Date Revised:	March 2024	Overall Task Risk Rating:	Before Controls	A	After Controls C
Description:	Activities that require traffic control, which involves directing vehicular and pedestrian traffic around / into / out of a construction zone, or around other road disruption while ensuring the safety of construction workers, vehicle operators and the general public.				
Location(s):	Construction Projects				
Associated Documents: Hazardous Agents WTS, Noise WTS, Equipment and Machinery Operation WTS, Night Work WTS					

RED FLAGS (HOLD WORK UNTIL CORRECTED):

Note:
- Working in traffic without traffic protection measures or a blocker/crash truck in place
- Do not proceed if you are not wearing sufficient high visibility PPE

PERSONAL PROTECTIVE EQUIPMENT (CSA APPROVED)

Head Protection	Foot Protection	High-Vis Protection	Hearing Protection	Hand Protection	Eye Protection	Respiratory Protection	Skin Protection	Face Protection	Fall Protection
☒	☒	☒	☐	☐	☐	☐	☐	☐	☐

Note:
- Gazzola Paving requires additional high visibility reflective PPE for night work (reflective leg bands or coveralls)

SAFE WORK PRACTICES (SWP)

General Traffic Control Practices:

- Start work only when you are certain that you understand the work, the hazards and you have implemented the appropriate safety controls– ask your foreman / superintendent for more information prior to starting the task if needed
- Unsafe conditions and situations must be reported to Foreman/Superintendents immediately (and stop work until the hazard is controlled)
- When possible face traffic at all times
- Maintain minimum usable lane width of 3.0m in any travelled lane at all times & the lane should be pavement or gravel
- Never drive into live airport runways- stay within the defined work areas
- Workers should have an escape route planned in case traffic enters the work area
- Never work in traffic without Ontario Traffic Manual Book 7 (“OTM Book 7”) layout for protection
- As and when required by OTM Book 7 use a Blocker Vehicle and/or Crash Truck
- When paving or milling on Freeways ensure that a 3 metre gap is maintained between traffic and the workers when no Temporary Concrete Barrier is in place
- When possible load and unload materials or equipment from the passenger side of the vehicle
- Set up traffic control devices starting at the upstream end of the traffic control zone
- Ensure that you are visible to oncoming traffic and construction vehicle traffic
- Activate the four-way flashers and or beacon lights on vehicles and equipment
- When possible, workers should be facing traffic at all times
- When speed limits are in excess of 90 km an hour, never cross live lanes of traffic

Ontario Traffic Manual Book 7:

- OTM Book 7 should be used as a guide to the safe setup and procedures for working with traffic
- A copy of the OTM Book 7 – Field edition is provided to all foreman and superintendents
- OTM Book 7 – Office Edition (which provides greater detail than the Field Edition) is available at head office for reference and is available electronically on the company server.

Traffic Protection Plan:

- Every employer on a project is required to implement a written Traffic Protection Plan for the employer's workers if they may be exposed to a hazard from vehicular traffic.
- The Gazzola Paving Traffic Protection Plan form shall be completed by the Superintendent or Foreman and the details communicated to the workers as part of the daily GAZZ Card huddle

Traffic Control Plan:

- A Traffic Control Plan is typically prepared by the Constructor for the project and details the specific measures and devices that are to be used on the project to ensure the safe and efficient movement of traffic throughout the various phases of the project
- Plans include the use of traffic control devices such as barriers, warning signs, longitudinal buffer areas, police, etc.…
- Considerations when designing a traffic control plan: work duration, road width and traffic volume
- All workers present must be familiar with the Traffic Control Plan for the project

Traffic Control Person (TCP):

- TCPs shall be competent in performing traffic control duties during daylight
- Ensure that the TCP Ahead signs (TC-21) are in place
- TCPs must be given written and oral instructions on the site-specific traffic plan in a language that they understand
- TCP shall not perform any other duties while directing traffic, and shall be positioned as safely as possible to protect them from traffic
- Remain vigilant and aware of traffic conditions
- TCPs shall be able to provide simple directions to motorists or operators
- Stay within the defined work areas and shall not expose themselves to the live lanes of traffic
- Do not direct traffic for more than one lane in the same direction (two TCP's are needed to direct bi-directional traffic)
- When more than one TCP is used, provide communication devices or a procedure to allow for the safe movement of directional traffic

Signaller for an Equipment Operator:

- Signalers shall be competent in performing traffic control duties during daylight and nighttime assignments
- A signal person is to be used when the operator's view of the intended path of travel is obstructed
- Remain in full view of the operator at all times
- Have a full view of the intended path of travel of the vehicle / equipment and its load
- Use agreed upon signals to direct the operator as required
- Remain clear of the intended path of travel of the vehicle / equipment and its load (stand a safe distance to the side)

Housekeeping:

- Ensure signs & traffic control devices are in good condition, visible and set up to provide clear directions for traffic
- Signs should not be obscured by objects such as vehicles, posts, trees, shrubs and other signs, etc.…
- Do not block walkways with debris / equipment / obstructions forcing pedestrians to step onto the vehicle route

Inspection:

- On Gazzola Paving projects the Superintendent or their designate should drive the project regularly to ensure that the devices are intact and traffic is moving safely through the construction project

Training:

- Employee Orientations will include a review of this Traffic Control WTS
- Workers acting as Traffic Control Persons, must be trained and given the IHSA TCP book as 'written instructions'
- TCPs and Signalers shall be competent in performing traffic control duties during daylight

Personal Protective Equipment:

- Foremen and Superintendents should check worker's high visibility PPE to ensure visibility and reflectivity. PPE deemed inadequate should be replaced by the Foreman or Superintendent

JOB HAZARD AND RISK ANALYSIS

RISK RATING SYSTEM

A	High risk of injury or equipment / property damage.
B	Medium risk of injury or equipment / property damage.
C	Low risk of injury or equipment / property damage.

