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SAFE OPERATING PROCEDURES

Work Zone Safety/Traffic Control

SOP 10-21

Hazard Review		
Moving Traffic	Slip, Trip and Fall	Sun Exposure
Blowing Dust and Fines	Lifting	Distractions
Required Personal Protective Equipment (PPE) (Based on job specific hazard review)		
Safety Shoes	Safety Vest	Gloves
Safety Glasses	Orange Hat or Hard Hat	

1. Reference part VI of the Manual on Uniform Traffic Control Devices (MUTCD) and the North Carolina Construction and Maintenance Operations Supplement to the MUTCD.
2. For typical daytime operations, the Work Zone Safety guidelines should be followed..
3. Work Site Planning:
 - a. Have a traffic control plan.
 - b. Check condition of required traffic control devices needed and load them for transport to the site.
 - c. Ensure employees have the necessary Personal Protective Equipment. Employees exposed to falling objects or working around equipment must wear a hard hat.
 - d. Make sure employees designated as flaggers are properly trained and equipped.
 - e. Have two-way radios charged and ready for service.
4. Vehicles and equipment in the work zone should be parked on the same side of the road in in order to:
 - a. Provide safe entrances and exits for the work area.
 - b. Provide vehicles/equipment operating in the work area adequate space for workers and equipment to move.
 - c. Provide maximum protection for workers getting in and out of vehicles.
5. Employees should work facing traffic. If this is not practical, a lookout should be established.
6. Employees should be alert to job site hazards and identify appropriate escape routes.
7. Avoid distractions; wearing earbuds to listen to music is prohibited. Avoid using earbuds for communication when setting up work zones and flagging traffic.
8. Personnel may be positioned on a truck or lane closure trailer designed for the placement and retrieval of traffic devices in the work zone as long as appropriate fall protection measures are used.
9. Unless actively placing or retrieving traffic control devices, employees should be transported in the cab of the vehicle.
10. Slow moving operations or high-speed roads shall utilize a truck mounted impact attenuator as the placement vehicle whenever possible.

- 11. Work zones should be inspected frequently to ensure traffic control devices are in place and traffic is flowing adequately. When inspecting, ask yourself; “What is the driver’s view?”
- 12. Signs should not be left out during lunch or overnight unless necessary.
- 13. Police support may be useful under certain conditions. (Example: Traffic Signal Technician servicing a traffic signal.) However, they must be notified as early as possible.
- 14. Be alert to wide or oversized loads progressing through work zones.
- 15. Take precautions when working during peak hours or on high volume traffic routes.
- 16. Be aware of your surroundings, such as setting up near schools or manufacturing facilities. For possible increases in traffic during certain times of the day.
- 17. Do not leave equipment (tripods, etc.) unattended when positioned in/adjacent to travel way.
- 18. Remove traffic control devices in a manner that provides the workers with the most protection. Devices should be removed in the opposite order from how they were placed. Cones first (in reverse order) with signs last.

Related SOP’s	
General SOP’s.....	Chapter 10