NORTHWEST TERRITORIES & NUNAVUT

CODES OF PRACTICE

In accordance with the Northwest Territories and Nunavut Safety Acts; and Occupational Health and Safety Regulations

TRAFFIC CONTROL PERSON

WSCC Workers' Safety & Compensation Commission | ᐃᖃᓗᐃᔨᖏᑎᓄᑦ ᐊᑦᑕᕐᓇᖅᑐᓂᒃ ᖁᑎᒋᔭᐅᓂᖅ

WSCC Workers' Safety & Compensation Commission | ᐃᖃᓗᓇᐃᔭᖅᑎᓂᒃ ᐊᑕᐅᔪᖅᑐᑦ ᐊᒻᒪ ᓇᓕᓕᒃᑯᓂᒃ ᖃᐅᔨᓴᖅᑐᑦ

CODE OF PRACTICE

TRAFFIC CONTROL PERSON

NORTHWEST TERRITORIES

wscc.nt.ca

Yellowknife

Box 8888, 5022 49th Street
Centre Square Mall, 5th Floor
Yellowknife, NT X1A 2R3
Telephone: 867-920-3888
Toll Free: 1-800-661-0792
Fax: 867-873-4596
Toll Free Fax: 1-866-277-3677

Inuvik

Box 1188
Blackstone Building, Unit 87
85 Kingmingya Road
Inuvik, NT X0E 0T0
Toll Free: 1-866-678-2301
Telephone: 867-678-2301
Fax: 867-678-2302

NUNAVUT

wscc.nu.ca

Iqaluit

Box 669, 2nd Floor
Qamutiq Building
Iqaluit, NU X0A 0H0
Telephone: 867-979-8500
Toll Free: 1-877-404-4407
Fax: 867-979-8501
Toll Free Fax: 1-866-979-8501

Prevention Services

Industrial Safety: 867-669-4418
Mine Safety: 867-669-4412

If you would like this code of practice in another language, please contact us.

FOREWORD

The Workers' Safety and Compensation Commission (WSCC) produced this industry Code of Practice in accordance with subsections 18(3) and 18(4) of the *Northwest Territories and Nunavut Safety Acts*.

This code is adapted from the *Nova Scotia Temporary Workplace Traffic Control Person Training Manual* as published by the Nova Scotia Department of Transportation and Infrastructure Renewal.

The WSCC gratefully acknowledges the assistance of the following agencies and organizations:

Nova Scotia Department of Transportation and Infrastructure Renewal
Northwest Territories Department of Transportation
RTL Construction Group
Alberta Construction Safety Association

The Code of Practice applies to all workplaces covered by the Northwest Territories and Nunavut *Safety Acts* and *Occupational Health and Safety Regulations*.

The Traffic Control Person code relates to section 4 and 5 of the *Safety Act* and sections 89, 90, 94, 97, 100, 101, 138, 139, 216 and 225 of the *Occupational Health and Safety Regulations*.

This code is in effect as published in the in the Northwest Territories *Gazette* and Nunavut *Gazette*, in accordance with the *Safety Acts and Occupational Health and Safety (OHS) Regulations.*
IN EFFECT DATES:

Northwest Territories: June 1, 2015
Nunavut: May 31, 2016

Copies of this code are available online from the WSCC at: **wscc.nt.ca** or **wscc.nu.ca**

Acting Chief Safety Officer, WSCC

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WHAT IS A CODE OF PRACTICE?

WSCC codes of practice provide practical guidance to achieve the safety requirements of the Northwest Territories and Nunavut *Safety Acts* and related *Regulations*.

As per subsection 18(3) of the Northwest Territories and Nunavut *Safety Acts*, "For the purpose of providing practical guidance with respect to the requirements of any provision of this Act or the regulations, the Chief Safety Officer may approve and issue such codes of practice as he or she considers are suitable for that purpose."

WSCC codes of practice apply to workplaces in the Northwest Territories and Nunavut. The Chief Safety Officer approves codes of practice for use by all occupational health and safety (OHS) stakeholders. Codes of practice come into effect in each territory on the day they are published in the *Northwest Territories Gazette* and *Nunavut Gazette*.

Codes of practice do not have the same legal force as the *Safety Acts* and related regulations. A person or employer cannot face prosecution for failing to comply with a code of practice. However, in legal proceedings under the *Safety Acts* and related *Regulations*, failure to observe a code of practice may be a consideration when determining whether a worker or employer complies with the *Safety Acts* and related *Regulations*.

Employers and workers should follow WSCC codes of practice unless there is an alternative course of action that achieves the same or better occupational health and safety outcomes.

A Code of Practice

- Provides practical guidelines.
- Adapts to individual work sites.
- May serve as evidence.
- Should be followed unless there's a better way.

DEFINITIONS

Traffic Control Person (TCP): Also known as Flag person or Signaler is a competent person who possesses the knowledge, experience and training to perform traffic control and flagging duties at a work site.

Designated Signaler: Means a worker designated under paragraph 138(1)(a) to give signals.

Traffic Control Person Zone: The area under the direction of Traffic Control Persons and in between the Control Positions.

Control Position: Traffic Control Persons stand at the Control Position which is half way between the last sign and the taper. They stand just outside the travel lane.

Work site: Means a location where a worker is, or is likely to be, engaged in work, or a thing at, on, in or near which a worker is, or is likely to be, engaged in work.

Approach Transition Taper: Is the taper, also known as a Detour, before and on the same side of the road as the work area. This taper guides traffic from its regular path around the work area.

Termination Taper: Is the taper (Detour) after and on the same side of the road as the work area. This taper permits traffic to return to its normal path.

Delineators: These are the lightweight devices such as cones and drums that are used to separate workers from traffic.

Supervisor: A worker who has one or more workers under his or her control or supervision.

Personal Protective Equipment: Means any clothing, device or other article that is intended to be worn or used by a worker to prevent injury or to facilitate rescue.

REGULATORY REQUIREMENTS

Occupational Health and Safety Regulations
Northwest Territories and Nunavut

PART 9
SAFEGUARDS, STORAGE, WARNING SIGNS AND SIGNALS
Designated Signaler

138. (1) If the giving of signals by a designated signaler is required by these regulations, an employer shall

(a) designate a worker to be the designated signaler;

(b) ensure that the designated signaler is trained to carry out his or her duties to ensure the signaler's safety and the safety of other workers; and

(c) keep a record of the training provided and give a copy of the record to the signaler.

(2) An employer shall

(a) provide each designated signaler with, and require the signaler to use, a high visibility vest, armlets or other high visibility clothing; and

b) provide each designated signaler with a suitable light to signal with during hours of darkness as defined in section 161 and in conditions of poor visibility.

(3) An employer shall

(a) install suitably placed signs to warn traffic of the presence of a designated signaler before the signaler begins work; and

(b) if reasonably possible, install suitable overhead lights to illuminate effectively a designated signaler.

(4) A designated signaler shall ensure that it is safe to proceed with a movement before signalling for the movement to proceed.

(5) If the giving of signals by a designated signaler is required by these regulations, an employer shall ensure that

(a) only a worker who is the designated signaler gives signals to an operator of any equipment other than in an emergency; and

(b) only one designated signaler gives signals to an operator at a time.

(6) If hand signals cannot be transmitted properly between a designated signaler and an operator, an employer shall ensure that additional designated signalers are available to make effective transmissions of signals, or some other means of communication is provided.

(7) If two or more designated signalers are used, an employer shall ensure that the designated signalers are able to communicate effectively with each other.

Risk from Vehicular Traffic

139. (1) If a worker is at risk from vehicular traffic on a highway or at any other work site, an employer shall ensure that the worker is provided with and required to use a high visibility vest, armlets or other high visibility clothing.

