

Traffic Control Manual

California State University East Bay
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5.0 **TRAINING.** The following employees will receive training as specified below. All training will be documented in writing. Annual refresher training is recommended:

5.1 Employees working in roadways, on/near curbs or the sides of roadways shall be trained, prior to conducting the work, on the procedures in this program.

5.2 Employees supervising the previously identified employees shall also be trained, prior to conducting the work, on the procedures in this program.

5.3 Additionally, Flaggers shall be trained in the proper fundamentals of flagging moving traffic before being assigned as flaggers. Signaling directions used by flaggers shall conform to the " California Manual on Uniform Traffic Control

9.0 **RESPONSIBLE PERSON IN CHARGE.** It is the practice and policy that whenever two or more employees are assigned to work together near moving traffic one person shall be placed in charge. The responsibility is usually assigned to the lead worker based upon his knowledge of the job and the training he has re

- 13.0 **WORKING NEAR MOVING TRAFFIC.** When working on or near a road where there is moving traffic for any amount of time, workers must be aware of the hazards from errant vehicles. If available, a barricade or parked maintenance vehicle, regardless of size, shall be used as physical protection from the traffic. Workers on foot shall face the traffic whenever possible. If two or more persons are working close together, a lookout must be used as a further warning and protection. Employees should work quickly, but safely.

All workers must be constantly on the alert when working in areas where the traffic is on the move. When employees are working, they must make sure that they use their eyes and ears to look and listen for danger signals to ensure their personal safety.

All employees working in roadways, on/near curbs or the sides of roadways (e.g. roads, parking lots or underground vault in these locations) will wear orange reflective vests at all times.

It is recommended that all personnel need to be highly visible during the day and should wear white coveralls with an orange reflective vest to increase their contrast against the orange equipment.

- 14.0 **FACING TRAFFIC (EMPLOYEES ON FOOT).** All work shall be planned to minimize the time workers will have their backs to the traffic.

15.3 Lookouts shall be rotated often enough to keep them alert.

15.4 The lead may use a crew lookout whenever he or she thinks it is needed. Even if workers are physically protected, using a lookout may be beneficial.

16.0 **SIGNS / CONES / WARNING TAPE.**

- 17.5 On some two-lane roads one flagger may be used to control traffic. Traffic volume must be very light and the length of the one-lane section should be short so that one end is visible from the other. The sight distance for approaching vehicles must be long enough that traffic can be safely controlled from one end of the work zone. This method must be approved by the Supervisor.
- 17.6 The minimum distance required between the flagger and the work area shall be determined from the Table titled "Distance of Flagger Station in Advance of the Work Space" located on Page 5 of Appendix A e fe a307072(r)-5.07072(c)9.06272(e)-ongge

