

Adopted by the Common Council  
May 25, 2010

## **City of Stoughton Street Department Work Zone Safety Policy**

### **A. PURPOSE & AUTHORITY**

To outline safe practices and guidelines for the protection of city employees working in and around roadways.

To comply with the current *Manual on Uniform Traffic Control Devices (MUTCD)* and the *Wisconsin Supplement* and the *Wisconsin Department of Commerce Administrative Code, Chapter Comm 32.39*.

The standards set forth in the *MUTCD* and *Wisconsin Supplement* are considered minimum guidelines, additional traffic control shall be used when necessary.

### **B. GENERAL POLICY & BEST PRACTICES**

All work on highways, roads, streets or their easements shall be planned and implemented with full regard for safety and to minimize interference with traffic, which includes pedestrian and bicycle traffic. All planned layouts should be documented.

No work shall begin until all appropriate warning signs, devices and protection methods are in place and fully functional. All warning signs, devices and protection methods shall be maintained until all work is complete. All work zones shall comply with the *MUTCD* and the *Wisconsin Supplement*.

All warning signs shall have prismatic, reflectorized sheeting material that complies with WisDOT's *Standard Specifications for Highway and Structure Construction*, current edition. Warning signs shall be removed, covered, turned, or laid flat when workers or workers' vehicles are not at the job site or when the signs' messages are not relevant. All barricades and barrels shall be reflectorized with Type H reflective sheeting as a minimum. Cones used during nighttime operations shall be at least 28" in height and reflectorized.

### **C. Traffic Control Section**

#### **3. Factors**

When selecting the appropriate work zone setup for work conducted in and around the roadway, consideration shall be give to the following factors:

- Physical characteristics (hills, curves, accesses, etc.)
- Available sight distance

- Posted speed limit
- Traffic volume
- Type and duration of work
- Time of day
- Weather conditions
- Light conditions

## **2. Long-term, Intermediate-term, and Short-term Stationary Work**

All work conducted in and around the roadway that takes longer than 60 minutes to perform should utilize the guidelines in the *MUTCD* and *Wisconsin Supplement*. The *Work Zone Safety: Guidelines for Construction, Maintenance, & Utility Operations* handbook should be utilized as a guideline for constructing work zones.

A greater level of protection may be needed when additional factors exist, such as those listed above.

## **3. Short Duration Work**

Daytime work that will be completed in 60 minutes or less must still be provided with adequate traffic control and work zone protection. All work conducted in and around the roadway that takes less than 60 minutes to perform should utilize the guidelines in the *MUTCD* and *Wisconsin Supplement*. The *Work Zone Safety: Guidelines for Construction, Maintenance, & Utility Operations* handbook should be utilized as a guideline for constructing work zones.

A greater level of protection may be needed when additional factors exist, such as those listed above.

## **4. Mobile Work**

Mobile operations are work activities that move along the road either intermittently or continuously. Safety for mobile operations should not be compromised by using fewer devices simply because the operation will frequently change its location.

Mobile devices should be used. For example, appropriately colored or marked vehicles with activated high intensity lights, perhaps augmented with signs or arrow panels, may be used in place of stationary signs and channelizing devices.

For mobile operations to be successful, the advance warning area should move with the work area or be repositioned periodically to be near the mobile work area.

When volumes and/or speeds are high, a shadow vehicle, equipped with an arrow panel or sign, should follow the work vehicle. In addition, vehicles may be equipped with truck-mounted attenuators and/or portable, changeable message signs.

## **5. Flagging Operations**

When traffic in both directions must use a single lane for a limited distance, movements from each end shall be coordinated. Provisions should be made for alternate one-way movement through the constricted section via flagger control.

All workers involved in flagging operations should be trained on the proper flagging techniques and safety measures.

### **D. Worker Protection**

Employees who work on highways, roads, streets or their easements shall wear high-visibility clothing that meets the current *ANSI/ISEA 107 – High-Visibility Safety Apparel* standard.

### **E. Training**

All workers should be trained in how to work next to traffic in a way that minimizes their vulnerability. In addition, workers with specific traffic control responsibilities should be trained in traffic control techniques, device usage, and placement.