

Temporary Workplace Traffic Control Person

TRAINING MANUAL



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Trainers qualified and entitled to deliver the NS Department of Transportation's Traffic Control Person training program may print and distribute copies of this pamphlet to students taking the program.

February 2012 / version 3

The contents of this document are based on best practices or on the NS Temporary Workplace Traffic Control Manual (Manual). In some instances wording and concepts from the Manual have been simplified. As well, to support teaching in Provincial Programs, there are some entries in this document that do not appear in the Manual, while other topics are dealt with in more detail in this document than in the Manual.

This publication has been approved by the Provincial Traffic Authority. For safety and province wide consistency the Provincial Traffic Authority strongly advises following the recommendations and procedures in this document. Where this document and standards in the Manual are in conflict, the Manual must be followed.

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DEFINITIONS

Temporary Workplace

The “Temporary Workplace” is the whole job site (end to end, from first to last sign or control device). (see page 2)

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. (see page 10)

Traffic Control Person Zone

The area under the direction of Traffic Control Persons and in between the Control Positions. (see page 10)

Approach Transition Taper

Is the taper 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. (see page 10)

Work Area

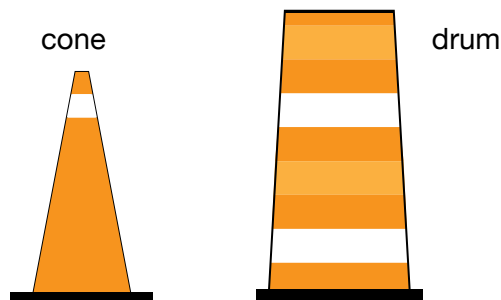
The Work Area is where work will be done.
It may be active or inactive. (see page 2)

Termination Taper

Is the taper after and on the same side of the road as the work area. This taper permits traffic to return to its normal path. (see page 10)

Delineators

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



ROLE OF TRAFFIC CONTROL PERSON

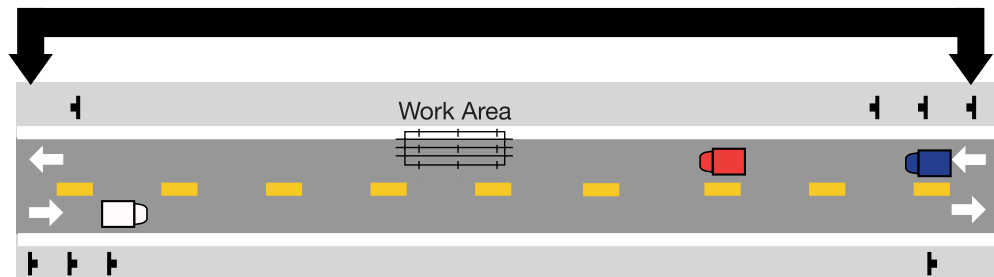
As a Traffic Control Person, you have an important job on construction, maintenance and utility projects. You regulate the traffic at temporary workplaces to keep it safe for workers and motorists.

- your role is to** →
- 1 Safely direct traffic through temporary workplaces.
 - 2 Make sure that public traffic has priority over work-related traffic.
 - 3 Stop and slow traffic whenever needed by the work situation.
 - 4 Allow work to continue safely and efficiently.
 - 5 Warn workers of any danger.

DEFINITION ■ Temporary Workplace

2.1

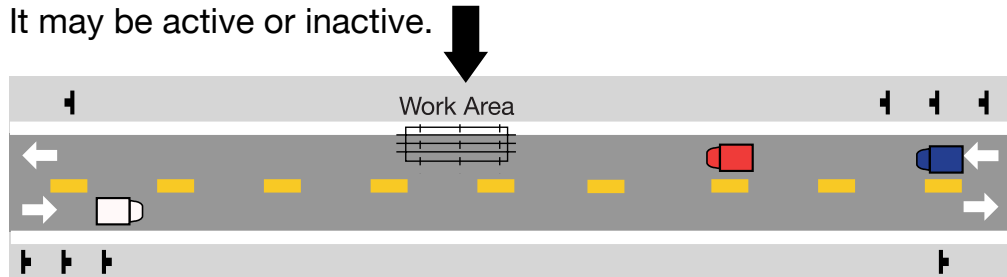
From one end of the workplace to the other is called the **Temporary Workplace**.



DEFINITION ■ Work Area

2.2

The **Work Area** is where work will be done. It may be active or inactive.



TRAINING & REQUIREMENTS

To work as a Traffic Control Person in the Province of Nova Scotia you must be accredited. This means that you must receive approved training and pass an exam.

you must →

- 1 Have a valid certificate of accreditation (Traffic Control Person card) issued by the Provincial Traffic Authority.
- 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.

Your Traffic Control Person card has an **expiry date**. As your card expires you will need to retake the training program to remain qualified as a Traffic Control Person.