(2) If a worker is at risk from vehicular traffic on a highway or at any other work site, an employer shall develop and implement a written traffic control plan to protect the worker from traffic hazards, using one or more of the following methods of traffic control:

(a) warning signs;
(b) barriers;
(c) lane control devices;
(d) flashing lights;
(e) flares;
(f) conspicuously identified pilot vehicles;
(g) automatic or remote-controlled traffic control systems;
(h) designated signalers directing traffic.

(3) An employer shall ensure that

(a) workers are trained in the traffic control plan developed under subsection (2); and
(b) the traffic control plan developed under subsection (2) is made readily available to workers at the work site.

(4) An employer shall not use designated signalers to control traffic on a highway unless those methods referred to in paragraphs (2)(a) to (g) are inadequate or unsuitable.

(5) If designated signalers are used to control traffic on a highway, an employer shall provide

(a) not less than one designated signaler if

(i) traffic approaches from one direction only, or
(ii) traffic approaches from both directions and the designated signaler and the operator of an approaching vehicle would be clearly visible to one another; and

(b) not less than two designated signalers if traffic approaches from both directions and the designated signaler and the operator of an approaching vehicle would not be clearly visible to one another.

(6) A traffic control plan developed under subsection (2) must set out, if applicable,

(a) the maximum allowable speed of any vehicle or class of vehicles, including powered mobile equipment, in use at the work site;
(b) the maximum operating grades;
(c) the location and type of control signs;
(d) the route to be taken by vehicles or powered mobile equipment;
(e) the priority to be established for classes of vehicle;
(f) the location and type of barriers or restricted areas; and
(g) the duties of workers and the employer.

(7) A worker who operates a vehicle or unit of powered mobile equipment at a work site and who does not have a clear view of the path to be travelled shall not proceed until another worker, who has a clear view of the path to be travelled by the vehicle or unit of powered mobile equipment, signals to the worker that it is safe to proceed.

Other conditions that require a designated signaler include when working with hoists, cranes and lifting devices.

PART 13
HOISTS, CRANES AND LIFTING DEVICES
Designated Signaler

216. (1) An employer shall make use of a designated signaler if the operator of a hoist or crane does not have a clear, unobstructed view of any of the following throughout the whole range of movement of the load or hook:

(a) the pick-up point;
(b) the setting point and the load;
(c) the hook, if there is no load.

(2) Before a hoisting operation begins, an employer shall ensure that the operator of the hoist or crane reviews with the designated signaler the signals to be used.

(3) If a hand signal is to be used in connection with a hoist or crane, an employer shall ensure that the signal used is

(a) appropriate for the activity to be carried out; and
(b) set out in an approved standard.

(4) An operator of a hoist or crane and a designated signaler shall use the signal set out in the standard referred to in paragraph (3)(b) that is appropriate for the activity to be carried out.

Material Hoists

225. (6) An employer shall ensure that

(a) an operator of a material hoist and a designated signaler at a landing where loading or unloading is carried on, are able to maintain visual or audible communication with each other during loading or unloading; and

FOR MORE INFORMATION SEE THE *PPE BASICS* CODES OF PRACTICE AT WSCC.NT.CA ON SUITABLE AND ADEQUATE EQUIPMENT REQUIREMENTS

ROLES AND RESPONSIBILITIES

As a Traffic Control Person (also known as a Flag person or Signaler), you have an important job on construction, maintenance and utility projects. You are responsible for human safety. You regulate the traffic at work sites to keep it safe for workers, motorists and pedestrians.

Your responsibility

Safety of the public and work crew.

Your role is to ➜

1. Safely direct traffic through work sites.
2. Manage the traffic to accommodate the workflow and keep traffic going.
3. Stop and slow traffic whenever needed by the work situation.
4. Ensure work continues safely and efficiently.

Your supervisor's responsibility

1. The supervisor needs to ensure that you, as Traffic Control Person, are aware of what is happening at the work site.
2. The supervisor needs to remind you that conditions in the work zone can change quickly, to make sure you stay alert.
3. The supervisor needs to provide you with:
    - information on crew changes
    - crew introductions
    - communication with other workers
    - daily checklists
    - project updates

- **Traffic Control Persons must know the name and contact information of the employer responsible for the work site.**

TRAINING AND REQUIREMENTS

To work as a Traffic Control Person in the Northwest Territories or Nunavut you have to receive training to carry out your duties in a way that ensures the health and safety of yourself, the work crew and the public.

You must ➜

1. Have a training card signed by your employer.
2. Always carry the card when on the job.
3. Show the card to the appropriate authorities when asked.
4. Be in good physical health.
5. Have good vision.
6. Have good hearing.
7. Be alert.
8. Exercise good judgment.
9. Be pleasant and cooperative.
10. Have no impairment that would prevent you from safely performing Traffic Control Person duties.

Northwest Territories & Nunavut
Traffic Control Person (TCP) Training Card

Name: ____________________________________

completed TCP training

____

Trainer/Employer Signature

Date: ____________________________________

Valid for one year

TRAFFIC CONTROL PERSON TRAINING

Training to become a competent Traffic Control Person means you need to learn what the traffic control and flagging duties at a work site are and how to perform these duties.

Training includes familiarity with the following:

1. Job role and Responsibilities.
2. Personal Requirements.
3. Clothing & Equipment Required.
4. Environmental Factors (weather/ wildlife awareness).
5. Job Basics (such as taking the control position and laying out signs).
6. Practices and Procedures (how to slow or stop traffic/ radio protocols).
7. Communication and Emergency Preparedness.
8. Traffic Control Person's Code of Conduct.
9. Average Work Schedule for a Traffic Control Person.
10. The Traffic Control Plan.

- **TCP training needs to be site-specific and oriented to the operation and work site.**
- **A TCP needs to participate in refresher training annually, or as required.**

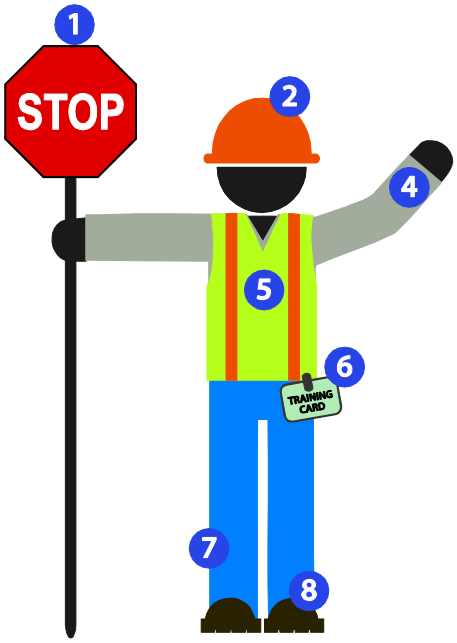
CLOTHING AND ACCESSORIES

Personal Protective Equipment (PPE) provides you with protection and helps you carry out your work safely. You need to be easily visible to oncoming traffic and equipment need to be appropriate and visible.

For more information see the *PPE High Visibility* code of practice and the *Hazard Assessment* code of practice at wscc.nt.ca

At all times have the following with you on the job:

1. **Stop/Slow Paddle** which is a minimum of 1.6 m tall and made with retroreflective sheeting.
2. **Safety Headgear** such as a hard hat CSA certified, Type 2, Class E or G with retroreflective material around the hard hat.
3. **Logbook** or paper and pencil for note-taking.
4. A **shirt with sleeves** (short sleeves are acceptable).
5. **Safety apparel** (safety vest). Clothing must be of high visibility material and suitable to the work environment.
6. **Traffic Control Person Training Card** signed by your employer.
7. **Full-length pants.**
8. **Safety footwear** CSA certified grade 1 (green triangular CSA patch on the outside). Ankle support is recommended.



1. Stop/Slow paddle
2. Hard hat
3. Logbook
4. Shirt with sleeves
5. Safety apparel (vest)
6. Traffic Control Person Training Card
7. Full-length pants
8. Safety footwear

IMPORTANT
Have a logbook or paper and pencil for note taking.

