

## Proof of Training

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Flagging and Working Near Moving Traffic**

#### Purpose

This policy is intended to establish safe work practices for flaggers and others that are working near moving traffic.

#### Scope

This policy will apply to all work performed by Unger Construction employees and subcontractors including, but not limited to, the following activities: construction, installation, demolition, remodeling, relocation, refurbishment, testing, and servicing or maintenance of equipment or machines.

#### Objective

The objective of this policy is to ensure flaggers communicate to drivers the proper actions to take and to ensure employees and subcontractors working near moving traffic understand the safe work practices. This policy is aligned with the California Manual on Uniform Traffic Control Devices as well as the Flagging Instruction Handbook from Caltrans.

### **Responsibilities**

#### Management (Board of Directors and Project Managers)

Management is responsible for ensuring that the materials (e.g., tools, equipment, personal protective equipment) and other resources (i.e., worker training materials) required to fully implement and maintain this program are readily available where and when they are required. Additionally, management will monitor the effectiveness of the program, provide technical assistance as needed, and review the program bi-annually.

#### Program Manager

Dave Simpson is responsible for the development, documentation, training and administration of the program. This position carries the responsibility of insuring this program is adhered to and that proper reporting is executed.

#### Supervisors (Superintendents and Foreman)

Supervisors are responsible for ensuring that a task specific job hazard analysis (JHA), also known as a safe work plan, is developed. The JHA will select, implement and document the appropriate site-specific control measures as defined within this policy. Supervisors will direct the work in a manner that ensures the risk to workers is minimized, adequately controlled and that practices defined by this policy will be followed. Supervisors are responsible for ensuring Unger Construction employees and subcontractors

are following expectations. Supervisors will be held accountable for enforcing the requirements of this program. Undesirable behavior will not resolve itself, therefore supervisors must be directly involved with modifying behaviors inconsistent with program expectations. Supervisors will be held accountable for enforcing Unger Construction's disciplinary program.

### Workers (Employees and Subcontractors)

Workers are required to follow the minimum procedures outlined in this program. Workers are responsible for knowing the hazards and the control measures established in the JHA. Workers are responsible for using the assigned PPE in an effective and safe manner. Workers are responsible for stopping unsafe acts and correcting unsafe conditions on the spot as soon as they are discovered. Any deviations from this program must be immediately brought to the attention of your supervisor. Workers that choose to conduct themselves in a manner that is inconsistent with these expectations will be held accountable for those decisions and may incur disciplinary actions.

### Training

Flaggers shall be trained in the following: Flagger equipment, layout of the work zone, positioning of the flagging station, methods to signal traffic (slow, stop, proceed), methods of one-way control, how to handle emergency vehicles, and methods of dealing with hostile drivers.

Flaggers must demonstrate they are able to: Control signaling devices to communicate specific instructions clearly, firmly and courteously. Move and maneuver quickly in order to avoid danger from an errant vehicle. Understand and apply safe traffic control practices. Recognize dangerous traffic situations and warn workers.

Proof of training is available on the "S" drive. The training data base can be sorted by employee name or by subject. This ensures supervisors and employees are able to confirm they have the necessary training and if they don't which employees do. Employees that need training should contact their project manager or superintendent to make arrangements for them to be trained.

### Retraining

The need for retraining will be indicated when: An employee's work habits or knowledge indicate a lack of necessary understanding, motivation or skills required, new equipment is installed that requires new or different procedures, changes in the workplace make previous training obsolete, or upon a supervisor request.

### Discussion

Most construction projects take place in areas where the general public cannot be excluded. Good traffic control will direct drivers, bicyclists and pedestrians away from the immediate work area and towards their destination.

When pedestrian's walk into a traffic control area they are often times distracted by the construction activity, they are not paying attention and will walk into or through otherwise obvious hazards. Employees and subcontractors need to be aware of and eliminate tripping hazards.

Construction projects can create hazards that are outside of the immediate work area (dust, noise, fumes) or materials improperly stored outside of the construction area. Employees and subcontractors need to take steps to stop and correct these conditions.

Workers on foot shall face the oncoming traffic whenever possible. All work shall be planned to minimize the time that workers will have their backs to the traffic. Facing the oncoming traffic is the most important safety rule. When working near moving traffic, for any amount of time, workers must be aware of the hazards from an errant vehicle and have a safe escape route. Workers must be constantly alert, eyes and ears searching for danger signals.

#### Flaggers Shall Be Used In The Following Situations

- When two lane traffic must share the same lane because of work in the other lane.
- When driver's vision is impaired due to smoke, dust or darkness.
- When trucks or equipment must travel onto roadways from a construction project or work zone.

#### Planning

##### Web links

California Manual on Uniform Traffic Control Devices

<http://www.dot.ca.gov/trafficops/camutcd/camutcd2014rev2.html>

Flagging Instruction Handbook from Caltrans.

[http://www.dot.ca.gov/hq/construc/flagging/flagging\\_handbook.pdf](http://www.dot.ca.gov/hq/construc/flagging/flagging_handbook.pdf)

- Traffic Permits – Lane closures
- Traffic pattern stops and lane changes
- Preconstruction checklist
- Pedestrian walkways
- Signs and delineators
- Work zone approach
- Advanced warning area transition area buffer space
- Work space
- Termination area
- Safety cones, signs, warning tape. Safety cones 100' and 50 ' from the worksite
- Signs posted 100' and 75' to alert oncoming traffic to workers ahead, changes in the speed limit.
- Is there adequate light for the work, mornings – evenings, consider daylight savings time changes.