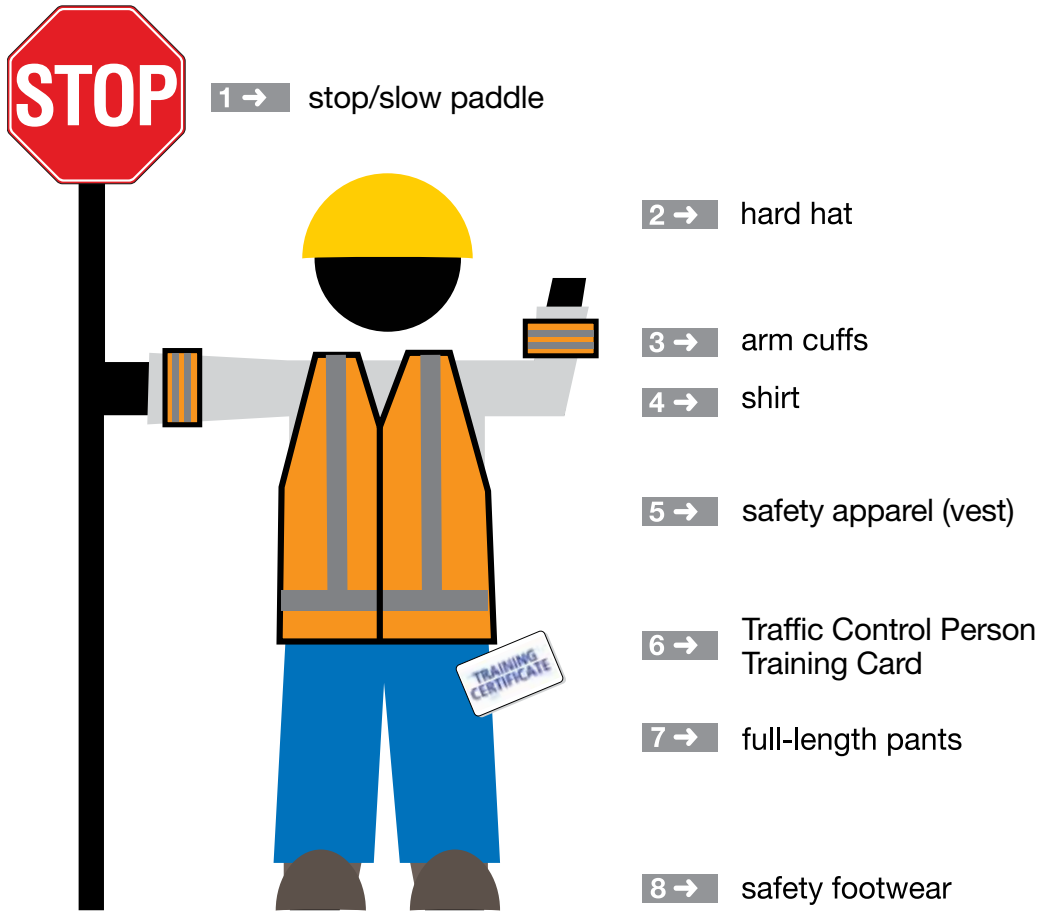
* A person with a disability who does not meet the acceptance standards for the course, but believes they are capable of performing the duties safely, may apply to the Program Administrator for an accommodation evaluation. The Department's Program Administrator may be contacted via the traffic control e-mail address: tcm@gov.ns.ca

CLOTHING & ACCESSORY REQUIREMENTS

you must have at all times →

- 1 Stop/Slow Paddle** which is a minimum of 2.5 m tall and made with ASTM Type III retroreflective sheeting.
- 2 A hard hat** CSA certified, Type 2, Class E or G.
- 3 Arm cuffs (2)** which must be made from material meeting the same standards as the safety apparel. Each cuff must be 175 mm long and have two 50 mm wide retroreflective stripes around the arm; stripes must be evenly spaced along the length of the cuff.
- 4 A shirt with sleeves** (short sleeves are acceptable).
- 5 Safety apparel** (safety vest) which must meet the standards of CSA Z96 as published in the current edition of the Traffic Control Manual. Apparel must be Class 2, Level 2 and have fluorescent background material. It must cover the upper body to the belt-line, and be worn over all clothing.
- 6 Traffic Control Person Training Card** which is issued by the Provincial Traffic Authority and has an expiry date.
- 7 Full-length pants.**
- 8 Safety footwear** CSA certified Grade 1 (these have a green triangular CSA patch on the outside, and a green rectangular label on the inside).

Important Note: Pencil and paper for note taking are highly recommended.



recommended

Important Note:
Pencil and paper for note taking are highly recommended.

AT NIGHT

you must →

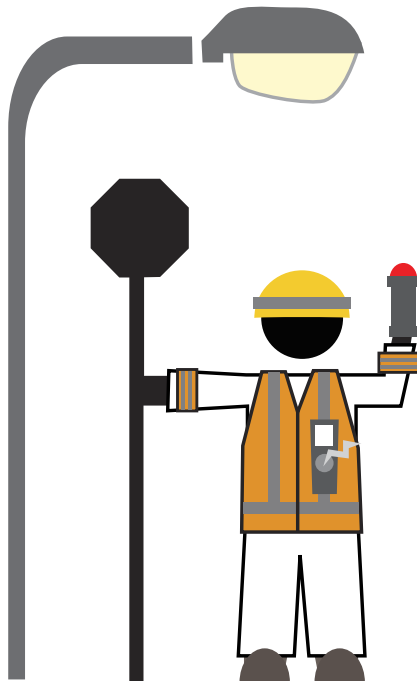
- 1 Use a flashlight with a red cone attachment.
- 2 Wear retroreflective material all around your hard hat.

recommended → 3

- 3 Stand close to a street light if one is available or use temporary overhead lighting. It is best to light the front face of the TCP rather than lighting from directly above. If using temporary overhead lighting make sure that it does not cause glare for you or oncoming traffic.
- 4 If using two-way radios, they should have voice activated microphones so that you have a free hand for your flashlight.
- 5 Wear white overalls, or light coloured clothing.

