



Policy # TS-009

Policy Title: Traffic Control Plan

Policy Objective: To establish safe working procedures and practices to employ when constructing, rehabilitating, completing maintenance or repairs of roadways, and managing incidents or special events in the Rural Municipality of Rosedale No. 283.

Authority:

Council Resolution #:239/22

Date Approved: August 8th, 2022

POLICY:

The purpose of a Traffic Control Plan is to provide direction with respect to securing the work site and establishing an effective traffic control zone. Set-up takes time and should be a progressive activity defined by the Supervisor, and is based on the resources, and equipment available.

1.0 MOBILE OPERATION NEAR MOVING TRAFFIC:

1.1 General Overview

- a. Municipality owned vehicles and/or equipment are not authorized to exceed posted speed limits and, when in control of a municipality owned vehicle or equipment, the operator shall adhere to, at all times, the speed limits, traffic signs, etc., as established by Municipal, Provincial and Federal laws.
- b. When municipality owned vehicles and/or equipment must use the center or oncoming traffic lanes to approach a controlled intersection, (stop sign) they must come to a complete stop before proceeding through the intersection, with caution.

1.2 Use of Warning Devices

- a. The use of warning lights does not automatically give the right-of-way to the municipality owned vehicle or equipment. These devices simply request the right-of-way from other drivers.
- b. Municipal vehicle and/or equipment drivers must make every possible effort to make their presence and intended actions known to other drivers and must drive defensively to be prepared for the unexpected inappropriate actions of others.

1.3 Standard Procedures and Precautions

- a. It is the responsibility of the driver of each municipality owned vehicle and/or equipment to drive safely and prudently at all times. Vehicles and equipment shall be operated in compliance with the Saskatchewan Highway Traffic Act. The driver of any municipal vehicle and/or equipment is responsible for its safe operation at all times.

1.4 Driver's Responsibilities

- a. Drive defensively and professionally within speed limits.

- b. Know the destination.
- c. Use warning devices to request the right-of-way in a safe and predictable manner.

2.0 STATIONARY OPERATION NEAR MOVING TRAFFIC:

2.1 General Overview

- a. The Supervisor is required to create a traffic control plan, as attached as Appendix A, to outline traffic hazards and specify the measures needed for traffic control when working on or near a specific roadway. The plan will include:
 - i. the type of work and how much of the road will be closed;
 - ii. the duration of the work (long/short/very short);
 - iii. the time and date in which the work will take place;
 - iv. the classification of the road; (CTP, Primary Grid, Grid, Main Farm Access, Trail)
 - v. the legal maximum speed limit;
 - vi. the location;
 - vii. the number of vehicles that will use the road in a day (traffic volume);
 - viii. the road surface (in general, and during construction, such as loose gravel); and
 - ix. any pedestrians or cyclists that could pass through or near the work zone.
- b. The plan will also include:
 - i. identified hazards relating to vehicle traffic;
 - ii. written procedures for set up, maintaining, and removing the work zone;
 - iii. roles and responsibilities in setting up, maintaining, inspecting, and removing the work zone;
 - iv. the layout of the work zone (provisions must be made for flexible layouts as needs may change as the work progresses);
 - v. the maximum speed allowed of vehicles throughout the work zone;
 - vi. types of signaling or traffic control devices to be used and their location;
 - vii. management of any hazards created by the road work (e.g., dust, falling rock, loose gravel, pot holes, etc.);
 - viii. a communication strategy to inform the public in advance (where possible) about road work and temporary traffic diversion; and
 - ix. what the procedures are in case of an incident.

2.2 Roles and Responsibilities

- a. Supervisor will:
 - i. instruct and train workers to follow health and safety policies, practices and procedures;
 - ii. make sure workers have the competency to perform work safely;
 - iii. ensure safety equipment is provided and properly used by workers;
 - iv. learn emergency procedures and be sure workers know and follow them;
 - v. where appropriate, know about the safe handling, use, storage, production and disposal of chemical and biological substances;
 - vi. correct any health or safety hazards that arise;
 - vii. ensure only authorized and properly trained workers operate equipment;
 - viii. report and investigate all accidents and near misses; and
 - ix. promote proper health and safety habits among workers.

- b. Employee:
 - i. The first priority is the safe arrival of municipal vehicles, equipment and personnel to the work site. Always endeavour to take the most efficient route that will effectively position the municipal vehicles and/or equipment to provide the best protection for the work site and staff, while giving consideration to its operational function.
 - ii. In addition to attending a maintenance site, employees may also be responsible for providing traffic management.