TASK HAZARDS	RATING BEFORE CONTROLS	TASK CONTROLS	RATING AFTER CONTROLS
• Lack of Signaller	C	• A competent signal person is to be used when the operator's view of the intended path of travel is obstructed	C
• Lack of Training	C	• TCPs and Signalers shall be competent in performing traffic control duties during daylight and nighttime assignments • TCPs must be given written and oral instructions on the site-specific traffic plan in a language that they understand	C
• Struck by Equipment / Vehicles	A	• Develop a Traffic Control Plan, specific to site conditions • Workers working in traffic areas must remain vigilant and aware of traffic conditions and the movement of vehicles	C
• PPE Not Worn	B	• All workers must wear high visibility PPE • Additional high-visibility PPE should be worn when working in low visibility conditions e.g. reflective leg bands or high visibility coveralls • Drivers shall wear appropriate PPE if they exit their truck in a construction area (i.e. head, foot, eye & high visibility protection)	C
• Limited Visibility	B	• Advanced traffic warning (i.e. additional signage) • Additional high visibility PPE (i.e. leg bands) to be worn in low visibility conditions	C
• Lack of Communication	C	• Traffic control persons shall establish an appropriate communication method and signals, prior to commencing • The Traffic Control Plan shall be communicated	C
• Poor Site Planning	B	• Develop and post the Traffic Control Plan, specific to site conditions. • Ensure all signs and traffic control devices are in good condition and provide clear direction • Signs should not be obscured by objects such as vehicles, posts, trees, shrubs, other signs, etc.…	C

SAFE JOB PROCEDURES (SJP)

Pre-Task Commencement:

1. Gather and wear the required PPE for the task - on construction sites, all must wear head, foot and high visibility protection (additional high-visibility PPE must be worn when working in low visibility conditions). Eye protection when necessary
2. Develop and communicate the site-specific Traffic Control Plan - incorporate requirements of 'OTM Book 7'
3. Complete the Daily GAZZ Card and Traffic Protection Plan and review with all workers the tasks, associated hazards and control strategies
4. Ensure all workers understand the GAZZ Card contents, and sign off in acknowledgement
5. Ensure controls are in place prior to commencing work so risks are mitigated / eliminated
6. Determine what equipment / machinery / tools and material, are required for the completion of the task
7. Inspect traffic control devices (signs, barriers, barricades, barrier wall, cones, pylons, communication devices, or lighting)
8. Traffic Control Devices that are damaged should be repaired or replaced.
9. Install fencing and hoarding where needed
10. Ensure Traffic Control Plan has been developed
11. Request roadway closures from applicable governing authorities, if necessary
12. Assess site-specific vehicular traffic, posted speed limits and other related hazards
13. Ensure workers who will be completing Traffic Control Person (TCP) tasks, have been given verbal and written instructions

During Task:

1. Ensure that the Traffic Control Plan Requirements for the project is followed Traffic Control Device assembly should be done away from the travelled portion of the roadway
2. Set up traffic control devices starting at the upstream end of the traffic control zone
3. When possible, work vehicles should be positioned upstream of the work area to help protect workers from the approaching traffic
4. Setup traffic control equipment (barriers, barricades, or signage) as indicated in the Traffic Control Plan
5. Signs and devices should be covered if they are placed prior to being required
6. Close or redirect roadways during traffic control equipment setup, as necessary
7. Close one lane at a time, using sufficient advanced buffers areas or notification protocols - consider closing during least busy time periods
8. Where required, mark new temporary pavement lines
9. Ensure traffic control device visibility is not blocked by objects such as vehicles, poles, trees, shrubs, other signs, etc.…
10. Workers should have an escape route plan in the event that a motorist should enter the work area
11. TCP shall not perform any other duties while directing traffic, and shall be positioned as safely as possible to protect them from traffic
12. Ensure TCPs maintain communication between one another, when redirecting and controlling the flow of traffic
13. Individuals responsible for the implementation of traffic control should drive through the area in both directions to ensure that the setup is not confusing to motorists
14. Additional measures to protect workers on highway work zones when required include the use of pace vehicles, paid duty police, speed reduction, changeable message boards and longitudinal buffer areas

Task Completion:

1. Implement completion of Traffic Management Plan
2. Re-open or redirect roadways during traffic control equipment removal, as necessary
3. Re-open one lane at a time, using sufficient advanced buffers areas or notification protocols - consider re-opening during least busy times
4. Remove (or lay down face up) any signage that is no longer relevant
5. Ensure all equipment / machinery / tools are maintained and stored appropriately in the designated locations
6. Implement any housekeeping or maintenance as required