CLOTHING & ACCESSORIES ■ At Night

6.1



3 → lighting • recommended

1 → flashlight with red cone • must have

2 → reflective material on hard hat • must have

4 → two-way radio • recommended

5 → light coloured clothing • recommended

IN THE SUN

you must →

- 1 Wear CSA certified safety sunglasses when a hazard is created by blinding sun.

recommended → 2

- 2 Wear a long sleeved shirt that you cannot easily see through, to protect your skin.
- 3 Wear long pants that you cannot easily see through, to protect your skin.
- 4 Wear a sun screen protector (SPF) of 15 or more on all exposed skin.
- 5 Carry drinking water.

CLOTHING & ACCESSORIES ■ In the Sun

7.1



- 1 → CSA sunglasses • must have tightly woven
- 2 → long sleeved shirt • recommended tightly woven
- 3 → long pants • recommended
- 4 → sun screen • recommended
- 5 → water bottle • recommended

IN CONDITIONS HAZARDOUS TO THE EYES

you must wear → CSA approved eye protection.

IN THE RAIN

recommended → Rain gear in a highly visible color of orange or yellow.
→ CSA certified Grade 1 waterproof footwear.

IN THE COLD

recommended → Hard hat liner.
Layered clothing.
Gloves.

IN THE SUMMER

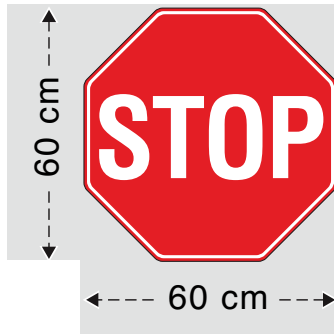
recommended → Insect repellent.

NOTE: Traffic Control Persons must know the name and contact information for the Temporary Workplace Signer responsible for the workplace.

EQUIPMENT

EQUIPMENT ■ STOP Sign

9.1



- 1 60 x 60 cm.
- 2 Octagonal (8 sided).
- 3 White letters on red background.
- 4 Sign must be reflectorized with ASTM Type III (high intensity sheeting).
- 5 Replace signs that become damaged and lose effectiveness.

EQUIPMENT ■ SLOW Sign

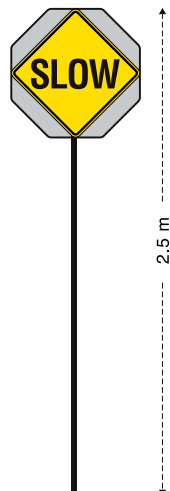
9.2



- 1 45 x 45 cm.
- 2 Diamond shaped.
- 3 Black letters on yellow background.
- 4 Sign must be reflectorized with ASTM Type III (high intensity sheeting).
- 5 Replace signs that become damaged and lose effectiveness.

EQUIPMENT ■ STOP/SLOW Paddle

9.3



Signs must be mounted back to back on a pole so that the top of the signs are at least 2.5 m from the bottom of the pole.

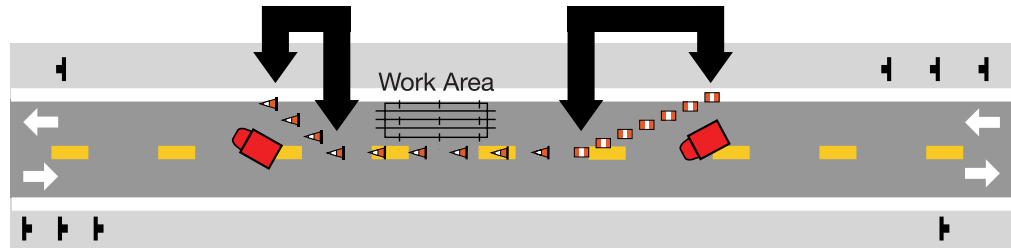
ON THE JOB BASICS

DEFINITION ■ Tapers

10.1

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.



EQUIPMENT ■ Traffic Control Person Sign

10.2



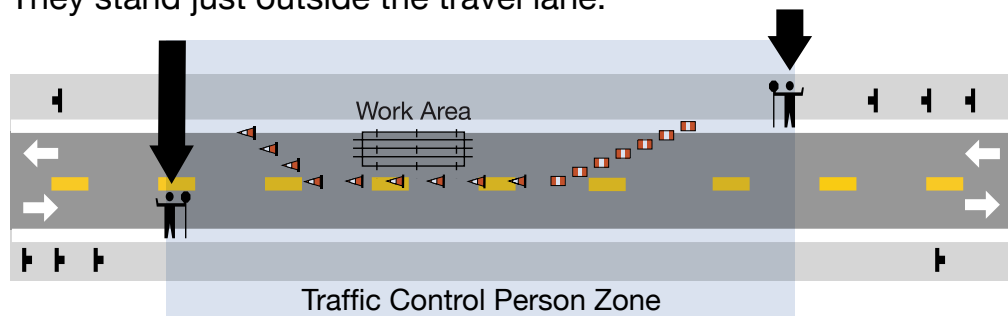
Traffic Control Person sign is used only when Traffic Control Persons are actively regulating traffic.