At Night

Must ➜

1 Use a flashlight with a red/orange semitransparent cone attachment

2 Wear reflective material all around your hard hat.

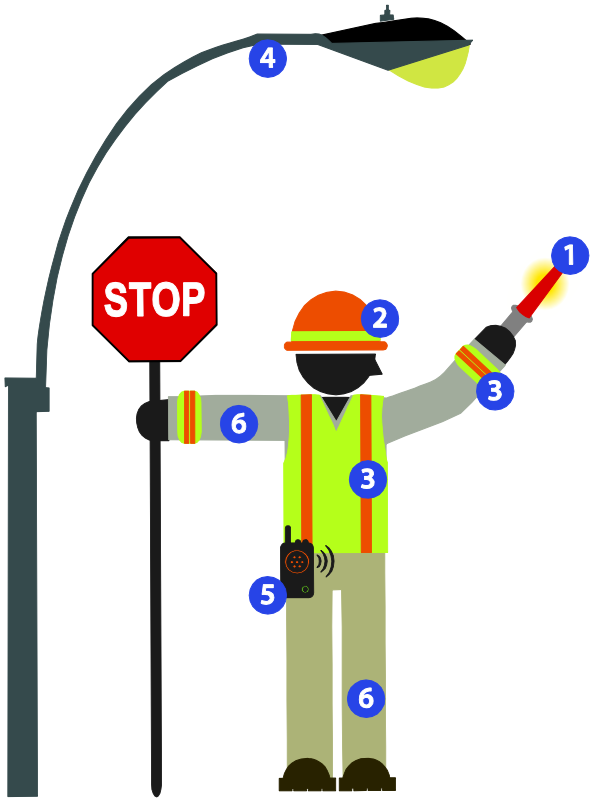
3 Wear reflectorized stripes on clothing.

Recommend ➜

4 Stand close to a street light if one is available or use temporary overhead lighting. It is best to light the front of the face, rather than lighting directly from above. If using temporary overhead lighting make sure that it does not cause glare for you or oncoming traffic.

5 If using two-way radios, they should have voice activated microphones (lapel microphones) so that you have a free hand for your flashlight.

6 Wear light colored clothing for easy visibility.



1. Flashlight with red cone
2. Reflective material on hard hat
3. Reflective stripes on clothing
4. Lighting
5. Two-way radios
6. Light coloured clothing

In the Sun

1 CSA certified safety sunglasses.

2 A sleeved shirt (no sleeveless shirts).

3 Long pants.

4 Sun screen protector (SPF) of 30 or more on all exposed skin.

5 Drinking water and nutritional snacks.

In Conditions Hazardous to the Eyes

CSA approved eye protection.

In the Rain

Rain gear in a highly visible color of orange or yellow, with reflective stripping or a vest over top.

CSA certified grade 1 waterproof footwear.

In the Winter

Hard hat liner. Layered clothing. Gloves.

In the Summer

Insect repellent.
Sun screen protector (SPF 30).

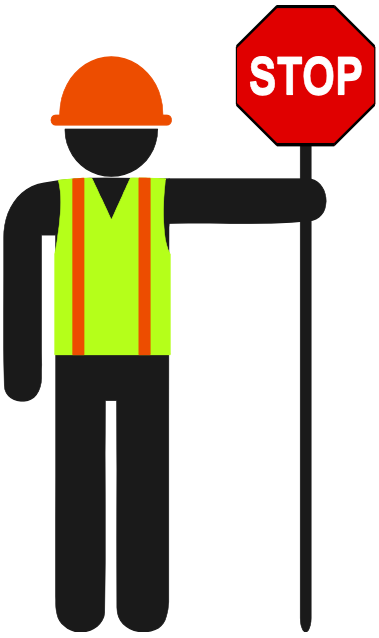
Bear Bangers or Bear Mace.

For Emergency

Portable air horn/ whistle for warning other workers in an emergency situation.

EQUIPMENT

STOP/SLOW PADDLE



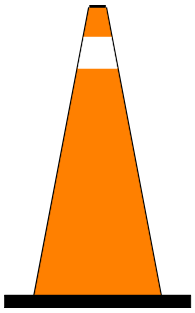
- The paddle has the sign STOP on one side and SLOW on the other side.
- Both sides have to be reflectorized.
- STOP is white letters on red background.
- SLOW is black letters on yellow background.
- The sign has to be at least 1.6 metres tall.

TRAFFIC CONTROL PERSON SIGN

A sign set out in advance to warn motorists there is a Traffic Control Person ahead who will be regulating traffic.

DELINEATOR

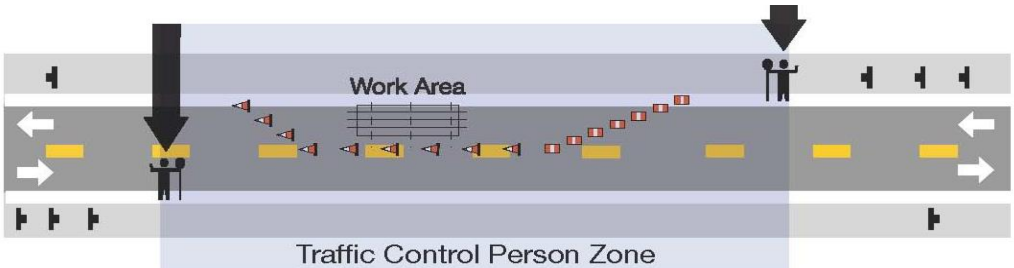
Lightweight devices such as brightly colored cones and drums that are used to separate workers from the traffic.



ON THE JOB BASICS

THE CONTROL POSITION

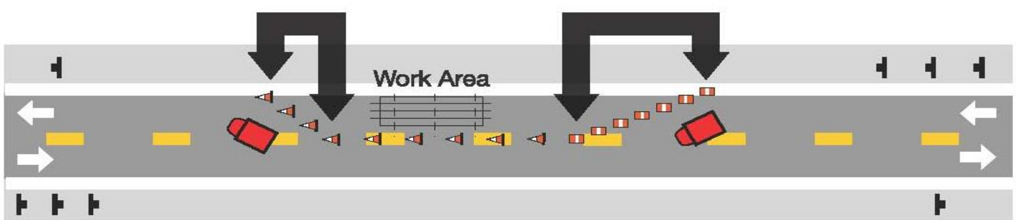
Traffic Control Persons stand at the Control Position, which is half way between the last sign and the taper. They stand just outside the travel lane.



TAPERS

The **Termination Taper** permits traffic to return to its normal path.

The **Approach Transition Taper** moves traffic from its regular path around the work area.



THE TRAFFIC CONTROL PERSON SIGN

The **Traffic Control Person sign** is used only when Traffic Control Persons are actively regulating traffic.

The sign must display two red orange flags unless the sign is mounted high on a post or on a barrier.

The Control Position

The location of the control position is very important to ensure your safety and the safety of the work crew. The control position must be in a highly visible location and offer an escape route. (Flagging should not take place on a bridge, near railway crossings, over a hill, around a curve or with icy road conditions).

Factors to consider when setting the control position

- Visibility, speed and volume of traffic
- Condition of the road
- Work being done
- Wildlife in the vicinity of the work site (bison are large and curious)

You must not assume the control position until ➜

The Traffic Control Person sign has been set up.

Your control position beside the road must ➜

1. Provide you with an escape route if a driver makes a mistake.
2. Allow you to see the other Traffic Control Person if there are no radios.
3. Allow you to both see and be seen by oncoming traffic.
4. Permit traffic enough time to stop safely.
5. Be halfway between the beginning of the Taper (or Detour) and the Traffic Control Person sign. Don't stand too close to the taper.
6. Be just outside the travel lane, with the sign paddle resting on the edge line.
7. Never be in a group, beside or in a vehicle, or beside or near a distraction.

