Traffic Control Person Training Guideline

Introduction

This is a training guideline to be used along with the Traffic Control Person code of practice, available at the WSCC website.

➢ Resource document for train-the-trainer programs.

➢ Additional site-specific training has to be provided for every job location.

Your Job as TCP

As a Traffic Control Person you have an important job on construction, maintenance and utility projects.

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!

Remember:

- Safety of the motorist and worker is equal

- Your own safety comes first!

Your Role

- Safely direct traffic

- Manage traffic flow

- Stop and slow traffic

- Ensure work continues safely

Things can happen fast!

Conditions at the work site can change quickly

STAY ALERT!

Supervisor's Responsibility

- Information on crew changes
- Crew introductions
- Communication with other workers
- Daily checklists
- Ongoing project updates
- Explaining daily traffic control plan
- Make sure everyone has right PPE

Important to Know

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

TCP Requirements

- Training card
- Good physical health
- Good vision
- Good hearing
- Alert
- Good judgment
- Pleasant and cooperative
- No impairment

Traffic Control Person Training

- Job Role and Responsibilities
- Personal Requirements
- Clothing & Equipment
- Environmental Factors
- Job Basics
- Practices and Procedures
- Communication and Emergency
- Code of Conduct
- Average Work Schedule
- The Traffic Control Plan

Clothing and Accessories

1. Stop/Slow Paddle
2. Safety Headgear (reflective stripes)
3. Logbook
4. Shirt with sleeves (no muscle shirts!)
5. Safety apparel
6. TCP Training Card
7. Full-length pants
8. Safety footwear (high-cut for ankle support)
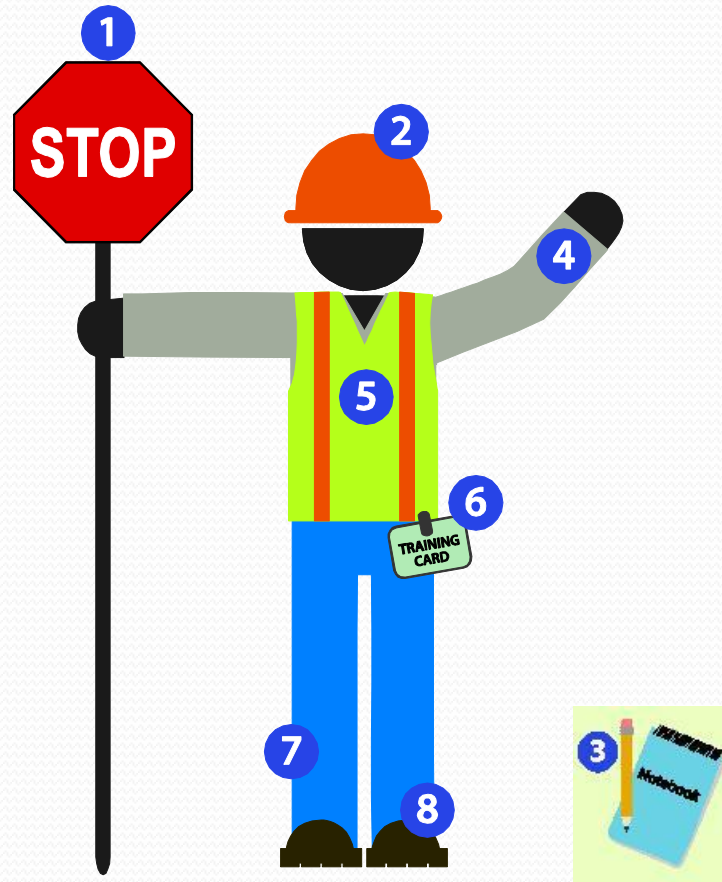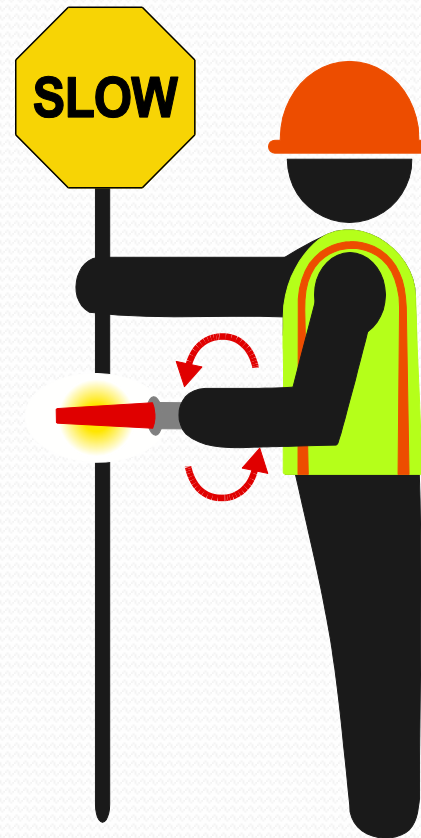
At Night

