

WORK ZONE SAFETY

1.0 PURPOSE

To provide guidance in the safe operation of work sites that are exposed to traffic hazards located throughout the City of Wilson and Wilson County area.

2.0 ORGANIZATIONS AFFECTED

All departments having City employees engaged in work on City and County highways, streets, and thoroughfares.

3.0 POLICY

3.1 All work performed on City and County traffic thoroughfares and associated workers and equipment will conform to the most recent edition of the *Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD)* published by the Federal Highway Administration and the *Work Area Protection Manual (Part 6: The Manual on Traffic Control Devices for Streets and Highways)* published by the U.S. Department of Transportation, Federal Highway Administration.

3.2 The wearing of orange blaze safety vests by City employees is mandatory when performing work on, or just off of, any roadway. Exception: when the wearing of reflective vests is not necessary because other reflective wear is being worn (i.e., fire bunker coats) or when the wearing of the reflective safety vest promotes a safety hazard (i.e., working around running equipment where vest may become entangled).

3.3 The use of flaggers is mandatory for all work zones under the following conditions:

3.3.1 Only one lane of traffic is available.

3.3.2 Traffic must be stopped intermittently.

3.3.3 Equipment intermittently crosses the travel lane.

3.4 Maintenance utility work being performed during evening hours or at times of low visibility, will require all employees and equipment to be reflectorized for high visibility. Cones, flags, signs, and personal equipment not meeting this standard are not to be used.

4.0 PROCEDURES

The division head/superintendent is responsible for ensuring that proper work zone signage is placed at each work zone, is properly maintained throughout the duration of the work zone, and is removed promptly when the work is complete. All signage shall be maintained in proper usable condition and conform to the guidelines of the MUTCD.

- 4.1 For all routine work zones with a duration of less than one day and affecting only one-lane or partial lane of traffic, each work crew shall follow the MUTCD for appropriate signage and channelizing devices.
- 4.2 For non-routine work zones that last for more than one day or affect multiple lanes of traffic or involve the complete or partial closing of the road, divisions shall submit a work zone signage plan to the Traffic and Safety & Health divisions for consultation on proper signage. If necessary, the division will also notify North Carolina DOT traffic division should the work occur on a State maintained road.
- 4.3 Signs used on a regular basis shall be kept on each vehicle that routinely performs work requiring the use of signage. Specialty signs and additional signage shall be kept in inventory in the warehouse for use on projects as needed by the different divisions of the City. When such use is complete, superintendents of each division are to ensure the prompt return of all signs that are to be kept in the warehouse.
- 4.4 The re-routing of traffic around work sites will be made as smooth as possible. No alterations of traffic routes will be performed that will expose motorists or City employees to undue hazards.
- 4.5 After signs, flagmen, cones and/or barricades have been positioned, the supervisor of the crew should drive through the work zone to ensure a safe and fluid movement of traffic.
- 4.6 All City maintenance vehicles remaining in the roadway for work must be positioned facing traffic with headlights on so as to alert motorists of a possible hazard.
- 4.7 All City maintenance vehicles and equipment remaining in the roadway for work must be equipped with flashing lights and/or yellow rotating lights.
- 4.8 Warning equipment i.e. signs, cones, flagman paddles/flags will be kept in a clean, legible condition. Damaged, defaced or dirty equipment will be repaired, replaced, or cleaned prior to use.
- 4.9 Traffic warning devices including signage will be removed immediately once work is completed. For those work areas that progress slowly, the division head/superintendent will ensure signage will be managed and placed at appropriate distances from the work area as the work progresses.
- 4.10 The placement of signs such as BUMP AHEAD, BROKEN PAVEMENT, DETOUR is mandatory for all work zones having these hazards after repairs have been made. Failure to place these warnings may place liability on the City for vehicle damage. Once the work is patched, paved, or all roadway hazards removed, these signs must be removed immediately as well.