You must not leave the control position unless ➜

1. Relieved by another Traffic Control Person.
2. The job ends, the road is cleared of workers and equipment, and normal traffic flow has been restored.
3. You are moving to avoid an accident (using your escape route).

LAYING OUT AND REMOVING SIGNS

This procedure explains how Traffic Control Persons take the Control Position while workers are laying out or removing signs.

1 Workers begin on the shoulder of the road, on the same side of the road and in front of the Work Area.

2 Workers lay out signs by offloading from the side of the vehicle that is farthest from the open traffic lane.

3 Following the set-up of the first Traffic Control Person sign the first Traffic Control Person takes the Control Position with the Stop sign facing the ditch. (Check for escape route.)

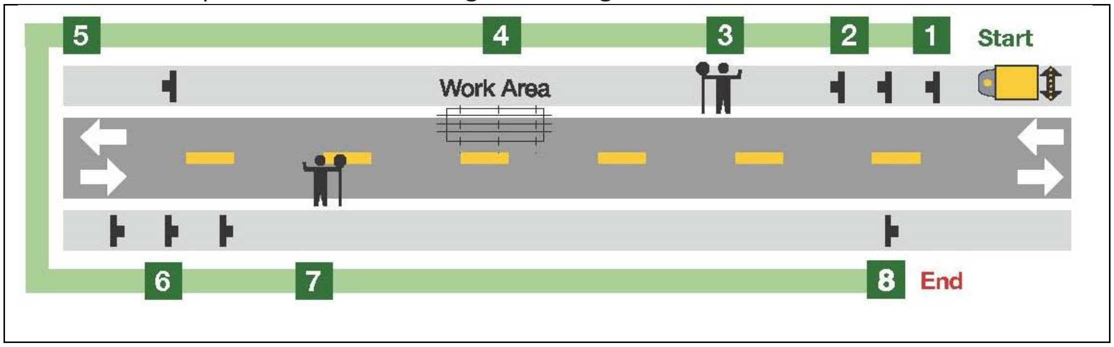
4 Workers pass through the work zone and continue laying out signs.

5 Make a safe and legal turn.

6 On the opposite side of the road from, and approaching the work zone along the right shoulder, workers lay out the signs.

7 Following the set-up of the second Traffic Control Person sign the second Traffic Control Person takes the Control Position in front of the work area with the Stop sign facing the ditch. (Check for escape route.)

8 Workers end by placing the last sign. All signs and Traffic Control Persons are now in place and TCPs can begin directing traffic.



ON THE JOB PROCEDURES

To safely move traffic it is important to use correct and easily understandable traffic control signals. The following is an overview of signals and procedures.

TO STOP TRAFFIC

1. Stand at the Control Position just outside the travel lane. Give your full attention to the approaching vehicles until they stop.
2. Hold the stop sign erect and away from your body in the driver's line of sight.
3. Raise your free hand with the palm facing the driver.

   AT NIGHT: Wave a flashlight with red cone back and forth in front of your body, using your free hand.
4. Bring the vehicle to a full stop.
5. After the first vehicle has stopped, move to a safe position where you can be seen.
6. Stop other cars approaching.
7. Regularly check over your shoulder for traffic coming from behind.
8. Keep the paddle high and in driver's line of sight.

SAFE STOPPING DISTANCES

You must give motorists lots of warning when they are to STOP.
Show the STOP sign for the oncoming traffic to stop safely.

On Dry Level Pavement

- at 50 km/h ➜ A motorist may need 65 m (13 car lengths) to stop.
- at 100 km/h ➜ A motorist may need 210 m (42 car lengths) to stop.

For Heavy Vehicles, or Vehicles on Wet or Icy Pavement, or those going down hills these distances can increase greatly.

TO RELEASE STOPPED TRAFFIC

1. If you are working in a two TCP team, check with the other TCP to see if it is safe to release the traffic (use a two-way radio if you cannot see the other TCP).
2. Return to the Control Position outside the travel lane.
3. Let the other TCP know you are about to release the traffic.
4. Turn the paddle to display the SLOW sign to the traffic.
5. With your free arm, signal the drivers to proceed.

AT NIGHT: Motion drivers to proceed, using a flashlight with red cone.

Never wave the sign. It will confuse drivers!

TO SLOW MOVING TRAFFIC

1. Extend the SLOW sign away from your body and into the driver's line of sight.
2. With your free hand in front of the body, use an up and down motion with the palm down to show the driver's to slow down.

Never stand in the way of an approaching vehicle!

HAND SIGNALS BETWEEN TRAFFIC CONTROL PERSONS

A Traffic Control Person team must work together to regulate traffic through the Traffic Control Person Zone. You must communicate with each other to direct traffic through the work zone. Use the following hand signals if you do not have two-way radios.

To instruct partner TCP to halt traffic

- Raise your free hand (the hand not holding the paddle), with fist clenched, straight upwards above your shoulder.
- Then move your arm slowly downward and straight out to the side at shoulder height.

To indicate an all-clear and traffic allowed to proceed to TCP partner

- Move your free arm straight out to the side at shoulder height.
- Then lower your arm until it rests against your body.

To warn a TCP partner about the approach of an emergency vehicle, or the approach of a vehicle that is out of the operator's control

- Drop the STOP/SLOW paddle.
- Raise both arms and wave them rapidly above your head.

USE OF TWO-WAY RADIOS

This procedure explains how to change the direction of traffic flow when Traffic Control Persons cannot see each other's signs, and must use two-way radios.

Before starting, Traffic Control Persons should measure a vehicle's time through the Traffic Control Person Zone. Example: "Two minutes to clear zone, over".

Rules for Using Two-Way Radios

1 Before controlling traffic and under conditions of use, make sure radios work properly across the Traffic Control Person Zone.

2 Carry spare batteries.

3 Do not cover both ears with a headset or receiver.

4 Make sure your hands are free, and able to do other things.

5 Pre-arrange voice signals for every situation, and don't change them.

To identify who is talking and to whom, say:

- "over" when done talking
- "copy" when message received
- "out" when no more talking is expected

6 Speak clearly. Ask for unclear messages be repeated.

7 Avoid unnecessary talk.

8 Do not use two-way radios in blasting areas.

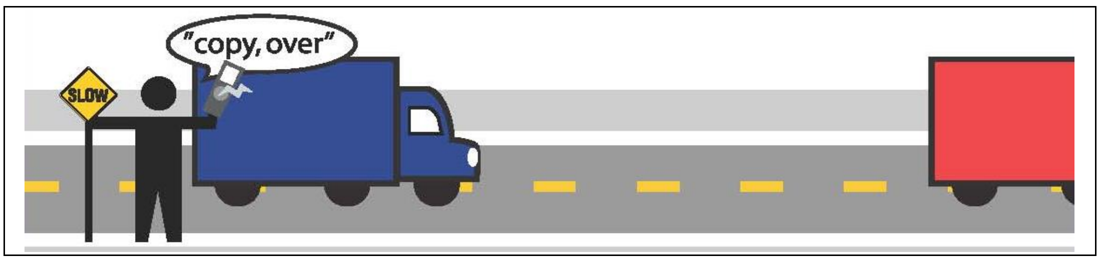
9 Avoid inappropriate comments. Radio messages can be picked up by other radios.

10 Remember signal delay. Allow time for the transmission to go through.

Example of Two-Way Radio Procedure

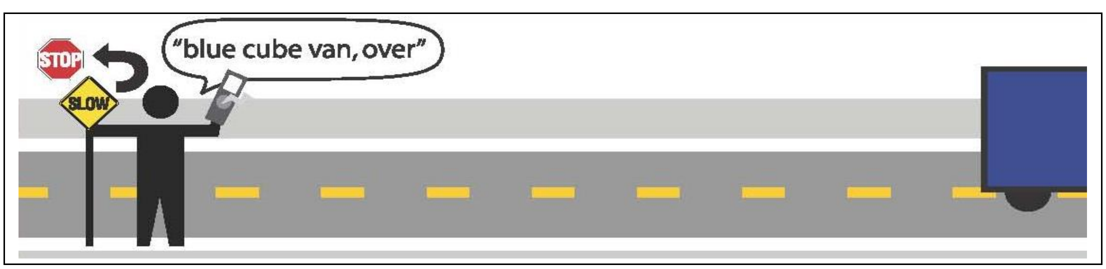
1 The person showing the STOP sign and with the traffic backed up, radios the other Traffic Control Person that a change in traffic direction is needed.
Example: "I need a change, over."