- Use a flashlight with a red/orange semi-transparent cone attachment

- Wear reflective material all around your hard hat
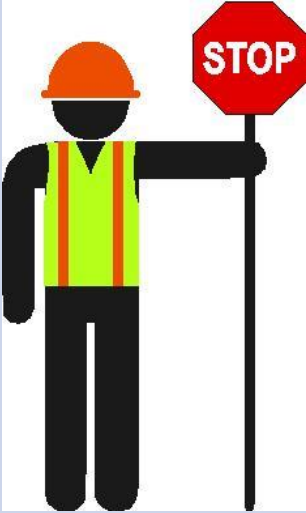
- Wear reflectorized stripes on clothing
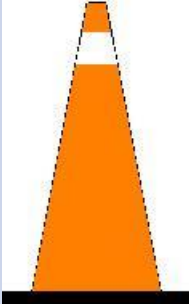
  <u>Recommended</u>:

  lighting, two-way radios, light colored clothing

Different Conditions PPE

- Sun

- Eye hazard

- Rain

- Winter

- Wildlife

- Emergency

Equipment

Stop/Slow Paddle	Traffic Control Person Sign	Delineator

Road Factors to Consider

- Visibility, speed and volume of traffic

- Condition of the road

- Work being done

- Wildlife in the vicinity of the work site (bison/bears/wolves)

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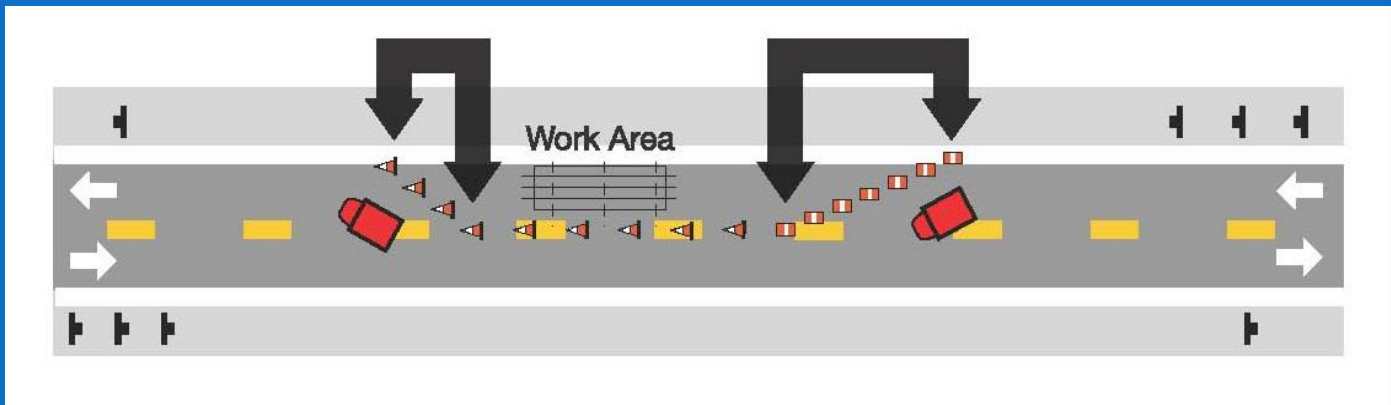
The **Termination Taper** permits traffic to return to its normal path.

