

# **BEST PRACTICES FOR WORK ZONE TRAFFIC CONTROL ON HIGHWAYS, STREETS AND BRIDGES**



Developed by:  
The Dallas Area Road Construction Work Zone Task Force

# WORK ZONE TRAFFIC CONTROL BEST PRACTICES



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## I Management Commitment

Clear demonstrated commitment on behalf of management regarding the allocation of resources for implementation of the best practices, accountability, training, and personal protective equipment.

## II Designation of Responsibility

A Traffic Control Officer or Competent Person will be designated for the job.

- He/she will be knowledgeable in traffic control principals and overall responsibility for the setup and maintenance of the work zone; and
- Serve as the coordinator with the applicable Municipality, County or State officials.

## III Pre-job Planning

The Traffic Control Officer or Competent Person will be involved in pre-job planning with the controlling contractor and the applicable local authority. Pre-job planning will be conducted no more than 7 days in advance of starting the project. **NOTE:** For emergency work a job briefing will be held the same day

During the pre-job planning he/she will identify the work location, posted speed limit, traffic volume and pattern, the type of work to be performed at the location and the potential impact on the traffic pattern and times and duration of work.

## IV Traffic Control Plan (TCP)

The Traffic Control Officer or Competent Person will select the appropriate TCP based on specific job site conditions.

- Selection to be made from the most current Manual on Uniform Traffic Control Devices (MUTCD). An Electronic copy of the MUTCD can be found at <http://mutcd.fhwa.dot.gov>; and
- The Traffic Control Officer or Competent Person will ensure that all TCP changes have been documented and communicated to site personnel.

## V Setup/Tear Down/Repositioning

The Traffic Control Officer or Competent Person will ensure the proper setup, tear down and repositioning of the work zone in accordance with the TCP's specific requirements. He/she will:

- Identify the specific traffic control devices per the TCP and governing authority. This includes flaggers, attenuators, arrow boards, pilot vehicles, lighting equipment, etc. where required by the plan or work site conditions;

NOTE: For flagging operations, the STOP/SLOW paddle with a 5-foot staff will be used. Flags will only be used in emergency situations.

- Ensure a sufficient number of devices have been delivered to the job site;
- Ensure that tear down and repositioning will be performed inside the work zone and from properly marked vehicles. Tear down will be performed in reverse order of setup; and
- Ensure that the devices have been inspected to ensure they provide the highest degree of visibility to motorist.

## **VI Personal Protective Equipment (PPE)**

The Traffic Control Officer or Competent Person will ensure that the appropriate personal protective equipment (PPE) has been selected, issued to employees, worn by employees and employee training regarding the PPE. **ALL SITE WORKERS** will wear:

- High-Visibility Safety Apparel in accordance with ANSI/ISEA - 1999.
- Other PPE as required.

## **VII Training**

**ALL SITE WORKERS** will receive training regarding the hazards associated with work zone operations hazard recognition and the procedures for reporting those hazards from a qualified person(s).

A Traffic Control Officer, Competent Person, Superintendent and Safety Officer, etc. will have received comprehensive work zone training through a recognized certification program.

Example: TEEX, Engineering, Utilities, and Public Works, Train-the-Trainer, OSHA 16-Hour, Work Zone Traffic Control.

Site employees will receive training that addresses at a minimum the hazards associated with work zone operations, recognition and identification of the hazards and the methods to be used to protect themselves from the hazards.

NOTE: This training may be provided by the qualified person(s)

## **VII Training (Continued)**

Review of the TCP and site specific conditions at tool box meetings

Flaggers will have received training and will be issued a copy of Defensive Flagging - A Survivor's Guide.

Example: A recognized 4-hour certification program [e.g., TxDOT, TEEX, National Safety Council (NSC), American Traffic Safety Services Association (ATSSA), LIHTF courses]

All training and instruction will be provided in the language appropriate to the participants (e.g., English, Spanish, etc.).

## **VIII Inspections**

The Traffic Control Officer or Competent Person will ensure performance of job site inspections:

- At the initial work zone set up
- During any major phase changes
- Periodically (As often as necessary to maintain compliance with a safe work zone)

The inspections will focus on device placement, device conditions, PPE, the continued effectiveness of the TCP, and equipment safety devices/procedures. (e. g. back-up alarms and signaling spotters)

Hazard identification and reporting measures will be documented

## **IX Internal Traffic Control Plan (ITCP)**

The Traffic Control Officer/Site Safety Officer/Competent Person will ensure the development and implementation of an ITCP for all job sites. (Removed the reference to medium, large and multi-employer job sites)

For plan specifics refer to the separate ITCP

# INTERNAL TRAFFIC CONTROL PLAN (ITCP)



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An Internal Traffic Control Plan (ITCP) provides a mechanism for coordinating the flow of construction vehicles, equipment, and workers operating in close proximity within the activity area so that the safety of the workers can be ensured.

## Elements:

1. Contact information for the general contractor and all subcontractors;
2. All site personnel will receive training that addresses the site specific ITCP;
3. Designated worker and visitor parking areas;
4. A procedure for orienting independent truckers drivers to the work space and the ITCP (e.g., staging area);
5. Delineated areas around specific pieces of equipment and operations where workers on foot are prohibited (e.g., equipment turn around areas, swing radius areas);
6. Designated locations for storing and servicing materials and equipment;
7. Description of internal signs and all internal traffic control devices;
8. Anticipated traffic volume, speed and a speed limit for operation within the work space;
9. Specifications for lighting in the work space as required by night work activities;
10. Interface between internal and external traffic control plans;
11. A Communications Plan that includes the following:
  - a) Designated channels of communication regarding changes in the ITCP;
  - b) A means for workers on foot to talk with equipment operators, truck drivers, and other personnel in charge of controlling or coordinating the flow of traffic vehicles and equipment entering and leaving the work space and the movement of heavy equipment within the work space;
  - c) A means for grader operators, dozer operations, truck drivers and scraper operators to communicate with each other and with the general contractor and subcontractors; and
  - d) Personnel responsible for monitoring on-site communications between vehicle and equipment operators.
12. Inspect the ITCP during the normal work zone inspections.

Incorporate into the ITCP schematic diagrams depicting the movement of construction workers and vehicles within the work zone.