2 The person showing the SLOW sign radios back to show that they have understood the request. Example: "Copy, over."

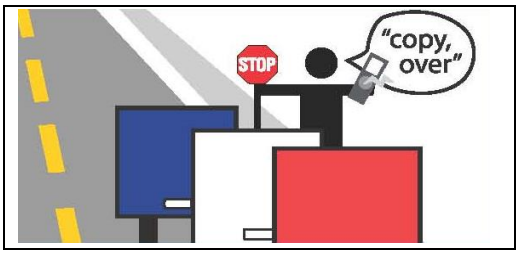


3 The person showing the SLOW sign waits for a break in the traffic, and when safe to do so, turns the SLOW sign to STOP. Both sign paddles are now showing the STOP sign. At the same time, they identify the last vehicle to pass their control position (colour, make, model, unusual feature, etc.).

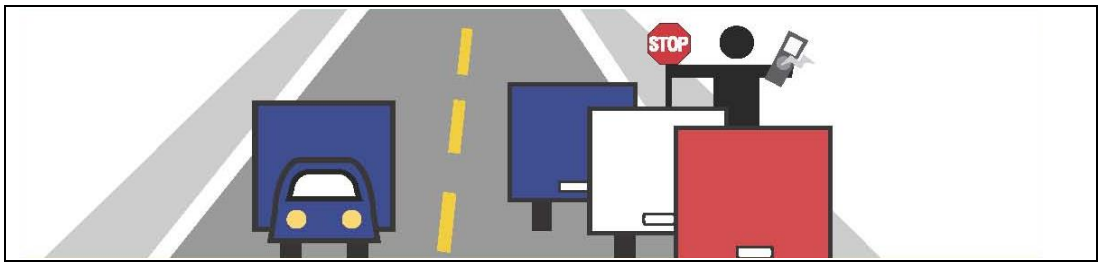
4 The person who was showing the SLOW sign radios a description of the last vehicle to the Traffic Control Person with the backed up traffic.
Example: "Last vehicle is a blue cube van, over."



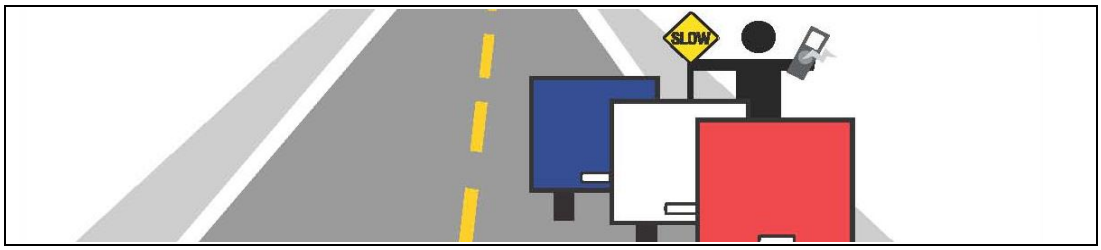
5 The Traffic Control Person with the backed up traffic confirms that they have received the description of the last vehicle.



6 The Traffic Control Person with the backed up traffic waits for the last vehicle to pass through the Traffic Control Person Zone (they identify it from the detailed description).



7 The Traffic Control Person with the backed up traffic does a safety check of the Traffic Control Person Zone and the work site. If it is safe he or she turns the paddle to SLOW. If needed hand signals are used to move the traffic forward.



Two-Way Radio Failure

This procedure tells you what to do if a two-way radio fails and the Stop/Slow paddles cannot be seen. Impact of radio failures can be minimized by proper planning. It is best to have a backup communication system between the Traffic Control Persons, such as a cell phone.

Workers must know what to do if a radio fails. Review the following procedure at a 'toolbox talk'.

If radio communication between Traffic Control Persons fail, it is important not to allow opposing traffic through the Traffic Control Person Zone at the same time.

If a Traffic Control Person fails to respond in the way expected, it could mean that a radio has failed. In these cases, follow the steps below. Continually check to see if the problem is fixed.

1 Do not change the Stop/Slow paddle signs. The Traffic Control Person showing Stop continues to show Stop; they must hold traffic until the problem is fixed. The Traffic Control Person showing Slow, continues to show Slow.

2 Repeat your message. It may be that the other Traffic Control Person simply did not hear you, or they could have been changing batteries.

3 Check your radio for proper operation. Check your radio's batteries.

4 Wait for a short period and try again. Allow time for signal delay.

Once it is clear the radio has failed:

5 The Traffic Control Person showing the SLOW paddle stops a vehicle by showing the STOP sign briefly. They ask the driver to report the failure to a person of authority at the workplace.

6 Once the contact vehicle has been sent forward, the person showing the SLOW paddle allows a break in traffic before starting the traffic flow again.

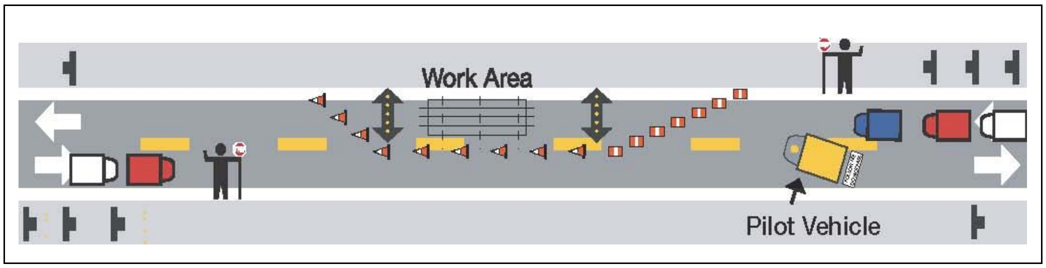
7 If two-way radio failure happens during an emergency situation, use the portable air horn or whistle to alert workers to the danger.

PILOT VEHICLE

This procedure tells you how to work with a Pilot Vehicle while controlling traffic. A typical starting position is shown below.

1 Traffic is stopped in both directions.

2 The Pilot Vehicle comes to the front of the traffic lineup. It shows a warning light and a sign, "Follow Me Do Not Pass."

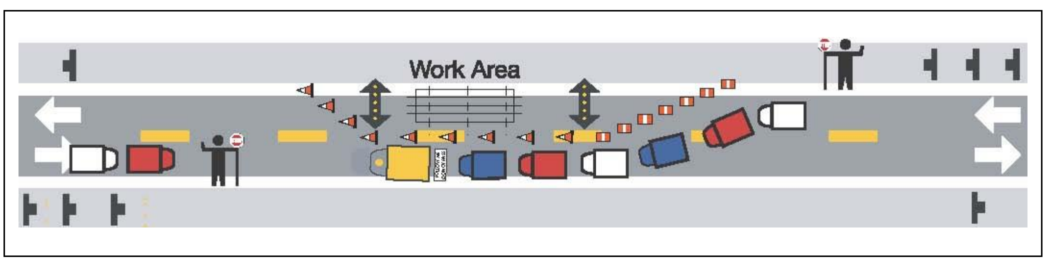


3 The Traffic Control Person beside the Pilot Vehicle makes sure that the Traffic Control Person Zone is clear and that it is safe for the Pilot Vehicle to go forward.

4 The Traffic Control Person beside the Pilot Vehicle changes their paddle sign to Slow allowing the Pilot Vehicle to lead the backed up traffic past the work site.

