**WORK ZONE SAFETY**

**ROAD FLAGGER AND LAW ENFORCEMENT DETAIL GUIDELINES**

**Prepared for:**

**(INSERT YOUR AGENCY HERE)**

Reviewed by (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

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 *This program can be developed for a municipality, a utility or housing authority, or a department. NJPEOSH does not specify how the program must be organized. It is the employer’s decision how to best organize the Program: city-wide, for the authority as a whole, or by department.*

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# **OVERVIEW**

Municipalities within the state of New Jersey have the responsibility for the use of traffic control devices within construction work zones, including the responsibility for assigning and deploying traffic control personnel, referred to as Flaggers.

The placement of traffic control devices shall be compliant with the latest edition of the Manual on Uniform Traffic Control Devices, (MUTCD). This responsibility is carried out in cooperation with appropriate law enforcement personnel, contractors, or others permitting work under the control of the **INSERT AGENCY’S NAME**.

The **INSERT AGENCY’S NAME** has full control and responsibility for assigning road flaggers or law enforcement details on local and other roads in the municipality for which it is the awarding authority. **INSERT AGENCY’S NAME** issues these guidelines for assistance to **INSERT AGENCY’S NAME** and other awarding authorities in carrying out the requirements of the Act and the Regulations to establish consistent and clear guidance to those encountering work zones as described in the MUTCD. The primary goals of the regulation are to ensure the safety of pedestrians, motorists, bicyclists, and workers on, or near, Public Works projects and other projects to reduce overall costs through the effective use of Traffic Control Devices, Flaggers, and Law Enforcement assignments.

This shall be accomplished while ensuring the efficient expenditure of public funds and ensuring that there is qualified traffic control staffing (Flaggers and/or law enforcement officers) available to provide the necessary work zone safety throughout the Municipality of **INSERT AGENCY’S NAME** for all projects undertaken by **INSERT AGENCY’S NAME.**

# **PRIMARY RESPONSIBILITIES**

1. The **INSERT JOB TITLE** in each **INSERT AGENCY’S NAME** department shall serve as the Controlling Authority for **INSERT AGENCY’S NAME** for all projects in that district.

2. **INSERT AGENCY’S NAME** shall report to the Controlling Authority with respect to any matter related to the regulations.

3. The **INSERT AGENCY’S NAME** shall use the Standard Traffic Control Plans and the Work Zone Safety Guidelines plates as the Construction Zone Safety Plan to determine if conditions warrant the need for traffic control devices, road flaggers, or law enforcement details to maintain a safe construction zone.

4. The **INSERT AGENCY’S NAME** working in cooperation with the Controlling Authority, shall implement the Construction Zone Safety Plan and shall have the flexibility to use judgment to determine if a road flagger may be utilized on high speed roadways with very low traffic volumes, and shall be guided by the following general rules:

The use of road flaggers shall primarily be restricted to low speed, low volume roadways Flaggers may also be utilized on roads with a high speed designation provided that the traffic volumes are sufficiently low as determined by the **FILL IN NAME OF LOCAL/STATE AGENCY.**

Law enforcement vehicles may be used to provide additional visibility on high speed roadways which includes the presence of the cruiser and flashing lights to protect the work zone.

If conditions warrant, and as directed by the traffic control plan, the law enforcement officer shall work outside of his or her vehicle while providing required traffic control and direction to assist in the operations within the work zone. The locations of road flaggers and/or law enforcement details are designated on the plates for Traffic Control Plans, & Work Zone Safety Guide

**NOTE: Law enforcement and emergency vehicles may not be used outside of the cones as a barrier or blocking vehicle for the purpose of protecting the work zone except in emergency cases until a proper work zone can be established with proper traffic control in place.**