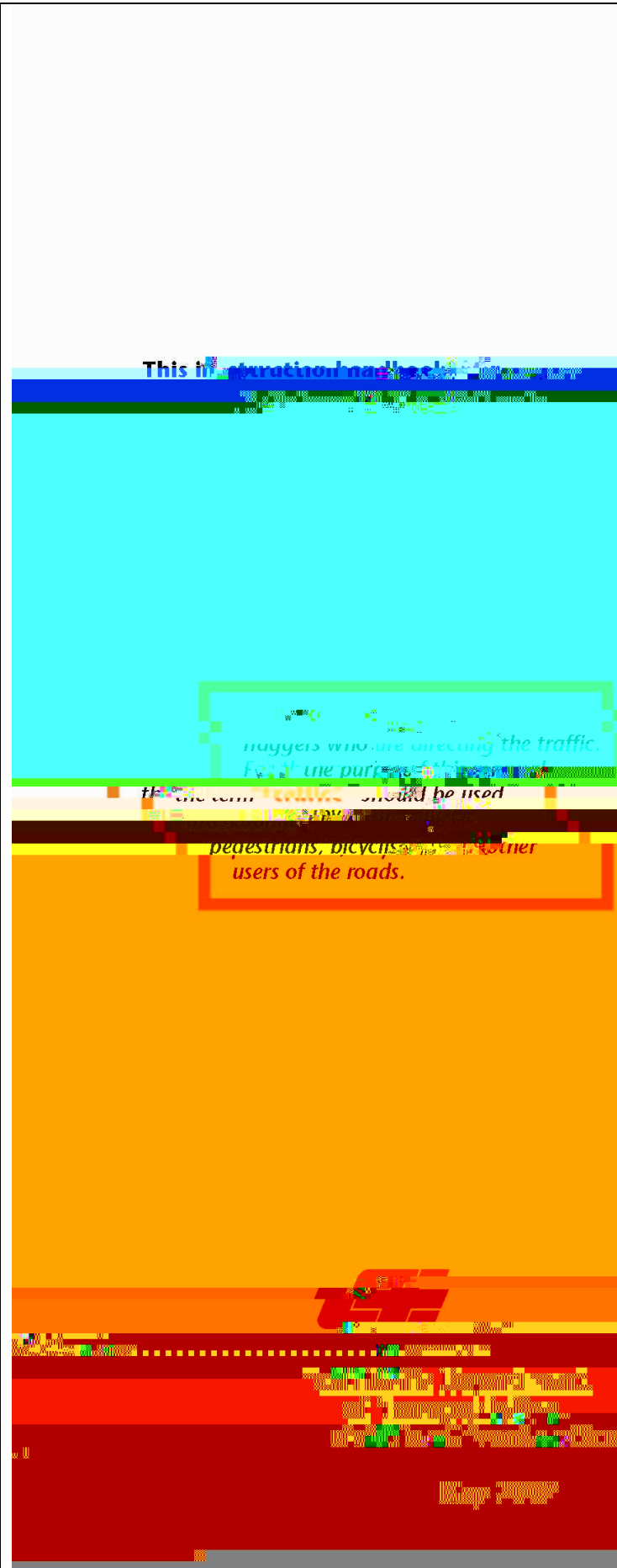


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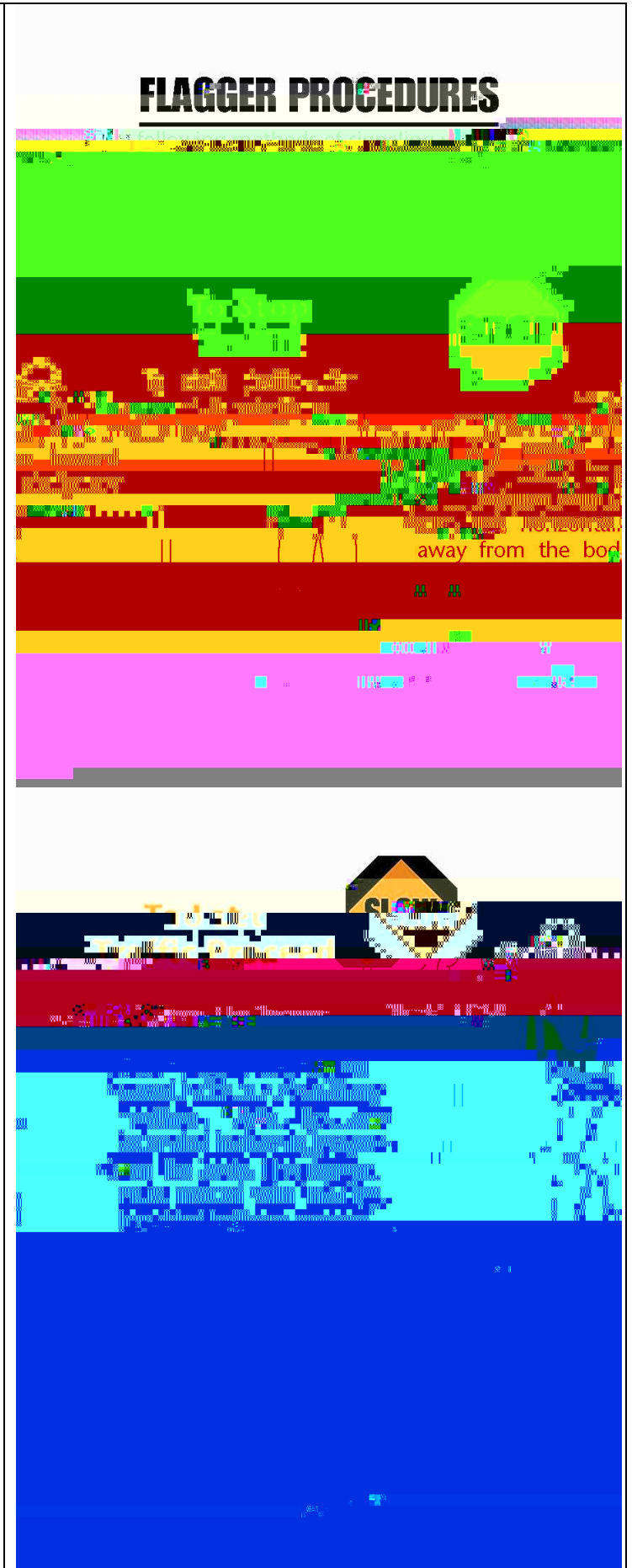
