

# Road Construction

## Safety Meeting Packet

### Protect Your Workforce



The number of roadway improvement projects is regularly increasing. At the same time, populations are growing and traffic congestion continues to increase. The combination of more work zones, heavier traffic, and greater reliance on night work results in increased risk for roadway workers. The following methods can be used to minimize and control risks for these workers.

- Class I – The job task allows the worker to provide his/her undivided attention to traffic. There is ample distance between the worker and traffic, the background is not complex, and speeds do not exceed 25 mph.
- Class II – Appropriate when the worker is closer to traffic or when the worker's attention may be diverted from traffic. Used when traffic is greater than 25 mph but less than 50 mph and/or the background is complex. Provides better visibility during inclement weather.
- Class III – Used when the worker is focused on his/her work. Used if traffic exceeds 50 mph. The worker must be visible at 1280 feet and identifiable as a person
- Class E – Supplemental reflective garments (pants, bib overalls, etc.). They do not meet the requirement when worn alone, but when worn with a Class II or Class III garment, they are considered to meet the Class III standard.

### Worker Safety Planning

It is the responsibility of a competent safety specialist to plan, implement, and oversee worker safety. A hazard assessment of each work site should be conducted by the safety specialist to identify and control possible risks to workers. The safety specialist should make sure that engineering controls, administrative controls, and personal protective measures are being implemented to protect workers from any identified risks.

It is recommended to replace reflective apparel once soiling or fading reduces its reflective properties.

### High Visibility Clothing

All workers should wear high-visibility, reflective apparel. When selecting apparel, consider:



- Worker visibility during dawn or dusk conditions may be enhanced using fluorescent-colored, high-visibility apparel.
- The use of colors such as yellow-green for worker apparel to differentiate workers from the red-orange of work vehicles, signs, drums, etc.

The ANSI/ISEA 107-2015 standard separates high-visibility clothing into classes based on the level of visibility required. Review the garment's tag to identify the applicable standard and class.

### Activity Area Planning

Planning for vehicle and worker movement within the work area is critical. Developing an Internal Traffic Control Plan (ITCP) helps to coordinate workers and vehicles within a work area and avoid vehicle and pedestrian-related accidents. To create an ITCP, create a layout of the work area, identifying:

- Where work activities will occur
- Where vehicles will access the work area
- Pedestrian-free zones, where equipment must back up
- How workers will get to work areas
- Traffic patterns for large equipment
- Storage areas and utilities
- Material travel to and from staging areas
- Parking areas for workers and site visitors
- Restroom and break/rest areas
- Vehicle speed limits



Once the ITCP is developed, provide a copy to all site personnel, including subcontractors, contractors, and vendors. Review the ITCP with all site visitors and truck drivers upon arrival.

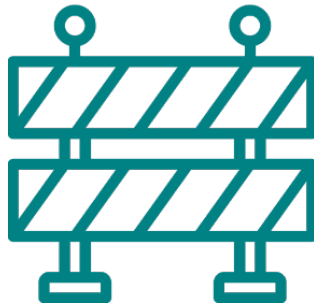
## Speed Control

Observing posted speed limits is important to protect workers and the public. Speed is even more important while driving on a worksite or work zone. The following strategies can be used to control traffic speeds through work zones:

- Establish appropriate speed limits for the work zone
- Properly post regulatory speed limits
- Utilize law enforcement if at all necessary
- Use radar-activated, changeable message signs

## Traffic and Work Area Separation

One way to minimize the risk for both workers and passing drivers is by separating traffic from the work activities being completed. This can be accomplished with temporary traffic barriers, shadow vehicles with truck-mounted attenuators, vehicle arresting systems or similar devices.



Deciding to use separation methods depends on work zone factors including:

- Traffic volume and speed
- Distance between workers and traffic
- Type and duration of work operations
- Frequency of change in the traffic pattern
- Physical hazards present in the work zone
- Configuration of traffic lanes through the work zone

## Lighting

Temporary lighting should be used in work zones when light is minimal or work is being completed at night. Sufficient light in the work area and the approaching area provide better visibility for drivers to travel through the work zone safely and increase worker visibility to traffic.

There are several lighting options available. When selecting lighting, consider the work activities needing illumination, project duration, whether the project is mobile or stationary, and the level of illumination required. Some states' DOT provide recommended minimums for illuminating work areas.

While lighting is important, glare should be avoided as it may interfere with work or pedestrian vision which could result in injuries on the job. Headlights on a work vehicle should not be used when facing oncoming traffic.

## Special Devices

Traffic control devices can help reduce worker risks in certain work zone situations. For example, rumble strips, changeable message signs, or spotters can limit potential injuries.

## Worker Training

Workers should be properly trained to work on a site that is in or near traffic. A worker training program should include:

- Identification of hazards specific to the job site
- Mitigating those hazards by elimination or safety controls
- Review of the ITCP or other site traffic guidance
- Proper use and limitations of traffic control devices
- Review of protective equipment, when it should be used and replaced
- The worksite rules and emergency action plan
- Review the classes of high visibility clothing available
- Discuss the classes of apparel required for the anticipated work activities
- Review procedure for identifying apparel that should be replaced due to soiling, fading, or damage
- Review the Internal Traffic Control Plan or other program in place to address worksite traffic
- Provide review to drivers and pedestrian workers on their permitted work areas
- Review worksite and roadway speed limits
- Identify speed control measures
- Identify the types of traffic separation available
- Review the proper use of each type being used
- Identify low-light or nighttime work operations that require lighting
- Review the type of lighting being used on the project site
- Review any state-recommended lighting requirements
- Provide refresher training, if needed

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For additional information, please review 29 CFR 1926, Subpart G - Signs, Signals, and Barricades.

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# Road Construction Safety Meeting Attendance Acknowledgement

Company Name \_\_\_\_\_  
 Department / Division \_\_\_\_\_  
 Meeting Date & Time \_\_\_\_\_  AM  PM  
 Meeting Location \_\_\_\_\_  
 Name & Title of Individual Conducting Meeting \_\_\_\_\_

### Key Meeting Discussion Points / Important Reminders:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Internal Procedures Reviewed:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

By signing this document, you confirm your attendance at the meeting and acknowledge the issues addressed above!

Employees in Attendance		
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
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(Sign): _____	(Sign): _____	(Sign): _____

Employees not present: \_\_\_\_\_

Suggestions/Recommendations to improve workplace safety and health: \_\_\_\_\_

Actions Taken: \_\_\_\_\_

Manager/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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**Disclaimer:**

The information provided above was assembled using multiple resources. However, these materials do not contain ALL the information available regarding the required safety standards under local, provincial, state, or federal law for your industry.

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