2.3 Securing the Work Site

- a. A well-defined work site will command the attention of motorists and clearly guide them around the work site without confusion. In order to provide safety at the work site, the following is required:
 - i. The work site secured to protect personnel, their equipment and the public from hazardous conditions at the work site and throughout the traffic control zone.
 - ii. Equipment positioned in a way that will provide the best protection for the crew during operation activities.
 - iii. A traffic control set-up that gives motorists adequate warning and reaction time.
 - iv. Limited access to the site to authorized persons only.

2.4 Setting Up the Work Zone

- a. The work zone should be designed in such a way that the workers will be visible to all drivers (e.g., vehicles passing through, work vehicles, etc.). Remember that the driver's sight lines will vary from location to location depending on the curve of the road, hills/valleys, or objects/buildings beside the road. In order to provide safety in the work zone, the following is required:
 - i. The work zone clearly identified with signage.
 - ii. Barriers, barricades, markers, cones, etc. used to guide traffic and to protect workers.
 - iii. Clear guidance given to drivers on how to proceed through the work zone.
 - iv. Permanent traffic signs and markings covered if temporary markings and signs are used.
 - v. Any signs, devices, or barriers are visible in all varying conditions of light and weather.
 - vi. The work zone is indicated in advance so that the incoming traffic has time to adjust their speed and plan for a change of lane.
 - vii. If necessary, reduce the speed limit in the work zone.
- b. When traffic control persons are required, workers should only direct traffic from one lane in the same direction. This person must:
 - i. be competent;
 - ii. not do any other work while directing traffic;
 - iii. be in a position that places them at the lowest risk from the traffic;
 - iv. be given written and oral instructions that must include how to direct traffic and the signals to be used; and
 - v. have a general knowledge of vehicle operations, rules of the road, and an understanding of driver expectations.

2.5 Component Areas of a Traffic Control Zone

- a. A well-designed traffic control zone should reflect five distinct component areas.
 - i. **Advance warning area:** To alert motorists that there is a work site which will require some action on his/her part.
 - ii. **Approach area:** To identify the nature of the equipment or vehicle that he/she is about to encounter and allow them to analyse the situation.
 - iii. **Transition area:** To provide an indication as to the expected action to be taken by the motorist.
 - iv. **Activity area:** To provide an area where traffic is allowed to drive.
 - v. **Termination area:** This is the area where traffic returns to its normal path. It extends from the downstream side of the work site to the point normal traffic is able to resume.

2.6 Safety Devices Used in Traffic Control Layouts

- a. The equipment used to ensure safety in the work zone can be grouped in three categories: warning or information, closure/guidance, and protection.
 - i. **Warning/information** includes items such as fixed or mobile gantry signs. When appropriate, use the "MEN AT WORK" signage. These signs are recommended as an advanced warning device to notify motorists of the work site ahead. They should be placed on the shoulder of the roadway in the advance warning area.
 - ii. **Closure/guidance** includes items such as traffic cones, drums and barricades. The cones guide the traffic, but cannot protect the workers against collision. The spacing between the cones or drums can vary and depends on the type of work and the speed of the road. Cones are used to form straight or curved boundaries to guide traffic. Place cones, etc. so that there is no confusion on the part of the drivers where they are to travel. Cones are usually used for short operations. Flexible drums are preferred for night-time operations. Barricades are used to form straight boundaries to guide and/or stop traffic and are used to temporarily close or block off a portion of a road. They may be easily tipped over by wind and motorists if they are not well secured firmly in the position (usually by sand bags). A better option for traffic guidance is a channeling device or continuous barrier.
 - iii. **Protection** - The protection of the workplace can be ensured by the use of physical barriers such as concrete barriers, crash trucks, and crash cushions. Concrete barriers must not be placed at an angle or perpendicular to the direction of traffic.

2.7 Takedown

- a. The Supervisor should have an action plan for the systematic takedown of any traffic control zone included in the Traffic Control Plan. All agencies involved in the work site must be included in the plan and its priority based on the safe removal of personnel and equipment.