* Flaggers and / or law enforcement officers may be utilized to install the initial set-ups for long-term and intermediate-term construction work zones as defined in “Work Duration” in Section 6G.02 of the MUTCD. It shall be the responsibility and sole authority of the **INSERT AGENCY’S NAME** to determine the number of road flaggers and / or law enforcement officers necessary to install these set-ups
* The Low Speed Roadway is considered a roadway with a legal speed of less than 45 miles per hour within the limits of the construction zone
* The High Speed Roadway is considered a roadway with a legal speed equal to or greater than 45 miles per hour within the limits of the construction zone
* The **INSERT AGENCY’S NAME** shall consider a High Speed Roadway, as defined above, to qualify as a Low Speed Roadway if the traffic volumes are very low (less than 4,000 Average Daily Traffic count).
* If there is a combination of the set-ups necessary for the operation of the project, the **INSERT AGENCY’S NAME,** shall review the set-ups in these plates to determine the final number of traffic control staff needed in the construction zone
* The **INSERT AGENCY’S NAME** may choose to use a combination of Flaggers and law enforcement officers as conditions warrant
* Should a law enforcement organization be unable to fill a requested law enforcement detail, the **INSERT AGENCY’S NAME** shall exercise the option of using a certified flagger in lieu of the services of another community, or part-time and auxiliary details that may not be deemed as qualified
* Should the **INSERT AGENCY’S NAME** determine that speeds through the work zones are in excess of the speed limits, they shall have the option to request a speed enforcement Setup for the work zone on an intermittent basis, with the approval of the Controlling Authority.

# **SETUPS AND THE USE OF TRAFFIC CONTROL PLANS**

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| --- | --- |
| For ease of locating the proper set-ups, the plates are broken down into the following categories: **Standard Traffic Control Plans**  | **Work Zone Safety Guidelines** |
| **Int =** | Intersection | **S =** | Stationary Operations |
| **TLR =** | Two Lane Roadway | **M =** | Mobile Operations |
| **Div =** | Divided Highway | **E =** | Emergency Response |
| **Brg =** | Bridge | **TS =** | Traffic Signal Repair |

|  |  |
| --- | --- |
| **SYMBOL** | **Meaning** |
| **R=** | Ramp |
| **Ped =** | Pedestrian Crossing |
| **D =** | Detour Signing |
| **RR =** | Railroad Crossing |
| **MLR =** | Multi-Lane Roadway |

The Standard Traffic Control Plans and Work Zone Safety Guidelines (“plates”) provide guidance on recommended traffic management setups for a construction zone, and include the suggested location of traffic control personnel. These plates can be used as part of the design plan for a construction project, or as standard construction zone safety plans for maintenance operations.

# **CERTIFICATION OF ROAD FLAGGERS ON ROAD CONSTRUCTION PROJECTS**

In accordance with the regulation, road flaggers and/or law enforcement details shall be qualified or possess the minimum required certification to provide the necessary services, and shall remain on-site for the entire shift. Road flaggers and/or law enforcement details shall be properly equipped and physically able to perform the required duties.

# **WORK SITE CONDITIONS AND CONTROL OF THE WORK ZONE**

The **INSERT AGENCY’S NAME** may cancel an operation. That cancellation will be subject to weather conditions resulting in restricted sight distance or hazardous road conditions. If a road flagger and/or law enforcement detail fails to stay until the **INSERT AGENCY’S NAME** determines that an operation shall be cancelled, or is completed, then this will result in compensation only for the time spent at the jobsite.

In the event that there is a disagreement between the **INSERT AGENCY’S NAME** and another entity (i.e., the Community, Law enforcement Department, or Contractor) on the number of traffic control personnel (road flaggers and/or law enforcement details) required for the safety of the work site, the matter shall be immediately referred to the Authorized Representative for resolution.

The Controlling Authority request additional road flagger and/or law enforcement detail assignments beyond what has been determined by the **INSERT AGENCY’S NAME** as safe and effective, the Controlling Authority will be responsible for full payment for the increase in staffing.

Should a Contractor express a need for additional road flaggers and/or law enforcement details due to a specific operation, he/she shall discuss the reasoning with the Authorized Representative, and if agreement is reached, the additional road flaggers and/or law enforcement details shall be provided. If there is no agreement, the Contractor may request in writing the hiring of additional road flaggers and/or law enforcement details with a commitment to make the necessary payment for the increase in traffic control staffing.