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

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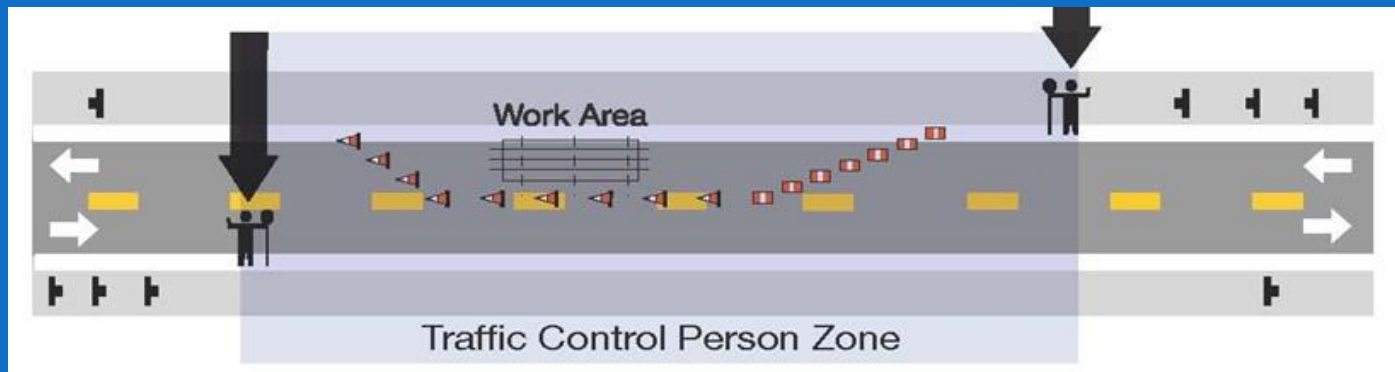
Traffic Control Persons stand at the **Control Position,** which is half way between the **l**ast sign and the taper. They stand just outside the travel lane.

Control Position Pointers

- Don't take the control position until the sign is up!

- Be halfway between the beginning of the Taper and the TCP sign.

- Be visible. See and be seen!

- Stay outside the travel lane.

- **Make sure you have an escape route planned.**

- Avoid groups. No vehicles or distractions

TCP 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

Sign Lay-out and TCP Position

- Usually signs are laid before a TCP takes position.

- When you take your Control Position as TCP:

  ➢ Turn the Stop paddle away from traffic until ready to begin traffic control.

  ➢ Check for best escape route.

- When signs and TCPs are in place TCPs can begin directing traffic.

To STOP Traffic

1. Stand at the Control Position

2. Give your full attention to the approaching vehicles.

3. **Always keep the STOP sign in the driver's line of sight!**

4. Raise your free hand with the palm facing the driver.

5. Bring the vehicle to a full stop with palm facing driver.

   - Or wave flashlight back and forth in front of you at night

6. After the first vehicle has stopped move to a safe position where you can be seen.

   - Stop other cars approaching.

7. Check over your shoulder for traffic coming from behind.

Safe Stopping Distances

- You must give motorists lots of warning when to stop.

- Show the STOP sign for the oncoming traffic to stop safely.

Stopping Distances on Dry Level Pavement

❑ **at 50 km/h** ➜ A motorist may need **65 m (13 car lengths)**

❑ **at 100 km/h** ➜ A motorist may need **210 m (42 car lengths)**

For heavy vehicles, or vehicles on wet or icy pavement, or those going down hills these distances increase!

To Release Traffic

When working in a two TCP team:

1. Check with teammate if it's safe to release traffic.

    - use a two-way radio if you cannot see each other.

2. Let your teammate know when you are going to release traffic.

3. Turn the paddle to display the SLOW sign to the traffic.

4. Signal the drivers to proceed.

    - at night use flashlight with red cone.

    Never wave the sign. It will confuse drivers!

To SLOW Traffic

- Extend the SLOW sign away from your body and into the driver's line of sight.

- Use an up and down motion with your free hand, palm down, to show drivers to slow down.

Never stand in the way of an approaching vehicle!

TCP Team Communication

- A TCP team needs to work together to regulate traffic

- You have to communicate with each other to direct the traffic through the work zone.

