VERSION/DATE 1.0 / Jun-18

Safe Systems of Work

4.1.2 Setting up and Removing Traffic Management

POTENTIAL HAZARDS



- Fast moving traffic
- Wide loads
- Pedestrians and Horses
- Cyclists
- Constricted Work Site
- Lifting and moving signs and equipment
- Weather

PRE-OPERATION CHECKS



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- o Chargehand or Person in charge has full workpack in hand.
- o Sufficient signage is appropriated and in good order.
- o Health and Safety section of Workpack included.
- o Competent, trained operators assigned to tasks.
- o Trainees are assigned competent person for overwatch.
- o Full site layout plan in Workpack with signage points.

DURING OPERATIONS



- Chargehand or Person in charge should refer to section 4.1.1 of this manual “General for all Sites DURING OPERATIONS” as well as:
- Parking
  - o Safely park works van off-road if possible before setting out.
  - o If parked off-road ensure it is visible to other road users.
  - o Turn on roof mounted orange beacons.
  - o All operators must wear hi-vis clothing before exiting van.
  - o Exit van from kerbside not roadside.
  - o Do not obstruct footpaths or cycle tracks.
- Precautionary measures
  - o If possible signs should be placed so as not to obstruct vehicles, cyclists or pedestrians.
  - o Road danger lamps deployed next to sign where no street lighting is installed.
- Advanced signing
  - o Distances for signs and safety zones are determined before setting out.
  - o Refer to “Safety at Street Works and Road Works” code of practice for distances, these must be adhered to at all times.
  - o Limited visibility Sites will require additional signage that covers the area such as blind bends, dips and brows of hills. Consider both directions.
- Access to site
  - o Works vehicles should be provided with easy access to work site.
- SETTING OUT SIGNS
  - o The works area must be setup according to Chapter 8 of the Traffic Signs Manual. Guidance provided by “Safety at Street Work & Traffic Signs Manual".
  - o Every Supervisor & Foreman should hold a copy of the above manual on site.
  - o Safety zones are important and must be used at all times when work is active. If there is insufficient width to accommodate a safety zone on site, another solution must be implemented e.g. Road closure, rerouting, temp. traffic restriction, signed diversion or use of a convoy to allow controlled works access when required without risk to safety.
  - o Other road users must always be given consideration.
  - o Signage must indicate why they are being asked to stop. In particular trouble spots such as commuter zones an information board may be more appropriate.



o Single carriageway surface dressing works must be Signed in accordance with Moray Council standard detail drawing. “Signing for surface dressing works” or as layout seven of Chapter 8 of the “Traffic Signs Manual”.
o No equipment, plant or storage of materials is allowed in a safe zone. It is a buffer to protect people, and will stay that way.

• TRAFFIC CONTROL

Where traffic has to be reduced to single file, the widths of road to allow safe passage of vehicles are given in the “Safety at Street Works and Road Works” code of practice. If these widths cannot be achieved, a system of Traffic Control must be adopted or an alternative method of diverting or restricting the traffic should be agreed, e.g. Temporary Road Closure, Introduction of Alternative Road Closure, Introduction of Alternative Route, Temporary Traffic Restriction, Signed Diversion or Use of Convoy.
Further requirements are given in the “Safety at Street Works and Road Works" code of practice.

o Stop Work Signs (stop-go boards)

Stop-works signs are only to be used to stop traffic for short periods of time during works. It should only be used where the risk has been assessed as low. Employees involved in the operation of Stop-Go boards MUST be deemed as competent persons. Instruction and training should be given if required. In a multi operation situation, the supervisor will detail one man to control operations.

o Portable Traffic Signals

Portable traffic signals must be set out in accordance with the relevant section of the “Safety at Street Works and Road Works” code of practice.

o Speed Control

The use of speed control should have been considered as part of the works planning and should be implemented where it is not possible or reasonably practicable to provide a safety zone. Any speed restrictions must be authorised with a valid traffic notice or order.

o Convoy System

Should be used when the road widths do not allow the use of safety zones. The convoy will ensure the speed traffic passes is no more than 10mph.

o Priority Signs

Priority signs and “give and take” may be suitable when certain criteria are met.

o Road Closures

A road closure is usually applied for at the planning stage. It is important to ensure that where an “except for access” road closure is in operation that measures are put in place to protect the workers from passing vehicles by the careful use of suitable safety zones. Unless the road is physically blocked off there will always be a risk from approaching vehicles and employees on site must always be aware of this. Measures should be implemented to reduce the risk. Where safety zones are not achievable, traffic management may have to be considered such as the careful use of works vehicles to provide protection for employees, in these instances vehicles used must be suitable for the task and be fitted with all necessary hazard warning devices, suitable signing must also be in place to warn road users.
Other traffic management methods are described above.

• REMOVAL OF SIGNS

Removal of signs is usually a reversal of the setting out procedure taking the same precautions as above.
Further requirements are given in the “Safety at Street Works and Road Works" code of practice.

COMPETENCY/MAINTENANCE



• All crew must have basic training requirements fulfilled or effectively supervised by someone who does.
• Chargehands must have 12D Temp. Traffic management training or equivalent
• Banksman must have Banksman / Reversing assistant training
• All roads crew must have Safety at Street works training
• LGV drivers must have valid DCPC cards

REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE)