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

DEFINITION ■ Control Position


10.3

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.




THE CONTROL POSITION

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. (Check vehicle stopping distances page 18).
- 5 Be halfway between the beginning of the Taper 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 a vehicle, or beside or near a distraction.

When a third Traffic Control Person is needed for visual signalling, they must stand outside the travel lanes and be visible to both other Traffic Control Persons.

you must take the control position when →

The Traffic Control Person sign  goes up, not before.

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).

ORDER OF TRAFFIC

It is important not to hold up public traffic longer than needed. Make sure that the conditions are safe for both moving and waiting traffic. It is dangerous for backups to occur over railway crossings and into intersections.

There are three types of traffic. In order of importance they are:

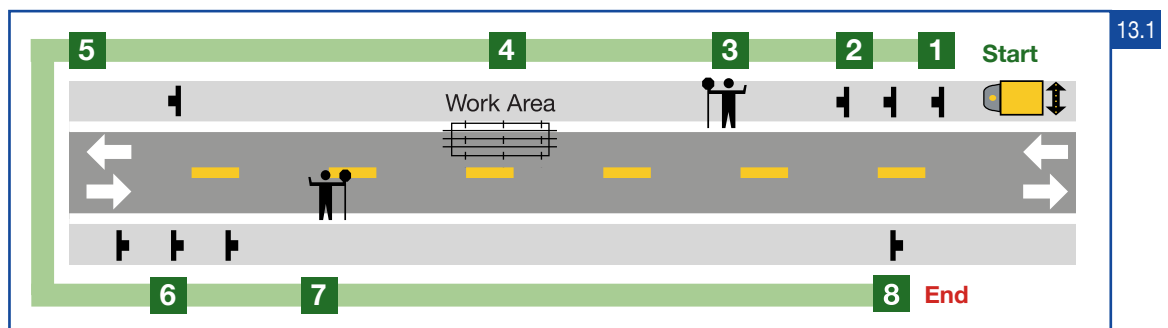
- 1 Emergency Vehicles** when responding to an emergency.
- 2 General Public Traffic** is given priority when there are no emergency vehicles.
- 3 Construction Traffic** from the temporary workplace.

SETTING UP THE TEMPORARY WORKPLACE

LAYING OUT SIGNS AND TAKING THE CONTROL POSITION

This procedure explains how Traffic Control Persons take the Control Position while workers are laying out signs. This is one example of how to set up a workplace.

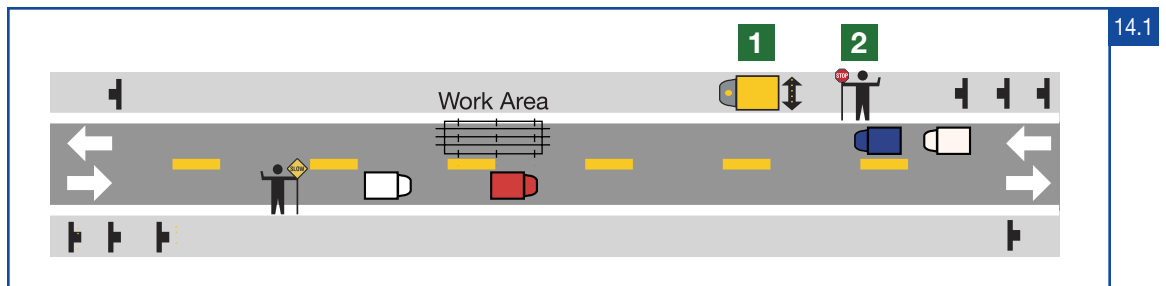
- 1 Workers begin on the shoulder of the road, on the same side of the road and in front of the Work Area.
- 2 Workers lay out signs by offloading from the side of the vehicle that is farthest from the open traffic lane.
- 3 **Following the set-up of the Traffic Control Person sign the first Traffic Control Person takes the Control Position with the Stop sign directed to the ditch.** (check for escape route)
- 4 Workers pass the Work Area 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 Area along the right shoulder, workers lay the signs.
- 7 **Following the set-up of the second Traffic Control Person sign the second Traffic Control Person takes the Control Position in advance of the Work Area with the Stop sign directed to the ditch.** (check for escape route)
- 8 Workers end by placing the last sign. All signs and Traffic Control Persons are now in place.



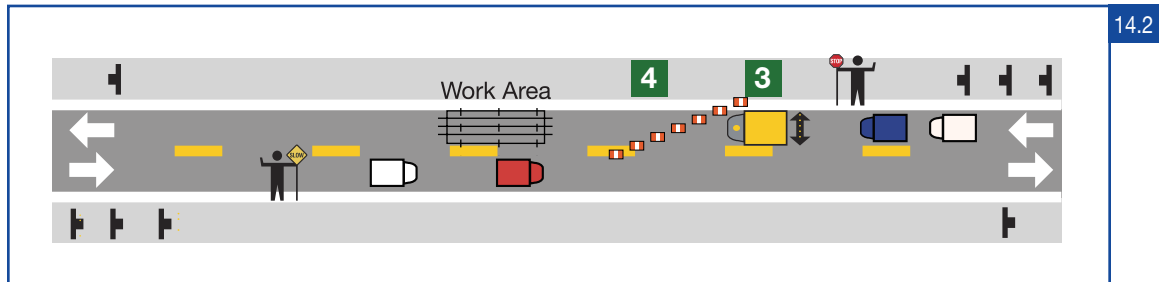
LAYING OUT DELINEATORS

This procedure explains how Traffic Control Persons protect workers that are laying out the delineators (drums and cones). In this example, at the start of laying out delineators, all signs and Traffic Control Persons are in place.