- Be prepared for two-way radio-failure:

  - Discuss what to do at toolbox talk

  - Have a back-up plan like cell-phone

  - See appendix in TCP Code on hand signals

Rules for Two-Way Radios

- Make sure radios work across the TCP Zone.
- Carry spare batteries.
- Do not cover both ears with a headset or receiver.
- Keep hands free.
- Pre-arrange voice signals.
  - Use "over" "copy" and "out"
- Speak clearly.
- Avoid unnecessary talk.
- Do not use in blasting areas.
- Avoid inappropriate comments.
- Remember signal delay.

Two-Way Radio Procedure

- Practical application

  - Refer to pages 20 and 21 in the TCP code

- <u>Suggestion</u>:

  Practice with the emergency vehicle scenario.

Two-Way Radio Failure 1

- Do not change the Stop/Slow paddle signs.

- The TCP showing Stop keeps on showing Stop.

- The TCP showing Slow keeps on showing Slow.

**TCPs must hold traffic until the problem is fixed!**

- Repeat your message.

- Check your radio for proper operation.

  ➢ Check your radio's batteries

- Wait for a short period and try again.

  ➢ Allow time for signal delay

Two-Way Radio Failure 2

When it's clear the radio has failed:

- Stop a vehicle by briefly flashing STOP sign.

- Ask driver to report the failure to an authority at the work site.

- Allow a break in traffic before starting the traffic flow.

- If two-way radio failure happens during an emergency:

  - alert workers to the danger

    - use a portable air horn or whistle

Pilot Vehicle Approach 1

Work Area
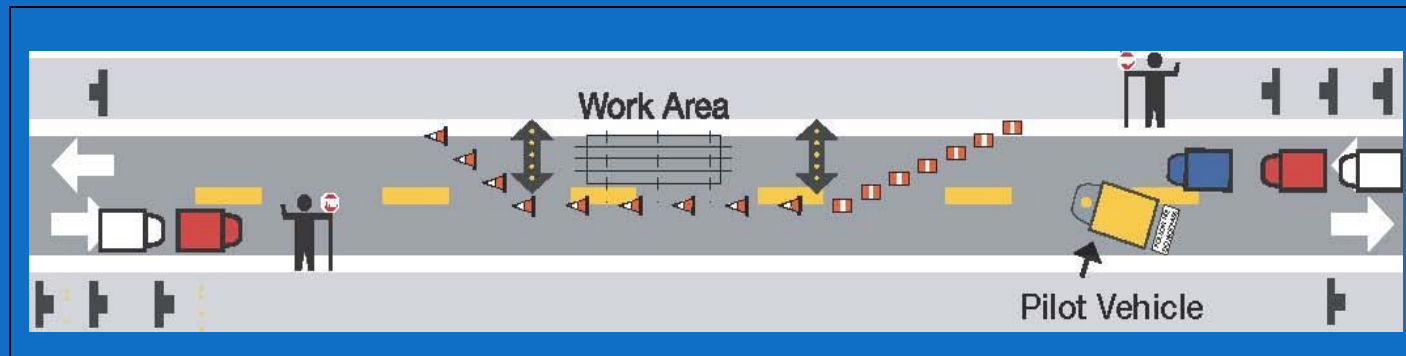
Pilot Vehicle

- Traffic is stopped in both directions.
- The Pilot Vehicle comes to the front of the traffic lineup. It shows a warning light and a sign, "Follow Me Do Not Pass."
- The TCP beside the Pilot Vehicle makes sure that the TCP Zone is clear and that it is safe for the Pilot Vehicle to go forward.
- The TCP beside the Pilot Vehicle changes the paddle sign to Slow.
- This allows the Pilot Vehicle to lead the backed up traffic past the work site.