# **ROAD FLAGGER AND LAW ENFORCEMENT DETAIL RESPONSIBILITIES**

The following guidance shall be employed by Road Flaggers and Law enforcement Details employed on work zones:

* Be aware of and visible to oncoming traffic to perform the required traffic control as directed by the **INSERT AGENCY’S NAME** and the MUTCD.
* Stand facing traffic unless otherwise directed or authorized by the **INSERT AGENCY’S NAME**.
* Remain out of any vehicle at all times while engaged in traffic control.
* Wear proper ANSI approved outerwear (See Worker Apparel below).
* Position themselves throughout the site as directed by the **INSERT AGENCY’S NAME**.
* Arrive and depart at times posted and/or prescribed by the **INSERT AGENCY’S NAME** .
* Provide for safe movement of traffic through their assigned area, in accordance with the approved Traffic Control Plan.
* Receive and communicate specific instructions clearly and firmly.
* Use the stop/slow paddles as required by the MUTCD.
* Understand and apply safe traffic control practices, recognize dangerous traffic situations, and warn workers in sufficient time to avoid injury.
* Placing Stop/Slow paddles in cones or barricades to hold them is prohibited.
* The use of cell phones during operations is considered a distraction and is strictly prohibited.
* Single Flagger operations may require deviation from this rule.

# **VEHICLES USED AS TRAFFIC CONTROL DEVICES SHALL**

* Have working emergency lighting activated only when directed by the **INSERT AGENCY’S NAME** at all other times the lighting shall be turned off.
* Be conspicuously and strategically placed between oncoming traffic and the work site within the boundaries of the work zone.
* Be properly fueled prior to arriving at the construction zone

**NOTE: Law enforcement and emergency vehicles may not be used outside of the cones as a barrier or blocking vehicle for the purpose of protecting the work zone except in emergency cases until a proper work zone is established with proper traffic control in place.**

# **HOURS**

* Overlapping Traffic Law enforcement Detail hours with scheduled working hours is strictly prohibited.
* If the road flagger and/or law enforcement detail arrives late, leaves early, or is terminated from the site by a supervisor or the **INSERT AGENCY’S NAME** or improper performance, the road flagger and/or law enforcement detail shall be paid only for actual hours worked.
* Breaks shall be taken at scheduled times in conjunction with contractor’s scheduled breaks (as long as the construction zone is considered safe without a road flagger and/or law enforcement detail present), and out of public view whenever possible.

# **TRAINING**

* Law enforcement Supervisory personnel should be trained at the same or greater level than those working the traffic detail. (The New Jersey State Law enforcement and University of Rutgers provide a Traffic Control Coordinator Certification for Supervisory Personnel).
* To work any type of project, Traffic Law enforcement Details shall receive training in work zone safety according to the Highway Work Zone Safety Guidelines for municipalities and contractors as contained in MUTCD Section 6.
* To work any type of **INSERT AGENCY’S NAME** project, road flaggers must pass an approved certification program and carry that certification on their person at all times. Road flaggers must also have approved basic first aid training.

# **WORKER SAFETY APPAREL**

* All workers, including law enforcement or other emergency responders, within the right-of-way who are exposed either to traffic or to work vehicles and construction equipment within the TTC zone shall wear high-visibility safety apparel that meets the Performance Class 2 or 3 requirements of the ***ANSI/ISEA 107-2004*** publication entitled “American National Standard for High-Visibility Safety Apparel and Headwear”, or equivalent revisions, and labeled as meeting the ANSI standard for Class 2 or 3 risk exposure.
* Emergency responders and law enforcement personnel within the TTC zone may wear high-visibility safety apparel that meets the performance requirements of the ***ANSI/ISEA 207-2006*** “American National Standard for High-Visibility Public Safety Vests”, or equivalent revisions, and labeled as ANSI 207-2006, in lieu of ANSI/ISEA 107-2004 apparel. Firefighters or other emergency responders working within the right-of-way and engaged in emergency operations that directly expose them to flame, fire, heat, and/or hazardous material may wear retro-reflective turn-out gear that is specified and regulated by the National Fire Protection Association.