#### Night Time Setup - Same as Daytime Plus

- Flashlight with "glow cone" attachment,
- Retroreflective clothing visible from 1,000 feet,
- Retroreflective stop –slow paddle,
- Illuminated flagger station,
- Flashing yellow warning lights placed next to each advanced warning sign.

## Procedures

Flaggers cannot use MP3 players, audio devices, text or talk on the phone while performing flagging duties. Flaggers shall not have distractions such as chairs, books, music players, phones, text messaging. Flaggers shall not sit on or lean against a vehicle while flagging.

Flaggers shall wear fresh/clean high visibility reflectorized outer (top layer) garments ANSI Class 2 for daylight activities, Class 3 during hours of darkness and any situation where the flaggers are not readily visible flaggers shall also be illuminated. Flaggers shall wear safety glasses and a hard hat.

Flaggers shall be utilized at locations on or around construction sites where barricades and warning signs cannot effectively control vehicle traffic. Generally speaking our flagging operations are within a client's campus. These are low speed parking lot areas and don't require a traffic plan that is reviewed and approved by the local traffic jurisdiction. Pedestrians and drivers could be distracted and emotional. Aisles and passage ways need to be clearly marked. Use barriers to protect the working area, with signage for isolation for the general public.

When flagging operations take place on a public roadway all of the requirements in the California Manual on Uniform Traffic Control Devices for Streets and Highways apply. Placement of warning signs shall be in accordance with the manual.

The flagger shall be positioned such that they are easily identifiable, not confused with others working in the area. Be aware of the potential to blend into the background from a driver's perspective.

The flagger should stand alone, away from other workers, away from equipment and stationed sufficiently in advance to provide early warning. This gives drivers sufficient stopping distance at the intended stopping point. Flaggers need to be aware that stopping distances vary depending on speed, weather and road conditions.

Flaggers shall be positioned in relation to equipment or the operation to give effective warning to drivers. Distance from equipment or the work zone will be dependent upon the posted speed limit.

The flagger shall stand out of the traffic's travel path until the approaching vehicle has stopped. This could be the shoulder of the road or within the closed traffic lane. Flaggers shall plan their escape route in the event of an unsafe situation.

Flaggers shall stay out of shadows to ensure they can be seen throughout the work day.

## Emergency Vehicles

Hold approaching traffic and provide a safe route of travel for emergency responders to proceed through the work zone.

When emergency vehicle enter the traffic control zone stop all vehicle traffic and construction equipment to provide a clear path for emergency vehicles to pass.

### Daily

All team members shall meet to discuss the tasks of the day and to review the safe work procedures, operational needs, area limitations and the specific traffic control patterns to be utilized. Supervisors shall drive the traffic control zone at least once per day to get the perspective of a driver. Changes shall be made based on the driver's perspective.

Flaggers shall maintain the work zone signally devices making certain they are clean, properly positioned, are in proper alignment with each other and that the spacing is appropriate.

### Communication

For one lane two-way traffic control communication between flaggers is essential. Flaggers shall be able to communicate orally (talking), with whistles, two way radios or with hand signals that cannot be mistaken for flagging signals.

Whistles can be used for communicating to another flagger or to provide warning to nearby workers. Whistles can be used to warn construction workers of vehicles that have failed to follow directions.

### Vehicle Accident

If the accident occurs in the line of waiting vehicles notify your supervisor, stay at your station and continue to control traffic until you receive instructions from your supervisor or a police officer.

If an accident occurs within the controlled area notify your supervisor and work zone partners, hold approaching traffic and follow instructions from your supervisor or police officer.

### Dealing with Hostile Drivers/Pedestrians

Be courteous and professional, do not argue. Note the vehicle license number, report the incident to your supervisor for the purpose of filling a report (police or near miss).

### Signaling

The primary hand signaling device is the stop-slow paddle. Paddles shall be at least 18" wide with letters at least 6" high. The stop face shall have white letters and white border on red background. The slow face shall have black letters and black boarder on orange background.

Flags shall only be used in emergency situations and when used shall be 24" square and red or orange.

To stop traffic the flagger shall aim the face of the stop paddle toward oncoming traffic. The arm opposite the paddle shall be positioned away from the body with the palm positioned towards the vehicle.

To direct stopped traffic to proceed the flagger shall aim the slow paddle face toward the stopped vehicles and make a sweeping motion across the body with the opposite hand.

To slow traffic aim the slow paddle towards oncoming traffic and motion with the opposite hand palm down from shoulder to waist in a pumping motion.



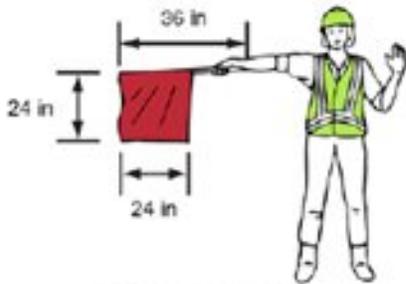
**Stop**



**Slow**



**Proceed**



**TO STOP TRAFFIC**



**TO LET  
TRAFFIC PROCEED**



**TO ALERT AND  
SLOW TRAFFIC**