside of day light hours.
- 5.1.6 Where operations are performed in phases, only those traffic control devices that apply to the conditions existing in that phase should be used. The devices that do not apply to existing conditions must be removed, covered, or turned so as not to be identified by oncoming traffic.
- 5.1.7 Only authorized vehicles and equipment should be allowed in the work area. All authorized vehicles should be equipped with and utilize emergency lighting / flashers while in the work area in compliance with DOT requirements or as suggested by local law enforcement.

#### 5.2 Temporary Traffic Control Devices (Signage)

- 5.2.1 Adequate signage should be in place to control and direct the safe flow of traffic.
- 5.2.2 Where warning signs are used, they must conform to the minimum state requirements and/or the requirements of the Manual on Uniform Traffic Control Devices (MUTCD), Part 2 – Signs.
- 5.2.3 All temporary traffic control devices shall meet or exceed all applicable DOT standards and conform to the MUTCD standards.



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- 5.2.4 Advanced warning signs are used to alert motorists of construction or maintenance activities or obstructions near the roadway and are designed to be seen over the top of preceding vehicles.

### 5.3 Flaggers

- 5.3.1 As needed and when required, trained flaggers are assigned to intermittently direct traffic around the work area, maintain continuous traffic past a work site at reduced speeds to help protect the work crew, and/or to protect the public from work encroaching onto a road or highway.
- 5.3.2 Locate flagger stations far enough in advance of the work site so that approaching traffic will have sufficient distance to reduce speed before entering the project. This distance is related to approach speed and physical conditions at the site; however, 200 to 300 feet is desirable. In urban areas when speeds are low and streets closely spaced, the distance necessary may be decreased.
- 5.3.3 The flagger should be stationed sufficiently in advance of the work site to warn them of approaching danger, such as an out-of-control vehicle(s).
- 5.3.4 In positioning flaggers, consideration should be given to maintaining color contrast between the work area background and the flaggers' protective garments.
- 5.3.5 At night, flagger stations should be adequately illuminated. Place a diamond-shaped
- 5.3.6 Advance Warning sign 500 feet ahead of the flagger(s), advising motorists.
- 5.3.7 Under no circumstances should a flagger stand in the lane used by moving traffic. The flagger should be clearly visible to approaching traffic at all times. For this reason, the flagger should stand alone, never permitting a group of fellow employees to congregate around the flagger station.
- 5.3.8 Use lights approved by the appropriate highway authority or reflectorized sign paddles or reflectorized flags to flag traffic at night. Daytime flagging procedures are followed whenever such lights, paddles or flags are used at night.

## 6.0 TRAINING

- 6.1 Initial training should take place at employee onboarding or prior to first assignment on a project where traffic control will be utilized.

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6.2 Thereafter, annual refresher training should be conducted on the installation, inspection, maintenance and enforcement of traffic control plans.

6.3 Refresher training should also be conducted when there is a significant change to the equipment and/or methods used for traffic control, when there are updates or changes to the MUTCD or when an employee demonstrates that they have not retained the necessary knowledge to effectively and safety work in a capacity related to traffic control.

## 7.0 REFERENCES *(current versions of the references automatically supersede the references listed below)*

### 7.1 American Associates of State Highway and Transportation Officials (ASHTO)

7.1.1 Manual on Uniform Traffic Control Devices (Revision/Edition 10, October 5, 2010)

### 7.2 U.S. Department of Transportation and the Federal Highway Administration

7.2.1 Manual on Uniform Traffic Control Devices (2009 Edition with Revisions 1 and 2 incorporated, May 2012)

- Part 1 – General
- Part 2 – Signs
- Part 3 – Markings
- Part 4 – Highway Traffic Signals
- Part 5 – Traffic Control Devices for Low-Volume Roads
- Part 6 – Temporary Traffic Control
- Part 7 – Traffic Control for School Areas
- Part 8 – Traffic Control for Railroad and Light Rail Transit Grade Crossings
- Part 9 – Traffic Control for Bicycle Facilities

### 7.3 Ministry of Transportation - Ontario.

7.3.1 Ontario Traffic Manual – Book 7: Temporary Conditions (January 2014)

## 8.0 HISTORY OF REVISIONS

Revision	Date	Description
0	January 2016	Initial Publication
1	December 2019	General Refresh/Update