5 The Traffic Control Person showing the Slow sign identifies a break in traffic then turns their paddle sign to Stop.

6 By radio they describe the last vehicle to the other Traffic Control Person, and get confirmation that the message was understood. Example: "last vehicle was a white cube van, over." "Copy, over."



7 The Pilot Vehicle and the public traffic behind it, clears the temporary work site.

8 The Traffic Control Person on the other end waits for the Pilot Vehicle to turn and come to the front of the lineup. Repeat as needed.

EMERGENCY VEHICLE APPROACH

An emergency vehicle is to be given the highest priority and every reasonable help to pass the workplace safely and without delay. The vehicle must be stopped briefly to relay specific instructions if there is a hazard that will affect your safety, the safety of the emergency vehicle, or the safety of others at the work site.

1 Warn your Traffic Control Person partner by:

- signaling or
- radio message

2 Turn both Paddle Signs to show Stop sign, giving traffic time to stop safely.

3 Allow the Traffic Control Person Zone to clear.

4 Check the safety of the Traffic Control Person Zone.

5 Allow the emergency vehicle to pass the Stop sign.

6 Check for other emergency vehicles before restarting normal traffic flow.

- **Traffic Control Persons must know in advance who will turn their paddle to SLOW first, to restore traffic flow.**

EMERGENCY PREPAREDNESS

The well-being of people is always the main goal. All of your actions must take this and all other safety factors into account. For this reason every incident should be treated individually.

Be Prepared!

1. Plan an escape route as you take your Control Position.
2. If you are in a dangerous situation – take the escape route immediately, making sure the Stop/Slow paddle doesn't cause any harm.
3. Follow the site emergency protocols and be prepared to warn the work crew of danger by yelling, waving, blowing a whistle, or using an air horn or radio.
4. Check the safety of the Traffic Control Person Zone.
5. Keep a notebook or logbook to record incidents.
6. Report all dangerous situations to the site supervisor or the police.

After an Incident

1. If you had to leave your Control Position, go back right away and show the Stop paddle (both Traffic Control Persons show Stop).
2. Assess the situation from your Control Position.
3. Follow the site emergency protocols for seeking help and contacting the authorities.
4. Do not allow traffic to pass if it makes the site dangerous.
5. Once it is safe to do so, restore traffic flow past the work site.
6. Make a written record of the events in your logbook or notebook with:
    - Date, time and location of incident.
    - License plate number(s) and make, colour and type of vehicle.
    - Description of the incident and personal observations.

COMMUNICATION

It is important to clearly communicate to drivers what you want them to do when they are travelling through the work zone, so they can respond correctly.

CONTROL THE OPERATION

1. Give brief and clear explanations to motorists.
2. Use clear and deliberate hand signals and instructions.
3. Be aware of the perceptions and reactions of the average motorist.
4. Always be polite and firm when giving directions.
5. Do not engage motorists in arguments or lengthy discussions.

Do not argue with a hostile motorist.

If a driver is abusive, politely provide the driver with the site supervisor's contact information. Never retaliate. Stay back. Stay Safe. Leave the Control Position when threatened with physical harm. Record the incident and report it to your supervisor.

MOTORIST BEHAVIOUR

Human error is the cause of most collisions. The average motorist has certain expectations about the roadway when driving. When these expectations are met, the driver usually performs well. When conditions change, things can go wrong and incidents can happen.

Be aware of the perceptions and reactions of the average motorist.

1. Drivers have different reaction times.
   - Reaction can range from fractions of a second with traffic lights to several seconds at a work zone with barricades and signs.
   - At 50 km/h or 30 mph a vehicle is travelling at a rate of 15 m or 44 feet every second. It takes several seconds to stop.
   - More time is needed when a driver is elderly, talking on a cell phone, distracted, or under the influence of alcohol and drugs.
2. People have to be able to understand the information they are given.
   - People read from left to right.
   - Only a few words can be read from a moving vehicle.

[Source: Alberta Construction Safety Association Flagger Training Workbook, pp.37 & 38. Adapted with the permission of the Alberta Safety Construction Association]

CODE OF CONDUCT

PLEASE DO!

1. Stay alert at all times.
2. Use clear and deliberate hand signals when directing traffic.
3. Stand at the control position outside the path of oncoming traffic.
4. Be prepared to provide a brief description of the day's work to motorists.
5. Treat motorists courteously.
6. Stand alone, not in a group.
7. Be prepared for changing weather by bringing PPE and clothing suitable to the environment.
8. Consult the TCP code or ask your supervisor if you have questions about your duties.
9. Treat all vehicles as if they are not going to stop, until they come to a complete stop.
10. Stay aware of the perceptions and reactions of motorists and the safety of your co-workers and pedestrians.

PLEASE DON'T!

1. Make unnecessary conversation with workers or motorists.
2. Give directions that contradict a traffic signal.
3. Stand in the shade, over the crest of a hill, or around a sharp curve.
4. Leave your station until properly relieved.
5. Lean, sit or lie on a vehicle, or step into a vehicle.
6. Turn your back on approaching traffic.
7. Stand near equipment.
8. Stand with a group of people.
9. Use cell-phones, i-pods or other electronic devices.
10. Wear earphones.

WORK SCHEDULE

TCP Daily Checklist:

1. Arrange with the supervisor for meal, coffee and washroom breaks. (A Traffic Control Person should be rotated from their position every two hours, or as arranged with the supervisor).
2. Inform your supervisor of any medical problems you have, including information on medication used.
3. Make sure you are familiar with the Traffic Control Plan and Site Emergency Protocols.
4. Check whether you have all the necessary supplies and equipment. (Make sure the STOP-SLOW sign is clean, undamaged and meets height and size requirements).
5. Make sure the TRAFFIC CONTROL PERSON AHEAD sign is at an appropriate distance to give motorists adequate warning.
6. At quitting time or when traffic is suspended, remove cover, or turn traffic control signs to show workers are no longer present.

You should also know:

1. The type of construction you will be involved with – paving, installing pipe, grading, cut and fill, etc.
2. The type of equipment to be used, such as scrapers, trucks, compactors and graders.
3. How the equipment will be operating, such as crossing the road, along the shoulder, in culverts or on a bridge.
4. Whether you will have to protect workers setting up components of the traffic control system such as signs, delineators, cones and barriers.
5. Any special conditions of the contract governing road use.
6. How public traffic will flow – for example, along a two-lane highway, around curves or hills, by detour, or on a road narrowed to a single lane and requiring two traffic control persons to ensure that vehicles do not move in opposing directions at the same time.

TRAFFIC CONTROL PLAN

The purpose of temporary traffic control is to provide for the safe and efficient movement of traffic through or around work sites and to ensure the health and safety of all persons in the area. Planning ahead ensures safety and effectiveness.

The Traffic Control Person is not responsible for creating a traffic control plan, but it is good practice to be aware of the plan. Familiarity with the plan at your work site will help you do your job and help keep everyone at the work site safe.

Safety at the work site is supported by:

1. Designing and carrying out an appropriate traffic control plan.
2. Making an on-site review of the plan once it is set-up.
3. Inspecting the site frequently to ensure all signs and devices are in place and functioning properly.
4. Amending the traffic control plan as changes at the site requires.

The Traffic Control Plan must:

1. Be in writing.
2. Be made readily available for reference by workers at the work site.
3. Set out, where appropriate:
    - the maximum allowable speed of any vehicle or class of vehicles, including powered mobile equipment, in use at the work site
    - the maximum operating grades
    - the location and type of control signs
    - the route to be taken by vehicles
    - the priority to be established for classes of vehicle
    - the location and type of barriers or restricted areas
    - the duties of workers and the employer

The following page contains an example of a Traffic Control Plan.