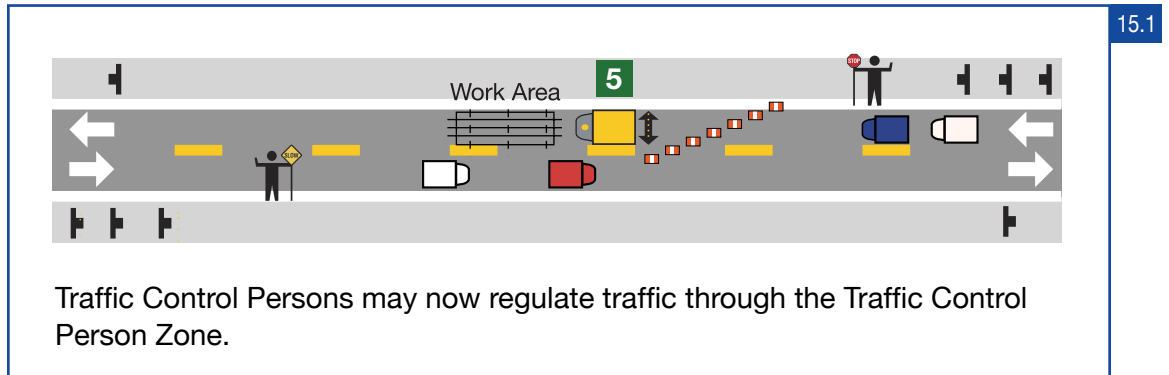
- 1 Workers begin on the shoulder of the road, on the same side of the road as, and in front of the Work Area.
- 2 The Traffic Control Person on the same side of the road as the Work Area stops traffic. The other Traffic Control Person allows traffic to flow.



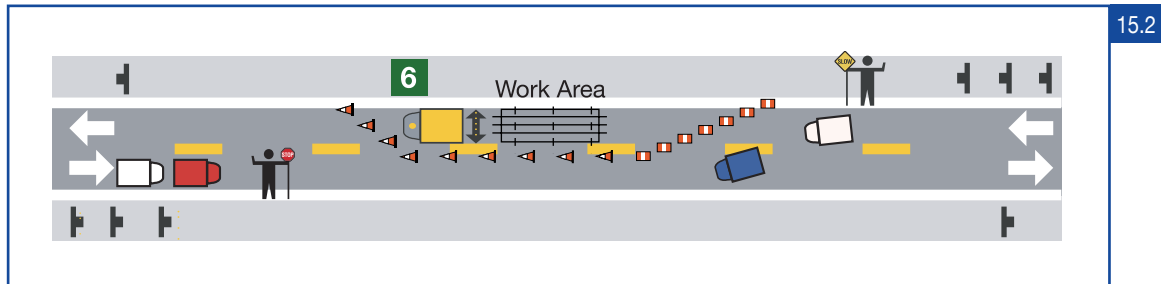
- 3 The Service Vehicle moves into the middle of the lane to be closed.
- 4 Workers lay out the drums for the Approach Transition Taper; they start at the road shoulder and work toward the centreline.



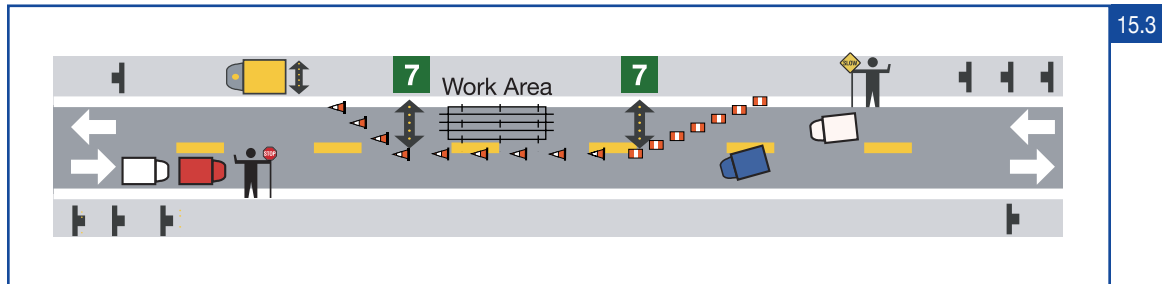
- 5 The Service Vehicle drives through the drums and takes a position inside the Approach Transition Taper.



- 6 The Service Vehicle moves forward as cones are laid out; finish with the Termination Taper.