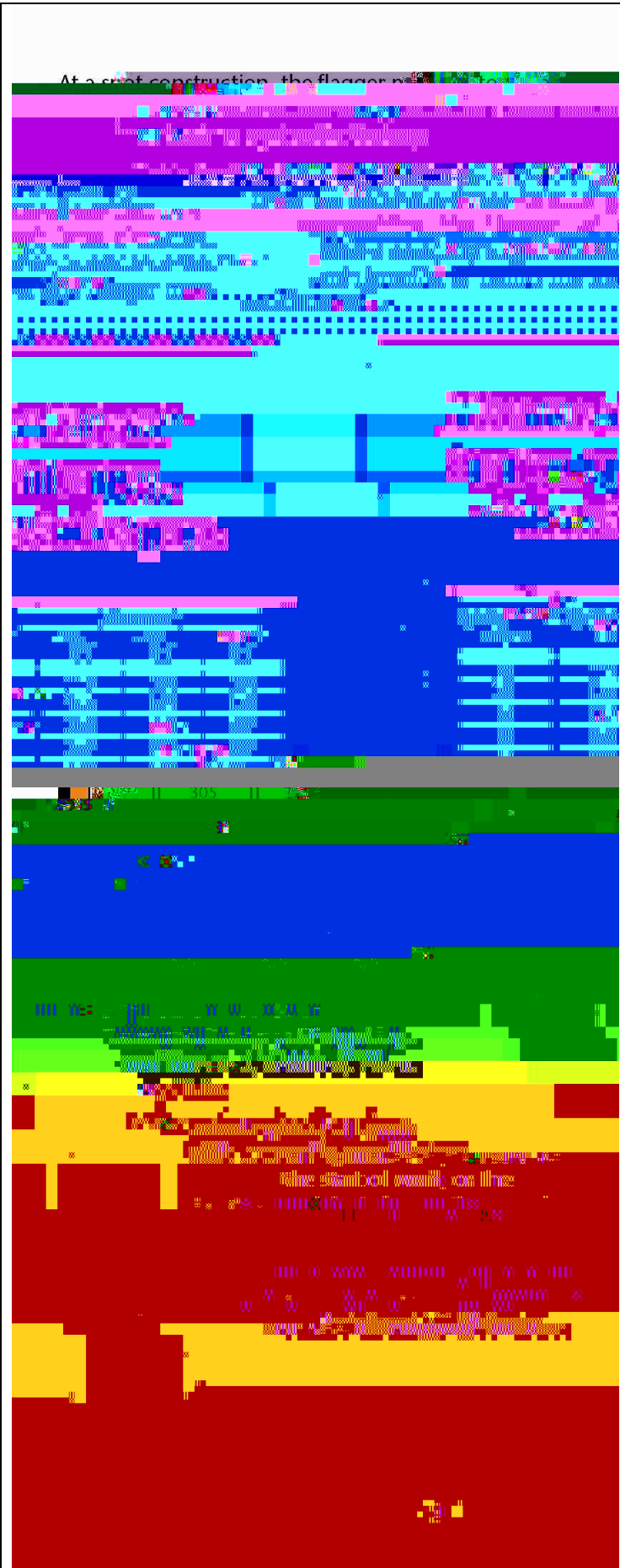
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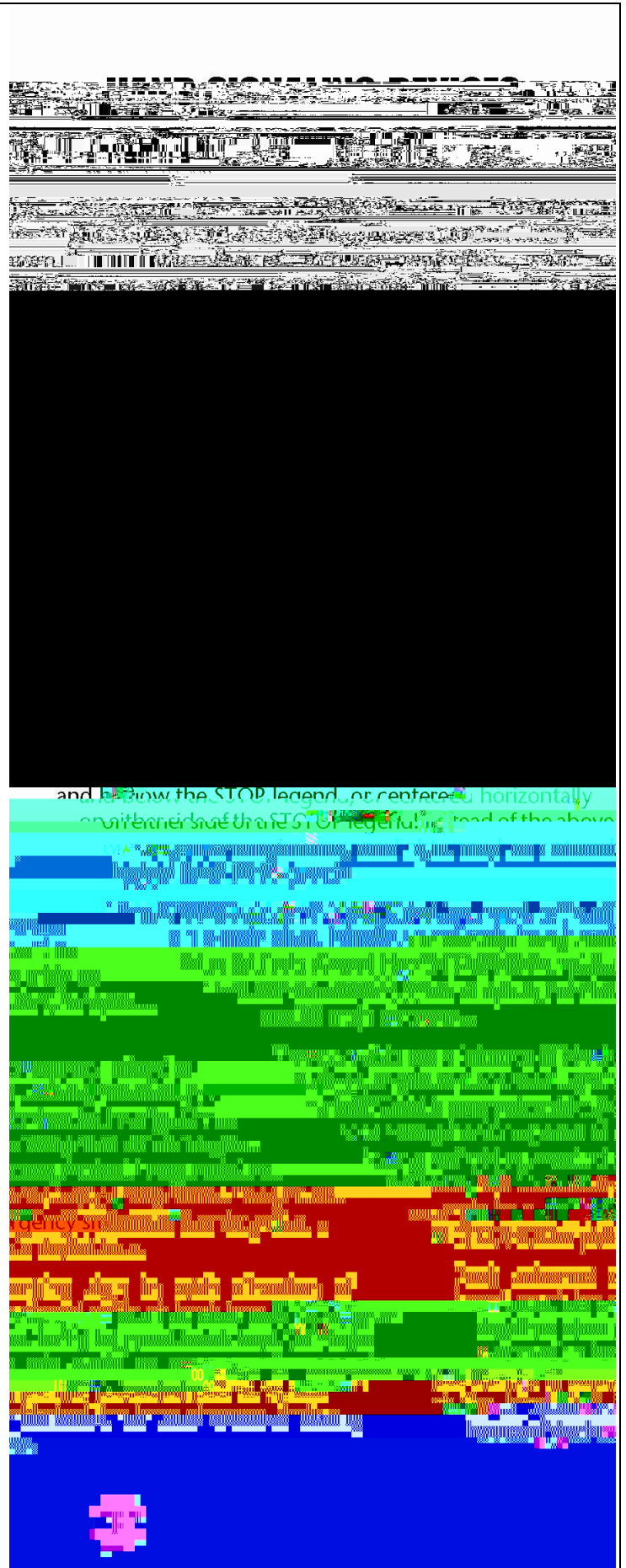
the following abilities:

- Read and understand the work order and the traffic control plan.
- Set up and maintain the work area in accordance with the traffic control plan.
- Control traffic in the work area.
- Communicate with the contractor and other workers.
- Report any safety hazards or violations to the supervisor.
- Maintain a safe and professional appearance.
- Follow all safety rules and regulations.
- Work effectively as a team.
- Handle stress and pressure.
- Adapt to changing conditions.
- Take initiative and responsibility.
- Communicate clearly and effectively.
- Work well under supervision.
- Follow directions and instructions.
- Be punctual and reliable.
- Maintain accurate records.
- Keep the work area clean and organized.
- Use proper safety techniques.
- Wear the proper safety gear.
- Stay alert and focused.
- Avoid distractions.
- Take breaks when needed.
- Stay hydrated.
- Eat healthy food.
- Get enough sleep.
- Stay calm and composed.
- Be patient and understanding.
- Show respect to others.
- Be honest and ethical.
- Take pride in your work.
- Be a team player.
- Communicate your ideas.
- Listen to others.
- Be open to feedback.
- Learn from your mistakes.
- Stay motivated and positive.
- Set goals and work towards them.
- Be proactive.
- Take ownership of your work.
- Be a role model.
- Inspire others.
- Lead by example.
- Be a problem solver.
- Find creative solutions.
- Be resilient.
- Bounce back from setbacks.
- Stay determined.
- Never give up.
- Believe in yourself.
- Trust your abilities.
- Stay confident.
- Be a winner.
- Achieve your goals.
- Make a difference.
- Be a success story.

Appendix A - Caltrans Flagging Instruction Handbook



Appendix A - Caltrans Flagger Instruction Handbook 2007 Continued







EMERGENCY SITUATIONS

Flagger must know how to handle emergency situations. If you are the first person to arrive at the scene of an emergency, you should call 911. If you are not the first person to arrive, you should wait for the first person to arrive. If you are the first person to arrive and you are not sure who to call, you should call 911. If you are the first person to arrive and you are sure who to call, you should call the appropriate agency. If you are the first person to arrive and you are sure who to call, you should call the appropriate agency. If you are the first person to arrive and you are sure who to call, you should call the appropriate agency.

- Stop all vehicles entering the work area, but do not put yourself in harm's way.

Traffic Accidents

Stop all traffic at the station and continue to control traffic until you receive instructions from the supervisor or a police officer.



Dealing with Hostile Individuals

- Be courteous and professional.
- Do not engage in arguments.

If you are confronted by a hostile individual, do not engage in an argument. Instead, report the information to your supervisor.

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