

1.0 INTRODUCTION

To control the flow of traffic movements through a work area and provide the maximum level of safety to construction workers, motorists, members of the public and themselves in a courteous but firm manner.

2.0 SCOPE

All employees and contractors required to control traffic.

3.0 REFERENCES

NB OHS General Regulation 91-191	New Brunswick Occupational Health and Safety Regulation 91-191 Part XV: Section: 9.1 Traffic Safety
Work Area Traffic Control Manual (WATCM)	Developed by the New Brunswick Department of Transportation and Infrastructure (DTI)
Distribution Standard Work Method 5.03.04	Work Area Traffic Control Requirements of Traffic Control Persons

4.0 TERMS AND DEFINITIONS

Traffic control	refers to the use of temporary traffic control devices to protect workers and to move road users safely through a work zone.
Traffic management plan	a plan prepared in advance of commencing work that addresses all aspects of traffic control in the Work Area.
Traffic Control Persons (TCPs)	an individual used in a Work Area to regulate traffic and prevent conflicts between vehicles and Work Area activities
Work Area	the entire length of road affected by construction, maintenance, or utility work, from the first advance warning sign to where the road is restored to its normal conditions

5.0 ROLES AND RESPONSIBILITIES

5.1 Supervisor

- Acquaint your employees with the hazards and control measures associated with their work.
- Ensure competency of the employees who are tasked to perform traffic control (knowledge, experience and required training course)
- Provide the information and instruction necessary to ensure employees can complete their tasks/function safely
- Enforce company safety rules, programs, codes of practice and procedures, including ensuring employees comply with the traffic control requirements.
- Ensure all traffic control persons (signallers) have a reflective vest or jacket and reflective paddles.
- Establish a safety zone appropriate to the work plan to ensure that work crews don't intrude upon, or conflict with, each other's activities.

5.2 Traffic Control Person

- Be competent in traffic control, successfully completed the WATCM training developed by the NB DTI
- Exercise caution at all times, including when setting up and taking down traffic control devices on or near roadways
- Direct traffic safely through the Work Area
- Stop traffic whenever the progress of work requires, in order to provide a safe Work Area and ensure the safety of the workers
- Warn workers of impending danger
- Wear and properly maintain all personal protective equipment as required.
- All traffic control persons are to be part of the tailboard

6.0 STANDARD

Employees who work on roadways, highways, and bridges are exposed to risks from vehicular traffic and machinery. Employees who set up and take down traffic control devices are also at risk.

Traffic cones, barrels, concrete barriers, and trained traffic control persons (signallers) are some of the controls to keep employees safe from vehicular traffic. Controls for traffic on highways and bridges may differ depending on the posted speed, number of lanes, and the type of work being carried out.

Proper signage must always be present and visible in Traffic Control Zones to protect employees, and to advise the motoring public of work being completed on or near the highway.

6.1 The Work Area Traffic Control Manual (WATCM)

This manual provides a uniform set of traffic control guidelines for all work carried out on New Brunswick provincially designated roads.

The WATCM is meant to be a practical guide that assists the user in identifying the appropriate level of traffic control necessary for a particular activity or situation. Unless otherwise stated, the WATCM depicts the minimum level of traffic control required. It sets forth basic principles and prescribes guidelines for the design, application, installation, maintenance, and removal of the various types of Traffic Control Devices approved for use in New Brunswick.

6.2 Traffic Control Plans

Planning for traffic control in work areas is very important. Before any maintenance, construction, or utility work can begin on a provincial road, a Traffic Control Plan shall be prepared that addresses the following items as a minimum:

- Required devices, including placement and location (WATCM typical layout);
 - Traffic Control Persons (where needed);
 - Setup and removal procedures; and
 - Public advisory notices (where applicable).
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A Traffic Control Plan can vary in detail depending on the complexity and location of the work. In many cases, a simple reference to a typical layout contained in the manual may be adequate. However, for complex situations or special projects, a more detailed design will be required.

6.3 Traffic Control Principles

Traffic safety in work areas must be a high priority and integral part of every project, beginning from the planning stage through to project completion. Work activities must be planned and conducted with the safety of road users and workers kept in mind at all times.

It should be noted that for activities requiring a worker to be in a travelled lane for only a very brief period, a Dedicated Traffic Observer may be used instead of warning signs, provided the worker can easily clear the lane when a vehicle approaches. An example of such an activity may include removing debris from the road. If debris is discovered that poses an immediate safety threat to road users, then it may be removed without a Dedicated Traffic Observer, provided it only requires a momentary pause in the roadway.

6.4 Setup and Removal Procedures

Setting up Traffic Control Devices can be more hazardous than completing the actual work, as workers are often directly exposed to traffic during these times. To minimize worker exposure, it is essential that setup and removal activities are carried out in a quick, yet orderly, manner. For this reason, it is also important to plan every setup and removal in advance.

6.5 Communication

Clear and effective communication amongst TCPs is vital to ensuring that traffic control is carried out in the safest possible manner. When TCPs are in sight of each other, they should use pre-arranged visual signals to communicate.

Effective signals include raising and lowering or waving the paddle before changing from slow to stop, and vice-versa. Before changing traffic flow, signals must be acknowledged by the other TCP.

When TCPs are not in sight of each other, a third TCP should be placed at an intermediate location to relay signals. The intermediate TCP must also be equipped with a stop/slow paddle.

Two-way radios should be used when TCPs are not in sight of each other. When using two-way radios, the following precautions should be taken:

- Test radios in advance and carry spare batteries;
- Establish clear voice signals for each situation and stick to them;
- Speak crisply and distinctly;
- Repeat any messages that are not understood; and

While signaling, a Traffic Control Person must:

- Be alert at all times, and aware of work activities and oncoming traffic;
 - Face on-coming traffic, and never turn their back on moving traffic;
 - Refrain from using cell phones or other electronic devices;
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- Stand alone, and not mingle with workers or the public; and
- Not perform any other work. If conversations with road users are unavoidable, the TCP must remain in position and keep conversation brief.

Refer to the WATCM for examples of proper work set up. [Work Area Traffic Control Manual](#)

7.0 TRAINING

Training All Traffic Control Agents must successfully complete a WATCM training course as approved by the Department of Transportation and Infrastructure's Operations Branch after which the Traffic Control Agent shall keep up to date with the revisions available on the DTI Website with recertification required every three years.

8.0 APPENDIX

Appendix A - Form # 666 Traffic Control Plan

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Director of Total
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DOCUMENT APPROVAL/REVISION RECORD

Revision #	Date	Revision Summary	Author	Reviewed By	Approved By
New	2022-07-13	New	N. Allen	H&S Team	R. Condon



Form # 000
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Traffic Control Plan

Placement Distances for Traffic Control Person Ahead

Normal Posted Speed Limit (km/h)	Distance (m)
50	100 - 150
60 - 70	150 - 225
80 - 90	200 - 300
100 - 110	300 - 450

Site Diagram: Show all site factors affecting traffic control, traffic control devices, spacing, etc.

Traffic control plan developed by: _____

Tailboard completed Yes No