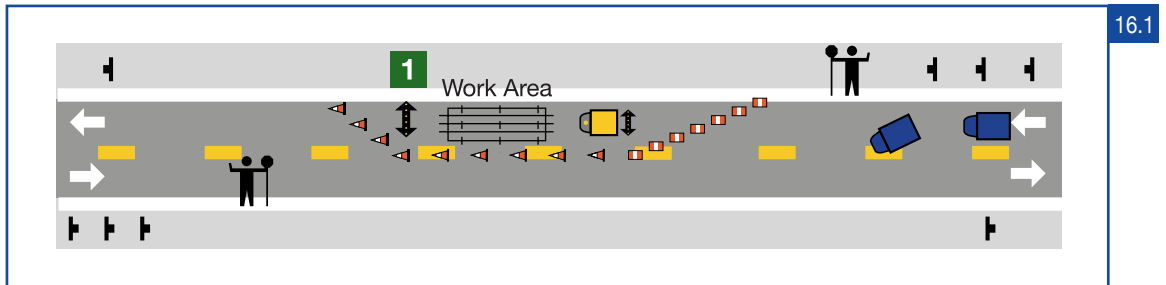
- 7 Workers position a Flashing Light Unit at the Termination Taper, and at the Approach Transition Taper.



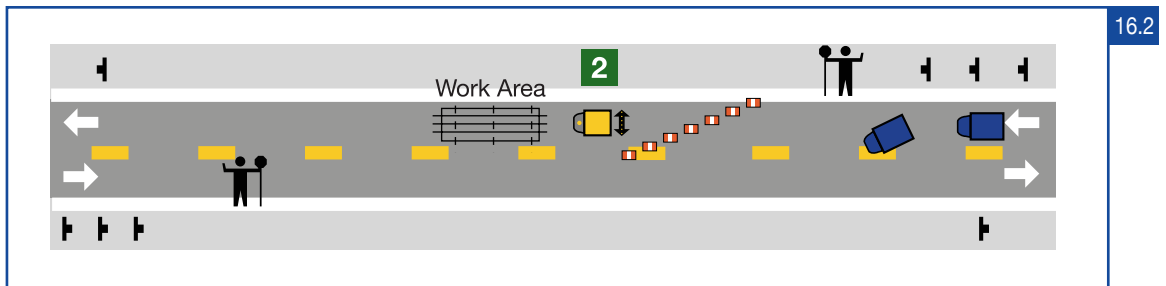
PICKING UP DELINEATORS

This procedure explains how Traffic Control Persons protect workers that are picking up the delineators. Before picking up delineators, workers must ensure that it is safe to open the road to traffic. A typical starting position is shown in the drawing below. Traffic Control Persons are regulating traffic as needed.

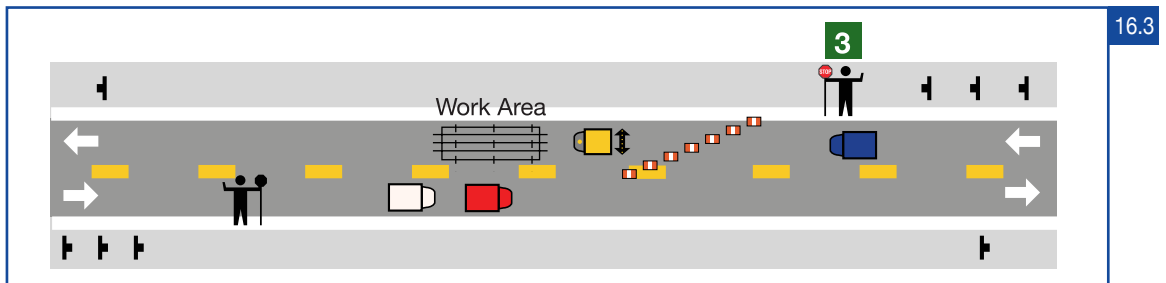
- 1 Workers remove the Flashing Light Unit at the Termination Taper.



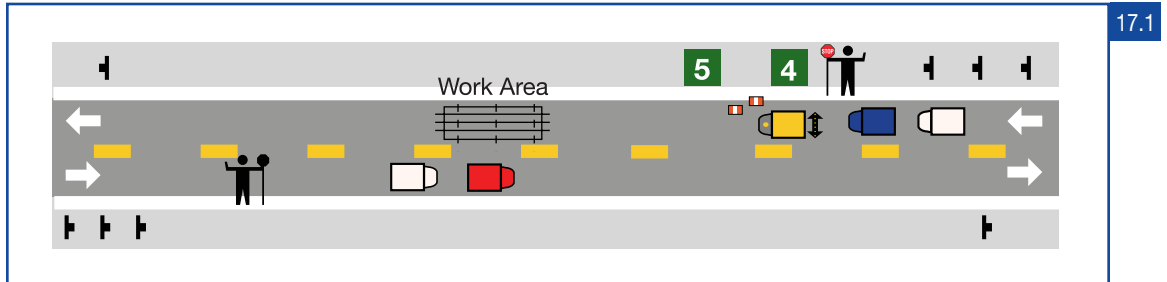
- 2 Workers with a Service Vehicle remove all cones; they begin with the Termination Taper and end at the Approach Transition Taper.