Administrator



Reeve

TRAFFIC CONTROL PLAN

Mobile Operation: YES / NO
 Road Location: _____
 Classification of Road: CTP/Primary Grid/Grid/ Main Farm Access/ Trail.
 Surface of Road: _____
 Legal Speed Limit: _____
 Traffic Volume: _____
 Date Work to commence: _____
 Type of work to be done: _____

Stationary Operation: YES/NO
 Road Closure required: YES/NO
 Bus Route: YES/NO
 Reduced Speed Limit: _____
 Completion Date: _____

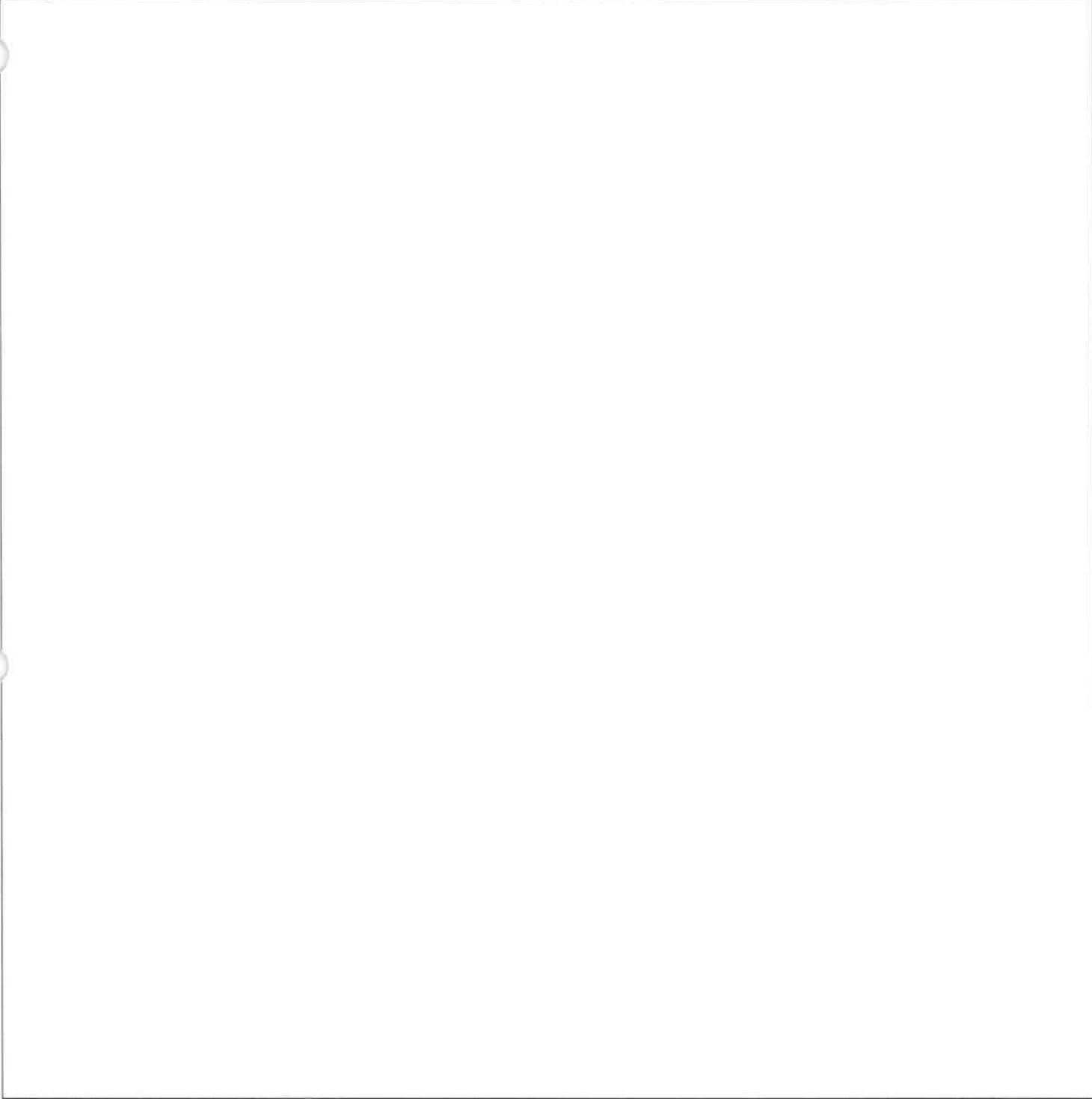
Identified Hazards relating to vehicle traffic (Narrow Road, Ditch across road, One lane only, ridges, large rocks):

Advance Public Notice Procedure (e-mail, advertising, road signage): _____

Plan for set up, maintaining, and removing the work zone;

| Work Zone Set-up & Maintenance Steps | Delegate |
|---|-----------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |
| Work Zone Takedown Steps | Delegate |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 8. | |
| 9. | |
| 10. | |
| Signalling devices required: | Location |
| | |
| | |
| | |
| | |
| Procedures in case of incident: | |
| | |
| | |
| | |

Map of work area (Details of roadway including barriers, cones and traffic patterns. Add attachments if necessary)



Supervisor Signature: _____

For Office use Only

Date Received

Administrator Signature