TRAFFIC CONTROL PLAN					
Work site:			**Date:**		
Draw a diagram of the work area, traffic control person zone, approach transition taper, termination taper, traffic control person sign, control positions and emergency escape route. *Include approximate measurements and speed limits.* *Identify any special concerns such as weather, sightlines, pedestrians, intersections, railways etc.*					
Employer			**Contact #**		
Supervisor			**Signature**		
Traffic Control Person(s) Clothing and Equipment Checklist					
Day & Night			**Night**		
	Stop /Slow Paddle			Flashlight with Red Cone	
	Hardhat			Reflective Material on CSA Hardhat	
	Shirt (long sleeve recommended)			Reflectorized Stripe Clothing	
	High Visibility Apparel (CSA vest)			Two Way Radio (recommended)	
	Training Card			Spare Batteries	
	Long Pants				
	CSA Grade 1 Footwear				
	Means of Communication (Two Way Radio)				
	Logbook or Pencil/Paper				

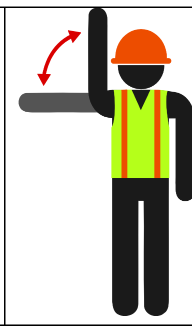
Seasonal Specific Checklist					
Sunny Weather		**Wet Weather**		**Cold Weather**	
	CSA Sunglasses		CSA Rain Gear		Hard Hat Liner
	SPF 30 (or greater)		CSA 1 Waterproof Footwear		Layered Clothing
	Water				Gloves
Spring/Summer/Fall					
	Bear Deterrent			Insect Repellent	
Traffic Control Person(s) Signature					
TCP1			**TCP2**		

APPENDIX A - TRAFFIC CONTROL SIGNALS

Hand Signals Between Traffic Control Persons

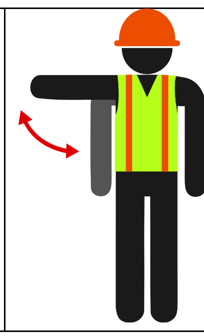
To instruct a partner TCP to halt traffic:

- Raise free hand with fist clenched straight above the shoulder.
- Move the entire arm from the upright position to a position directly out at the side at shoulder height.



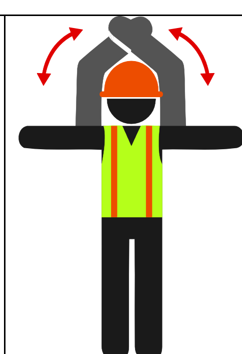
To indicate and all-clear and instruct a partner TCP to allow traffic to proceed:

- Raise the free hand directly out to side at shoulder height.
- Then lower arm until it rests against the side of the body.

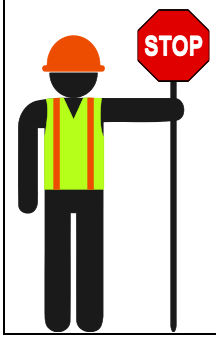
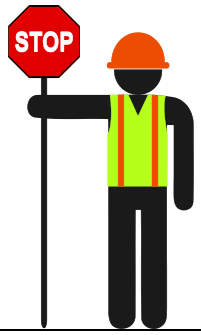


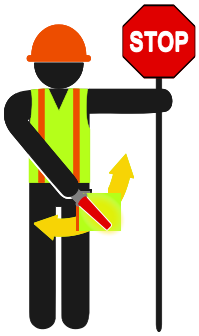
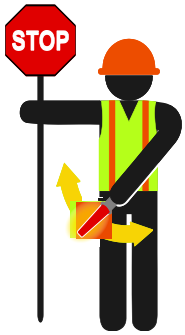
To indicate the approach of an emergency vehicle or other emergency such as a vehicle entering the control zone that is out of the operator's control:

- Drop the slow/stop paddle.
- Raise both arms from the shoulder level to a point above the head where the wrists will cross and wave until partner TCP sees and takes action.



To Stop Traffic

	**By day:** • Face traffic. • Extend stop paddle with left hand. • When vehicle is almost stopped use right arm to indicate the point at which vehicle is required to stop.	
Normal Signal		**Alternate Signal**

	**By night:** • Face traffic and display reflectorized paddle in left hand. • Hold red signaling baton with flashlight in right hand. • Move right arm between 3 and 6 o'clock. • When vehicle is almost stopped, use baton to indicate point at which vehicle is to stop.	
Normal Signal		**Alternate Signal**

To Slow Traffic

	**By day:** • Face Traffic. • Extend SLOW paddle with left hand.	
Normal Signal		**Alternate Signal**

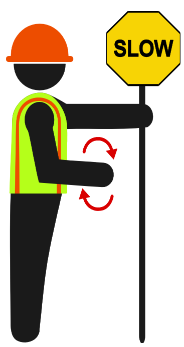
Normal Signal (move traffic slowly)

By night:

- Display reflectorized paddle in left hand.
- Hold red signaling baton with flashlight in right hand.
- Move right arm between 3 and 6 o'clock.
- If vehicle slows below required speed, give rotating signal to "move traffic slowly".

Alternate Signal (move traffic slowly)

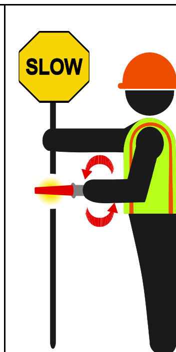
To Move Traffic Slowly



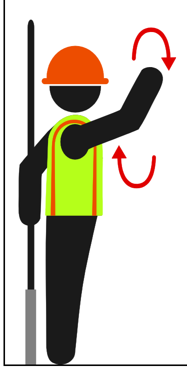
Normal Signal (day)

Traffic to proceed slowly:

- Face across the approach traffic lane.
- Look across right shoulder at traffic to move
- Extend left arm with SLOW side of paddle facing the traffic.
- Rotate the lower right arm in an elliptical manner corresponding to the direction in which the vehicle wheels will turn.
- Use a flashlight with red baton at night.



Alternate Signal (night)



Normal Signal (day)

Traffic to proceed at posted speed:

- Face across the approach traffic lane.
- Look across right shoulder at traffic to move.
- Lower left arm so that paddle is hidden from view.
- Motion traffic with right arm at shoulder level.
- Use flashlight with red baton in darkness.

Alternate Signal (night)

APPENDIX B – OHS REGULATIONS

The New Occupational Health and Safety Regulations are in effect in the Northwest Territories as of June 1, 2015 and March 29, 2016 for Nunavut. The Regulations PDF document is streamlined to make it easier to find information relating to specific workplace topics.

TABLE OF CONTENTS

The *Table of Contents* available at wscc.nt.ca under OHS Regulations Table of Contents gives an overview of the regulations.

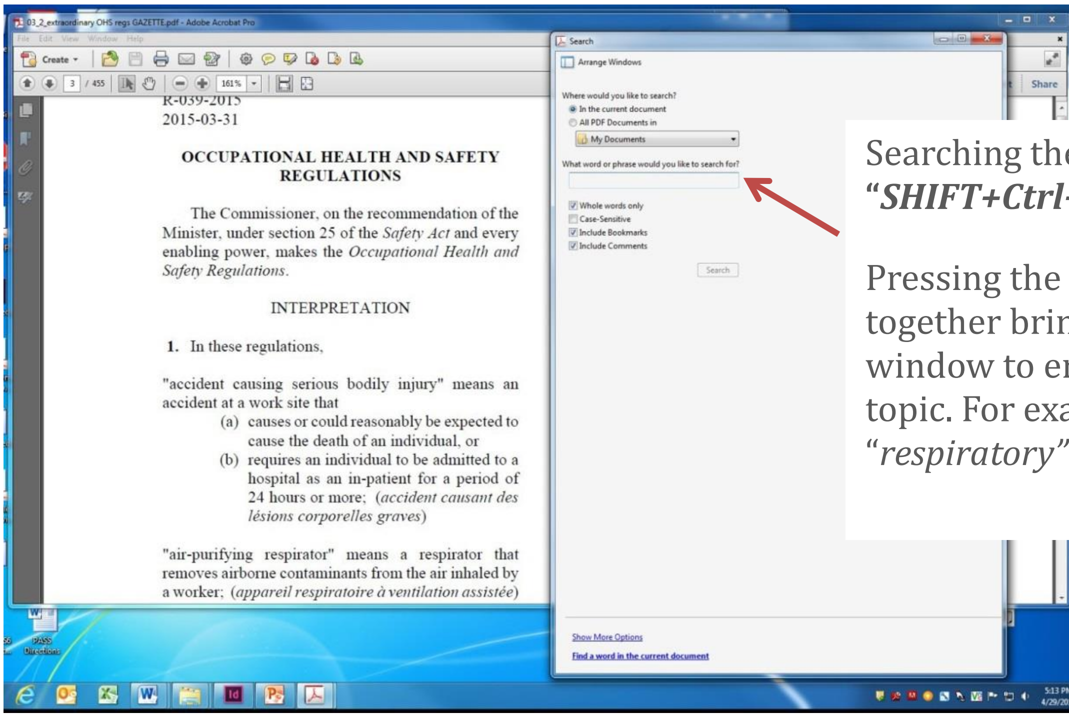
The *OHS Regulations* start with preliminary matters of interpretation and applications. They are organized into Parts to relating to types of requirements, for example, *Part 2: REPORTING*, and specific workplace topics, for example, *PART 18: CONFINED SPACE ENTRY.*