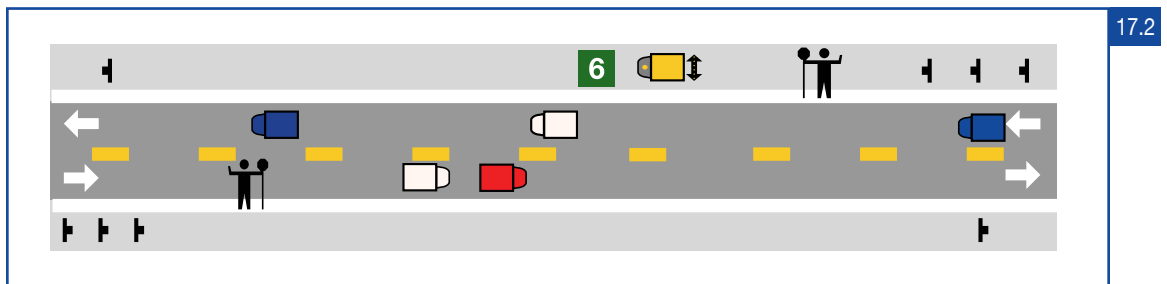
- 3 The Traffic Control Person on the same side of the road as the Work Area stops traffic flow .



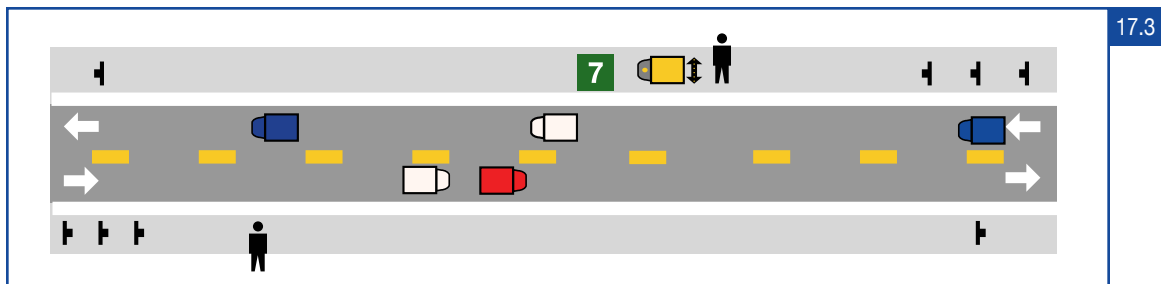
- 4 The Service Vehicle takes a position in the middle of the closed lane. It should be placed approximately half way between the Traffic Control Person and the beginning of the Approach Transition Taper.
- 5 Starting at the centerline, and working toward the edge of the road, workers remove the drums in the Approach Transition Taper.



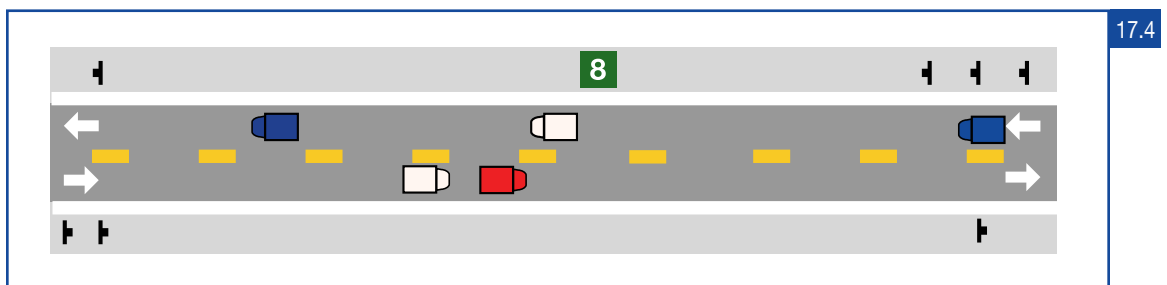
- 6 When all obstacles and workers are off the travel lane, the Service Vehicle leaves the lane.



- 7 When the lanes are cleared, the Traffic Control Persons stand down.



- 8 The delineators, work vehicles and warning lights are now off the travel lanes and normal traffic flow has been restored.




ON THE JOB PROCEDURES


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

TO STOP TRAFFIC

you must →

- 1** Stand at the Control Position just outside the travel lane.
- 2** Place the sign paddle at the edge of the lane with the STOP sign  facing oncoming traffic.
- 3** Give your full attention to the approaching vehicles until they have stopped.
You may use hand signals to show where you want vehicles to stop.

SAFE STOPPING DISTANCES

You must give motorists lots of warning when they are to STOP. Show the STOP sign  only when the oncoming traffic can stop safely and comfortably:

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 SLOW MOVING TRAFFIC

you must →

- 1 Display the SLOW sign  to approaching traffic – **do NOT use the STOP sign when you intend only to SLOW traffic.**

recommended → 2

- 2 Use hand signals to wave traffic forward or reduce speed.

DEFINITION ■ Traffic Control Person Zone


19.1

The area under the direction of Traffic Control Persons is called the **Traffic Control Person Zone**.



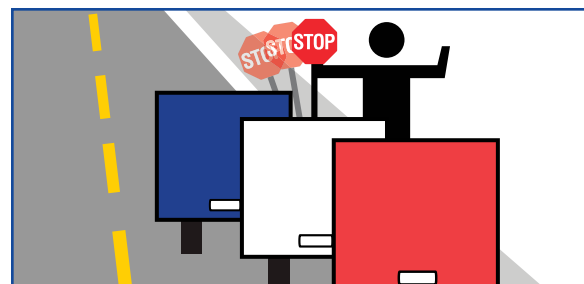
TO CHANGE THE DIRECTION OF TRAFFIC

As Traffic Control Persons, you must work together to regulate traffic through the Traffic Control Person Zone. You must communicate with each other in order to do this. This procedure explains how to use paddle signals to change the direction of traffic flow when Traffic Control Persons can see each other's Stop/Slow paddle.