Pilot Vehicle Approach 2
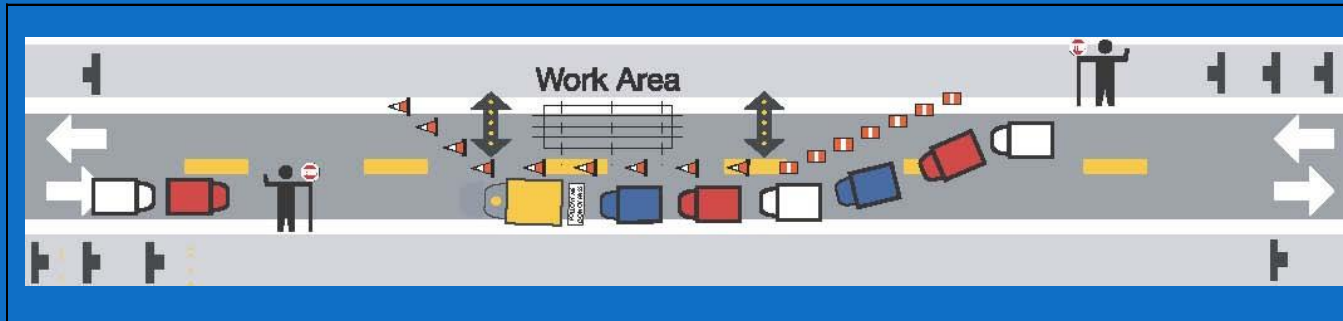
- The TCP showing the Slow sign identifies a break in traffic then turns their paddle sign to Stop.

- By radio they describe the last vehicle to the other TCP, and get confirmation that the message was understood.

  - Example: "last vehicle was a white cube van, over." "Copy, over."

- The Pilot Vehicle and the public traffic behind it clears the site.

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

Emergency Vehicle Approach

- Warn your TCP partner by:
  - signaling or
  - radio message

- Turn both Paddle signs to show STOP.

- Give traffic time to stop.

- Allow the TCP Zone to clear.

- Check for safety.

- Allow the emergency vehicle to pass.

- Check for other emergency vehicles.

(TCP's should know in advance who will turn their paddle to SLOW first, to restore traffic flow).

Emergency Preparedness

Be Prepared!

- Plan an escape route.

- If in a dangerous situation – take the escape route!

- Follow the site emergency protocols.

- Check the safety of the TCP Zone.

- Keep a notebook or logbook to record incidents.

- Report all dangerous situations.

After an Incident

- Go back to Control Position.

- Both TCPs show STOP.

- Assess the situation.

- Follow the site emergency protocols.

- Do not allow traffic to pass if it makes the site dangerous.

- When it is safe, restore traffic flow.

- Make a written record.

Communication with Public

- Give brief and clear explanations.

- Use clear and deliberate hand signals and instructions.

- Be aware of the perceptions and reactions of motorists.

- Always be polite.

- Do not engage motorists in arguments or discussions.

- If a driver is abusive:

  - politely provide the site supervisor's contact information.

- Leave the Control Position when threatened.

  - Record the incident and report it to your supervisor.

Do not argue with a hostile motorist!

Motorist Behavior

- <u>Drivers have different reaction times:</u>

  - At 50 km/h a vehicle is travelling at 15 m p/sec.

  It takes several seconds to stop.

  - More time is needed when a driver is elderly, distracted or under the influence.

TCP Checklist

- Arrange with the supervisor for breaks.

- Inform supervisor of any medical problems

- Familiarize self with the Traffic Control Plan and Site Emergency Protocols.

- Check supplies and equipment.

- Make sure the TCP sign is at an appropriate distance.

- Show when workers are no longer present:

    - Remove TCP sign
    - Cover the TCP sign
    - Turn TCP sign away from traffic

You Should Know

- The type of construction you will be involved

- The type of equipment to be used.

- How the equipment will be operating.

- Whether you will have to protect workers setting up.

- Any special conditions of the contract and road use.

- How public traffic will flow.

Traffic Control Plan

The Traffic Control Person is not responsible for creating a traffic control plan,

   BUT it is good practice to be aware of the plan!

Code of Conduct - Do

1. Stay alert.

2. Use clear and deliberate hand signals.

3. Stand 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.

7. Be prepared for changing weather.

8. Ask if you have questions.

9. Treat all vehicles as if they are not going to stop.

10. Stay aware of motorist perceptions and reactions.

Code of Conduct - Don't

1. Make unnecessary conversation.
2. Give directions that contradict a traffic signal.
3. Stand out of clear sight.
4. Leave your station until 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.

Congratulations!

- You have concluded your general orientation as TCP.
- You are ready for site specific training.

- Your employer will provide you with a Traffic Control Person Training Card.

  ➢ Always carry the card when on the job.

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

Name: _____

         completed TCP training

_____

       Trainer/Employer Signature

Date: _____

        Valid for one year

Work Site Specific

Work site specific information here!