TABLE OF CONTENTS **TABLEAU DES MATIÈRES**

A collapsed view of the table of contents shows the Parts and the numbered regulations sections that fall under each part.

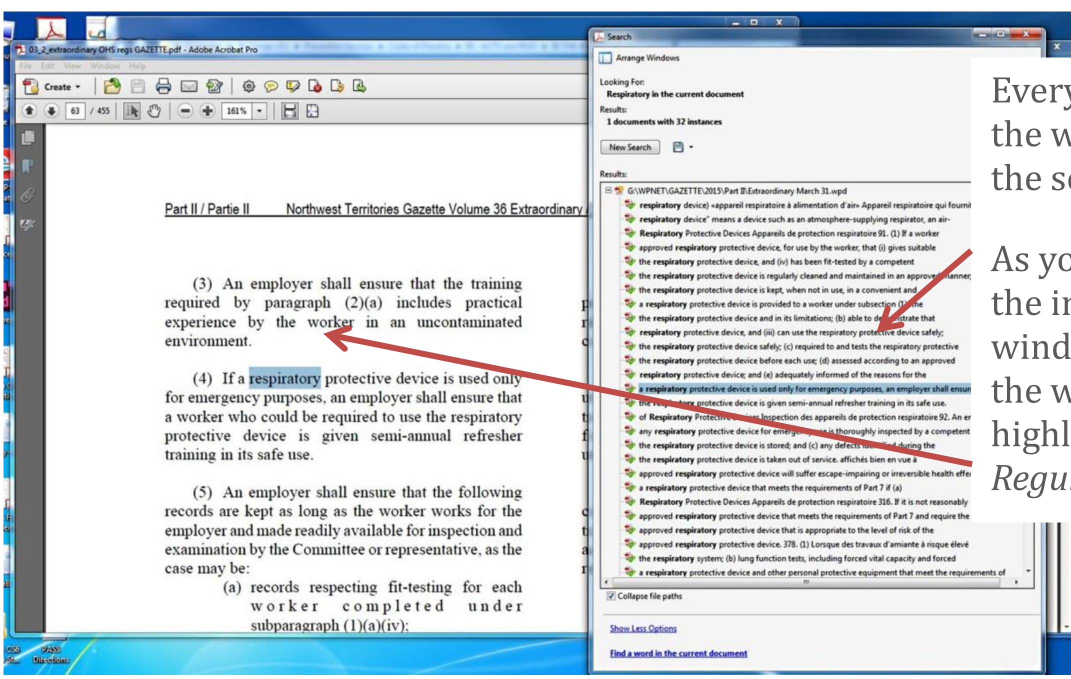
Reading the OHS Regulations

The OHS Regulations are available for download at wscc.nt.ca. The PDF has a searchable function that allows users to enter a topic and search the entire document for every instance of that word or phrase.



Searching the PDF: ***"SHIFT+Ctrl+f"***

Pressing the 3 keys together brings up a window to enter a topic. For example: *"respiratory"*



Every instance of the word appears in the search window.

As you click through the instances in this window, the word is highlighted in the *Regulations.*

APPENDIX C – OHS REGULATION WRITTEN PLANS, RECORDS, AND LOGS

Documenting work activity helps ensure employers, supervisors and workers know and follow safe procedures; properly inspect and maintain equipment; and have appropriate training to perform their work. Documentation required by the Regulations must be written and available to workers at work sites and submitted to the Joint OHS Committee.

PLANS

PART 3
GENERAL DUTIES
- Occupational Health and Safety Program
- Plan for the control of hazardous substances
- Plan for training workers

PART 6
GENERAL HEALTH REQUIREMENTS
- Exposure Control Plan

PART 8
NOISE CONTROL AND HEARING
- Hearing Conservation Hearing

PART 9
SAFEGUARDS, STORAGE, WARNING SIGNS AND SIGNALS
- Fall Protection Plan
- Traffic Control Plan

PART 18
CONFINED SPACE ENTRY
- Entry Plan

PART 20
DIVING OPERATIONS
- Diving Plan
- Diving Contingency Plan

PART 24
ASBESTOS
- Asbestos Control Plan

PART 26
FIRE AND EXPLOSION HAZARDS
- Fire Safety Plan

PART 32
ADDITIONAL PROTECTION FOR FIREFIGHTERS
- Plan for Response to Emergency Incident

RECORDS

Part 2
REPORTING
- Annual Statistical Report*
- Notice of Accident Causing Serious Bodily Injury*
- Notice of Dangerous Occurrence*

PART 6
GENERAL HEALTH REQUIREMENTS
- Cleaning and Maintaining Ventilation System

PART 8
NOISE CONTROL AND HEARING CONSERVATION
- Measurement of Noise Levels
- Daily Exposure Exceeding 85 dBA Lex

PART 9
SAFEGUARDS, STORAGE, WARNING SIGNS AND SIGNALS
- Designated Signalers
- Locking Out

PART 11
POWERED MOBILE EQUIPMENT
- Inspection and Maintenance

PART 12
SCAFFOLDS, AERIAL DEVICES, ELEVATING WORK PLATFORMS AND TEMPORARY SUPPORTING STRUCTURES
- Maintenance and Inspection

PART 13
HOISTS, CRANES AND LIFTING DEVICES
- Log Book

PART 20
DIVING OPERATIONS
- Diver's Personal Log

PART 21
CHEMICAL AND BIOLOGICAL SUBSTANCES
- Precautions for Certain Substances

PART 23
RADIATION
- Records of Dose

PART 24
ASBESTOS
- Inspection
- Labelling and Placarding
- Blasting Enclosures

PART 26
FIRE AND EXPLOSION HAZARDS
- Flammable or Explosive Substance in Atmosphere
- Hot Work

PART 31
ADDITIONAL PROTECTION FOR HEALTH CARE WORKERS
- Ethylene Oxide Sterilizers

** Employer must submit to the Chief Safety Officer and provide copies to the Joint OHS Committee, removing names of the workers from the document.*
See Part 2 *of the OHS Regulations for other reporting* requirements.

ACKNOWLEDGEMENTS

The Workers' Safety and Compensation Commission (WSCC) of the Northwest Territories and Nunavut appreciate the participation of their stakeholders with Occupational Health and Safety developments.

If you have any questions or comments, please contact, the office of the Chief Safety Officer at 867-920-3820.

Related publications and the *Safety Acts and Regulations* are also available on our websites:

wscc.nt.ca

wscc.nu.ca

Code of Practice

TRAFFIC CONTROL PERSON

WSCC Emergency Reporting
24-hour Incident Reporting Line

1 800 661-0792