Traffic Exposure Safety Program

For

<Insert Organization Name>

Adopted
<Insert date policy is adopted>
I. Introduction
As part of the Organization’s overall safety and health program, a traffic exposure safety program has been established. The Traffic Exposure Safety Program is designed to comply with the Manual on Uniform Traffic Control Devices standard.

II. Objective
The objective of the Traffic Exposure Safety Program is to prevent occupational injuries due to employees being exposed to vehicular traffic by educating employees about the hazards of directing traffic and through the use of proper personal protective equipment.

III. Scope
The Traffic Exposure Safety Program applies to all departments where employees are known to be exposed to vehicular traffic. This includes all employees who work on highways, roads, streets or their easements. Applicability of this policy includes but is not limited the following examples:
- Public Works and Utilities establishing traffic control work zones to perform work in right of ways.
- Police, Fire or EMS personnel directing traffic at an incident scene.
- Meter readers who frequently cross public streets to complete their routes.
- Roadway construction crews
- Utility locating crews

<Insert program coordinator title> has the responsibility for overall coordination, administration and implementation of the Traffic Exposure Safety Program, and is designated the program coordinator.

The Traffic Exposure Safety Program has three major components:
A. Written program
B. Proper high visible attire;
C. Employee education and training;

IV. High Visible Attire
The clothing worn by employees can save their lives. The MUTCD and ANSI have standards denoting what degree of high visibility clothing is recommended for varying traffic conditions. For specifications see Appendix B.

The Organization has performed an assessment to determine the type and class of high visible attire used by each department. This assessment is included in Appendix C. There are four classes of high visibility clothing:
A. Performance Class I
   This is the minimum amount of required material and is typically used in low speed applications such as parking lots. This can be a vest only with retro-reflectivity required for hours of darkness.

   Examples include:
   1. Parking lot attendants.
   2. Employees needing added visibility for equipment operators, such as in warehouses or on construction sites.
   3. Working in a right-of-way on the sidewalk.
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B. Performance Class II
   This is the medium amount of required material and is typically used in applications with traffic speed of 40 mph or less. This can be a vest only with a greater amount of retro-reflectivity than Class I. A class II vest is the most common piece of apparel used for municipal applications. However, at greater speeds or when worker attention is diverted from the traffic additional protection may be warranted.

   Examples include:
   1. Roadway construction at speeds less than 40 mph
   2. Utility workers
   3. Survey crews
   4. School crossing guards
   5. Emergency response personnel
   6. Law enforcement personnel
   7. Accident site investigators
   8. Airport baggage handlers
   9. Forest workers

C. Performance Class III
   The highest level of protection is required when workers are exposed to significantly higher speeds and/or reduced sight distances. The reflectivity must clearly identify the wearer as a person.

   Examples include:
   1. Roadway construction at speeds greater than 40 mph
   2. Utility workers
   3. Survey crews
   4. School crossing guards
   5. Emergency response personnel
   6. Flagging crews

D. Performance Class E
   Waistband trousers and shorts may be classified as Class E. Class E clothing is used in conjunction with Class 2 or Class 3 upper garments to help meet the minimum background material designation. The highest level of protection is required when workers are exposed to significantly higher speeds and/or reduced sight distances such as highway construction projects. Vests and sleeveless upper body garments alone can never meet Class III specifications, with the addition of Class E lower body garments it can be achieved.

V. Flagger Safety Program
   The STOP/SLOW paddle should be the primary and preferred hand-signaling device because the STOP/SLOW paddle gives road users more positive guidance than red flags. Use of flags should be limited to emergency situations.

   Aside from wearing the correct attire employees should keep the following in mind when working in right of ways or when directing traffic.
A. Do:
1. Stand alone on the shoulder in clear view, not in the open traffic lane
2. Plan an escape route for emergencies
3. Stay in communication with other flaggers
4. Stay alert, keep focused on work
5. Make sure your hand signals don't conflict with traffic signals
6. Treat motorists with respect and courtesy, don't pick fights or respond to anger, notify law enforcement when motorists do not obey flaggers

B. Don't:
1. Don't stand where you can be crushed
2. Don't stand in the shade, over the crest of a hill, or around a sharp curve
3. Don't leave your position until properly relieved
4. Don't stand near equipment
5. Don't stand in a group
6. Don't make unneeded conversation
7. Don't listen to music or use ear phones
8. Don't turn your back to the traffic

VI. Training Program
Effective employee training and education is the most critical component of the Traffic Exposure Safety Program. A properly conducted training program will assure that employees are aware of hazards in the workplace and appropriate control measures to protect themselves.

The Program Coordinator will coordinate the employee training and education program for the organization. All employees known to be exposed to vehicular traffic and attempting to direct the flow of traffic and those who may perform these duties in an emergency shall attend the employee training and educational program.

Because flaggers are responsible for public safety and make the greatest number of contacts with the public of all highway workers, they should be trained in safe traffic control practices and public contact techniques. Flaggers should be able to satisfactorily demonstrate the following abilities:
- Ability to receive and communicate specific instructions clearly, firmly, and courteously;
- Ability to move and maneuver quickly in order to avoid danger from errant vehicles;
- Ability to control signaling devices (such as paddles and flags) in order to provide clear and positive guidance to drivers approaching a temporary traffic control zone in frequently changing situations;
- Ability to understand and apply safe traffic control practices, sometimes in stressful or emergency situations; and
- Ability to recognize dangerous traffic situations and warn workers in sufficient time to avoid injury.

SOME JURISDICTIONS HAVE MANDATORY TRAINING PROGRAMS WHICH FLAGGERS MUST COMPLETE BEFORE BEING PERMITTED TO CONTROL TRAFFIC.