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# **TRAFFIC CONTROL DEVICES**

All traffic control devices used during the construction of a project shall meet the standards utilized in the MUTCD, and shall comply with the requirements of these Specifications, Project Plans, and Special Provisions.

Implementation Requirements

* No work shall be started on any project phase until the appropriate traffic control devices have been placed in accordance with the project requirements. Changes to traffic flow shall not commence unless all labor, materials, and equipment necessary to make the changes are available on the project.
* When any shift or change is to be made to the location of traffic or to the flow patterns of traffic, including pedestrian traffic, the permanent safety features shall be installed and fully operational before making the change. If staging or site conditions prevent the installation of permanent features; then the equivalent interim devices shall be utilized.
* Any section of the work that is on new location shall have all permanent safety features installed and fully operational before the work is opened to traffic. Safety features shall include but are not limited to the following items:

1. Guardrail including anchors and delineation with properly lapped panels.

2. Impact attenuators.

3. Traffic signals.

4. Warning devices.

5. Pavement markings including words, symbols, and crosswalks.

6. Roadway signs including regulatory, warning, and guide.

* Outdoor lighting shall be considered as a safety feature for some projects. For typical roadway type projects new street lighting is not considered a safety feature unless specifically noted in the plans or in the special conditions.

# **STOP SIGN REGULATED INTERSECTIONS**

* For intersections that utilize stop sign(s) to control the flow of traffic and to restrict the movement of vehicles, the stop sign(s) shall be maintained for the duration of the work or until such time that the stop condition is eliminated or until an interim or permanent traffic signal can be installed to provide proper traffic control. The traffic signal shall be installed and properly functioning before the removal of the existing stop sign(s) is permitted.
* If the existing intersection has enhanced traffic control features such as stop lights, oversized signs, advanced warning stop ahead signs, rumble strips on the approaches or flashing beacons located overhead or on the shoulders then these features shall be maintained for the duration of the project or until the permanent traffic control plan has been implemented.
* Whenever the staging of the work requires that the traveled-way be relocated or realigned the Contractor shall reinstall all enhanced traffic control features noted above on the newly constructed sections of the work.
* When staging requires the relocation or realignment of an existing stop condition it may be necessary to consider the addition of enhanced traffic control features even though none existed at the original location. Changes at the new location may have decreased or restricted sight distance or the stop condition may occur sooner than in the previous alignment. If these conditions occur then the **INSERT AGENCY’S NAME** should consider additional measures to enhance the motorist’s awareness of the changes even though the staging plans may not address enhanced features.
* Stop signs should be a minimum of 36 inches for interim situations. The use of 48 inch stop signs may be warranted under project specific conditions. Flags may be used on interim/permanent stop signs that are mounted at seven (7’) feet in height for a short duration in order to direct additional attention to a new or relocated stop sign(s). Flags should not be used for durations exceeding two weeks unless unusual or site specify conditions warrant a longer period of time. The use of Type “A” flashing red light(s) attached to the stop sign(s) may be appropriate during the same period that the flags are in use to increase attention.
* The use of portable changeable message signs may be considered. The message(s) displayed on any PCMS shall have the prior approval of the **INSERT AGENCY’S NAME,** and the message(s) shall be included as part of the TTC plan for the interim staging.
* The placement of any additional interim ground-mounted signs and posts or stop bars shall be considered as incidental to the Traffic Control plan. The installation of rumble strips, flashing beacons or the use of Portable Changeable Message Signs (PCMS) shall be considered as Extra Work unless pay items are included in the contract.
* All temporary traffic control devices shall be removed as soon as practical when these devices are no longer needed. When work is suspended for short periods of time, temporary traffic control devices that are no longer appropriate shall be removed or covered.

# **CLOSING THE JOB**

* Each project should be reviewed by the Controlling Authority as well as detailed officers, to ensure that proper traffic control practices were established and followed.
* Unusual conditions or traffic situations should be recorded for future reference.
* Unusual conditions or situations involving Traffic Control should be the subject of discussion for tool box or Roll Call training.
* A Review of the Traffic Control plan for Work Zones should be conducted annually.