



SAFETY STANDARD OPERATING PROCEDURES

Work Zone Safety Policy
Risk Division

Date: January 1, 2016

1.0 POLICY

The *Manual on Uniform Traffic Control Devices* (MUTCD) has been adopted as Federal and North Carolina Law. The MUTCD established principles to be observed in the design, installation, and maintenance of traffic control devices.

2.0 PURPOSE

These principles and standards are directed to the safe and expeditious movement of traffic through work areas and to the safety of the work force performing those operations.

3.0 APPLICATION

This SOP is applicable for all roads where repairs, utility work, and improvements are being performed by City of Hickory employees.

4.0 REFERENCE

Federal and North Carolina Occupational Safety and Health Act-Standard 29 CFR

5.0 PROCEDURE

5.1 Introduction

5.1.1 The proper use of warning devices in roadway construction and maintenance work areas must be planned in advance to meet the individual requirements of the job site. The objective of this policy is to provide maximum protection to employees, plant equipment, and to the public while causing minimum interference to vehicular and pedestrian traffic.

5.1.2 When guarding work areas, always provide more protection than may appear necessary rather than under-protecting. Inadequate protection may promote accidents by presenting the driver or pedestrian with a false impression of the extent of the work area and the deviations that he must take from his route in order to safely pass the work area.

5.1.3 Early project planning for traffic control in construction and maintenance areas and implementation and surveillance of these controls during construction are very important.

5.1.4 Problems of traffic control occur when traffic must be moved through, around, or adjacent to road or street construction, maintenance operations, and utility work. No one standard sequence of signs or other control devices can be set up as an inflexible arrangement for all situations due to the variety of conditions encountered. Any Deviation from MUTCD **MUST** be pre-approved by City Traffic Engineer.

5.2 Responsibility

5.2.1 The Public Utilities Director, Transportation Manager, and other City of Hickory Managers are responsible for safely performing any work on roadways or so closely adjacent as to create hazards for the public or for themselves.

5.2.2 These City of Hickory officials must:

- Provide required proper protection;
- Assure that responsibility be clearly assigned;
- Provide adequate training of personnel; and
- Assure that there be adherence to the provisions of the MUTCD.

5.2.3 A traffic control plan (TCP) should include, but not be limited to: such items as signing, construction; scheduling; methods and devices for delineation and channelization; placement and maintenance of devices; roadway lighting; traffic regulations; and surveillance and inspection.

5.2.4 A TCP in detail appropriate to the complexity of the work project and noting the date of planned beginning of construction and duration shall be prepared by the contractor, public utility company, State or City agency proposing to do work on or adjacent to the roadway, and approved by the city traffic engineer.



WORK ZONE TRAFFIC CONTROL INSPECTION FORM

Project No. D _____ PIN _____ Region _____ Date _____ Fed Aid? _____

Location _____

Weather/Lighting Conditions _____ Project Type: _____

CONSTRUCTION SIGNING/ADVANCE WARNING

| | | | | | |
|--------------------------|------------------------|-------|---------------------|-------|------------------|
| Quantity of Signs: | Good | _____ | Sign Condition: | Good | Fair |
| | Too many | _____ | | | |
| | Poor | _____ | | | |
| | Missing sign series | _____ | Rigid sign | _____ | _____ |
| | Missing specific sign | _____ | Flexible sign | _____ | _____ |
| Credibility of Text: | Good | _____ | Retroreflectivity | _____ | _____ |
| | Misleading sign text | _____ | Arrowboard Use: | _____ | _____ |
| | Unneeded signs visible | _____ | Placement | _____ | _____ |
| | Countdown but no work | _____ | Performance | _____ | _____ |
| Sign Placement: | Good | _____ | Non-standard signs: | | |
| | Too low | _____ | Text | _____ | |
| | Not readily visible | _____ | Color | _____ | |
| | Poor sign spacing | _____ | Shape | _____ | |
| Overall Advance Warning: | Excellent | _____ | Adequate | _____ | Inadequate _____ |

Comments: _____

CHANNELIZATION

| | | | | | |
|-------------------------|-----------|-------|----------|-------------------------|------------------|
| Devices Used/Condition: | Good | Fair | Poor | | |
| Barricades | _____ | _____ | _____ | Unsafe ballasting | _____ |
| Drums | _____ | _____ | _____ | Unsafe battery mount | _____ |
| Cones | _____ | _____ | _____ | Inadequate spacing | _____ |
| Vertical panels | _____ | _____ | _____ | Inadequate taper length | _____ |
| Tubular markers | _____ | _____ | _____ | More devices needed | _____ |
| Warning lights | _____ | _____ | _____ | Non-standard device | _____ |
| Overall Channelization: | Excellent | _____ | Adequate | _____ | Inadequate _____ |

Comments: _____

FLAGGING

Number/Effectiveness of Flaggers:

Effective _____
Ineffective _____
Poor coordination _____
Not enough flaggers _____

Flagger Signs: Good _____
Too close _____
Too far _____
No flagger _____
No sign _____

Flagging Technique

Good _____
Fair _____
Poor _____

Signal Device:

Flags _____
Paddles _____

Flagger Attire:

No hard hat _____
No vest _____

Overall Flagging: Excellent _____ Adequate _____ Inadequate _____

Comments:

ROADSIDE SAFETY

Type of Barrier: Concrete _____ Timber Curb _____ Guardrail _____ Other _____

Barrier Condition: Good _____ Fair _____ Poor _____

Flared end treatment needed _____ Impact attenuator needed _____

Barrier Delineation:

Lights: Good _____ Fair _____ Not working _____

Reflectors: Good _____ Fair _____ Poor _____ Too small _____

Inadequate drop-off delineation _____

Inadequate clear zone _____

Overall roadside safety: Excellent _____ Adequate _____ Inadequate _____

Comments:

MISCELLANEOUS TRAFFIC CONTROL

Unprotected operations or equipment in roadway _____

Poor temporary traffic signal operation/installation _____

Original signs/delineation in poor condition _____

Speed limit: _____ mph Too low _____ Appropriate _____

Pedestrian Safety:

Inadequate travel path _____ Inadequate protection from hazards _____

Access Control: Good _____ Fair _____ Poor _____

Overall Misc. Traffic Control: Excellent _____ Adequate _____ Inadequate _____

Comments



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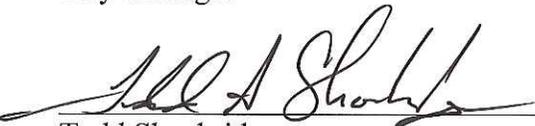
VI. APPROVAL:

This policy has been reviewed and approved by:



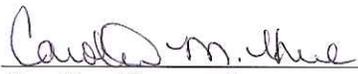
Mick Berry
City Manager

12 / 21 / 20 15
Date



Todd Shoebridge
Risk Manager

December / 17 / 20 15
Date



Caroline Kone, PE
Transportation Manager

December / 17 / 20 15
Date