A. Reassigned/Transferred Employees
Employees Reassigned/Transferred to departments will undergo a review of specific hazard training in their new work area. The Department Manager is responsible for scheduling and insuring that this retraining session is conducted by the immediate supervisor, and initiated on the first day of employment in a new work area.

B. New Hires
Whenever a person is hired for employment and if applicable the traffic exposure safety training and education will be provided at the time of their initial assignment. New employee training will be provided as part of new employee orientation at the time of initial employment and prior to having exposure to vehicular traffic. This training shall also be documented. Documentation, at a minimum shall include the information in Appendix A: the name of the person providing the training, the date of the training, and the printed name and signature of the person(s) receiving the training.

VII. Traffic Control Zone
Traffic control zones ensure a reasonably safe and efficient movement of road users through or around temporary work zones. The following diagrams display traffic control zones commonly used for DPW road maintenance. For a complete listing of traffic control patterns see the Wisconsin Department of Transportation’s, **Work Zone Safety: Guidelines for Construction, Maintenance & Utility Operations**.

A. Work on Shoulder or Parking Lane

![Figure 1. Work on Shoulder or Parking Lane. Reprinted from Work Zone Safety: Guidelines for Construction, Maintenance, & Utility Operations (Pg. 17), by Wisconsin Department of Transportation, 2013. Reprinted with Permission.](image-url)
• Encroachment into the traffic lane is allowable, but a 10-foot minimum travel lane width should be maintained. A lane closure should be considered if there is encroachment on roads with speeds greater than 35 mph, or for other conditions where workers, equipment, or the work activity would benefit from the lateral buffer.
• If there is encroachment into the traffic lane, a ROAD NARROWS sign may be used instead of SHOULDER WORK. For roads with low volume, the SHOULDER WORK or ROAD NARROWS sign can be omitted.
• For short duration work (60 minutes or less), the channelizing devices may be omitted if a vehicle with activated high intensity lights is used. For short duration work with no lane encroachment, the signs may also be omitted.
• Workers, UTILITY WORK AHEAD, SHOULDER WORK AHEAD or SURVEY CREW signs may be used instead of SHOULDER WORK or ROAD WORK AHEAD.

B. Lane Closure on a Two-Lane Road with Low Volume

![Diagram of work zone setup with signs and traffic management devices]

Figure 2. Work on Shoulder or Parking Lane. Reprinted from Work Zone Safety: Guidelines for Construction, Maintenance, & Utility Operations (Pg. 17), by Wisconsin Department of Transportation, 2013. Reprinted with Permission.

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- This layout may be used when volume is low, work area short, sight distance good, and traffic can see beyond the work area. It shall not be used on a state-trunk highway or any other roadway officially designated as a “through” highway.
- The yield sign shall only be used with permission from the authority having jurisdiction over the roadway.
- Set the buffer area lengths based on space at the site. The total length of the temporary traffic control zone must be short enough that drivers can see approaching traffic beyond the work area.
- Yield Ahead symbol may be used.

C. Lane Closure on a Two-Lane Road with Low-Volume

- A single flagger may be adequate for roads with volumes that have short, straight work areas. Where one flagger is used, the flagger should be visible to approaching traffic from both directions.
• Set the buffer area lengths based on space at the site. The total length of the temporary traffic control zone must be short enough that drivers can see approaching traffic beyond the work area.
• The flagger shall use approved flagging procedures according to the MUTCD and as shown on page 56.
• For short duration work (60 minutes or less), the ROAD WORK AHEAD sign may be omitted.

D. Lane Closure on a Two-Lane Road

- The flaggers shall use approved flagging procedures according to the MUTCD and as shown on page 56.
- For short duration work (60 minutes or less), the ROAD WORK AHEAD sign may be omitted.

Figure 4. Work on Shoulder or Parking Lane.
Appendix A – Traffic Exposure Safety Training Log

Instructor: ___________________________  Date: ___________________________

I have trained the employees listed below on the Traffic Exposure Safety Program. A copy of the training outline is attached.

Instructor’s Signature: ___________________________

I have received information on the above-mentioned topic. I understand the information and have no further questions on this topic.

<table>
<thead>
<tr>
<th>Employee’s Name (Print)</th>
<th>Employee’s Signature</th>
<th>Department</th>
<th>Date</th>
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### Appendix B

**Minimum Areas of Visible Materials**

<table>
<thead>
<tr>
<th></th>
<th>Class I</th>
<th>Class II</th>
<th>Class III</th>
<th>Class E</th>
<th>Headwear</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Background material</strong></td>
<td>217 sq in.</td>
<td>775 sq in.</td>
<td>1240 sq in.</td>
<td>465 sq in.</td>
<td>78 sq in.</td>
</tr>
<tr>
<td><strong>Retro-reflectivity</strong></td>
<td>155 sq in.</td>
<td>201 sq in.</td>
<td>310 sq in.</td>
<td>108 sq in.</td>
<td>10 sq in.</td>
</tr>
</tbody>
</table>

Class 1

Class II

Class III

Class E

Class II and E worn together equals Class III.
### Appendix C – Hazard Assessment for High Visible Attire

Performed By: ____________________________  Department: ____________________________  Date: ________________

<table>
<thead>
<tr>
<th>Task</th>
<th>Time Period Exposed to Traffic</th>
<th>Speed of Traffic</th>
<th>Worker Attention to Traffic (Can worker watch flow of traffic? Is back turned to traffic?)</th>
<th>Class of Attire Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Daylight</td>
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<td>Darkness</td>
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