

P.O. 1116 Work Zone Safety

Effective From:	7-15-2012	Effective To:	Current
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O. P.O. 1116 - Work Zone Safety

1. PURPOSE

- i) The purpose of the work zone officer is to:
 - a) Provide an additional level of safety to the project site.
 - b) Provide a visible presence to reinforce the traffic control devices.
 - c) Assist in the safe and efficient movement of traffic through the work zone.
 - d) Minimize the delay caused by traffic incidents in and around the work zone.
 - e) If necessary, take appropriate enforcement action when the safety of the work zone is jeopardized.

2. DUTIES AND RESPONSIBILITIES

- i) The DOTD Project Engineer shall:
 - a) Have overall authority over the project.
 - b) Extend an invitation to the appropriate Troop Commander to attend a pre-construction conference.
 - c) Develop detour routes and incident management plans prior to the beginning of construction with the Troop Commander, affected local law enforcement authorities and the contractor.
 - d) Determine the number of officers required for traffic control depending on the work zone type, location on the roadway, size of the work zone, duration and period of activity.
 - e) Make the final determination on all issues regarding officer responsibility in the work zone.
- ii) Project Contractor
 - a) The Project Contractor is the company representative granted the authority to oversee the work. Although he is the contact person for the work zone officer, he shall not have the authority to place the work zone officers in situations contrary to established procedures.
- iii) Traffic Control Supervisor
 - a) The contractor's Traffic Control Supervisor is the representative responsible for overseeing the placement of required signage, cones, and other work zone safety devices for the project site. Officers shall report any discrepancies in signage to the Traffic Control Supervisor.
- iv) Troop Commander shall:
 - a) ensure that he, or his designee, attends the pre-construction conference.
 - b) ensure that his officers are provided the training material regarding work zone traffic control prior to their participation in a work zone detail.
 - c) extend an invitation to the appropriate local law enforcement authority if unable to provide law enforcement services for the project work zone.
- v) Work Zone Officer shall:
 - a) Familiarize himself with work zone traffic control procedures as outlined in the DOTD manual on file at the Troop.
 - b) Complete the DOTD work zone course for police officers conducted by DOTD. After September 30, 2004, all law enforcement officers will be required to complete this course prior to working a DOTD work zone.
 - c) Provide the contractor a copy of the DOTD certificate of work zone course completion to the Project Contractor prior to starting work.
 - d) Report directly to the Project Contractor, but may contact the DOTD Project Engineer

for clarification of procedures or directions that compromise the safety of the work zone officer, its contractor's, or the motoring public.

3. PROCEDURES

- i) The work zone officer will be under contract to the Project Contractor. The Project Contractor shall provide a daily work zone briefing to the officer prior to the beginning of the shift.
- ii) The Project Contractor shall provide advance notice to the appropriate troop for major changes in traffic patterns.
- iii) Public Information Officers may release information to the media that could assist motorists in avoiding potential traffic delays.
- iv) When changing traffic patterns, the work zone officer shall be present when the traffic control devices are being placed or picked up. He shall arrive at least 15 minutes prior to the first safety device being placed and shall remain on-site until the last safety device is picked up.
- v) Work zone officers shall remain highly visible and in a position that provides safety to the construction zone and the officer. He shall be in the immediate location of critical safety points and in compliance with established work zone procedures.
- vi) If the work zone officer is required to be outside of his patrol vehicle within the construction zone, he shall wear his issued reflective safety vest.
- vii) Work zone officers shall remain in radio contact with the applicable troop communications.
- viii) Officers may investigate minor property damage crashes that occur within the construction zone if the time required to complete the investigation is minimal. Crashes involving injuries should be investigated by the appropriate troop personnel.
- ix) Officers shall receive remuneration from the Project Contractor. Officers shall complete and process all documentation in accordance with Department policy.