- 1 The person showing the Stop sign , and with the traffic backed up, signals the other Traffic Control Person that a change in traffic direction is needed.

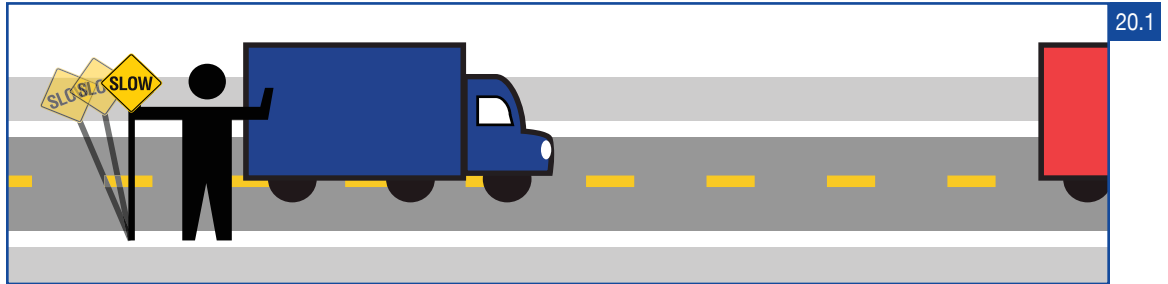
Approved signals include:






waving the sign paddle in a slow arc, or raising and lowering the sign paddle.

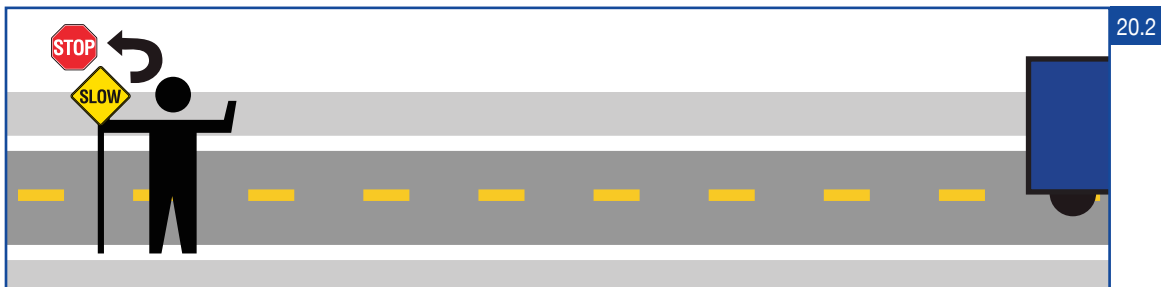


19.2

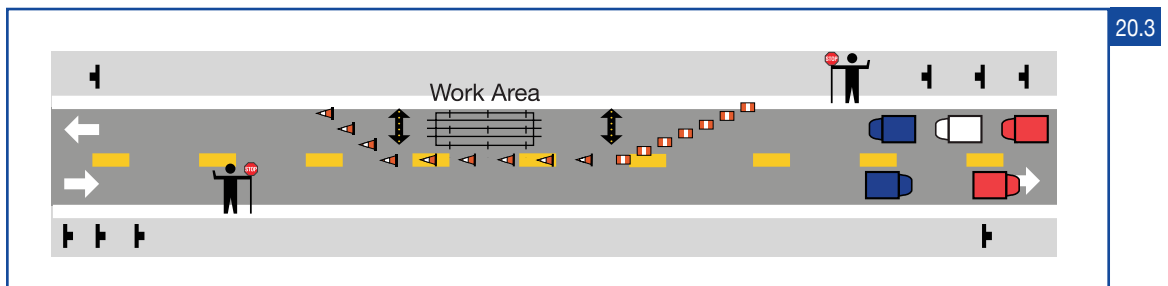
- 2 The person showing the Slow sign  signals back to show that they have understood the request.




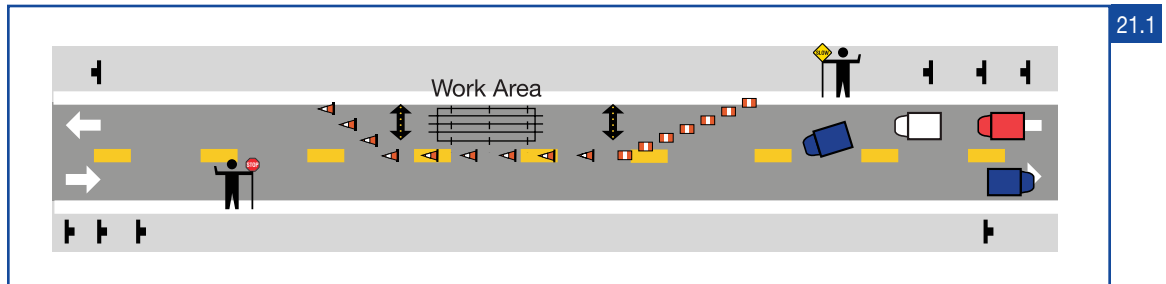
- 3 The person showing the Slow sign  waits for a break in traffic, and when safe to do so, they turn the Slow sign  to Stop . Both sign paddles are now showing the Stop sign  .



- 4 The person with the backed up traffic allows the Traffic Control Person Zone to clear.



- 5 The person with the backed up traffic does a safety check of the Traffic Control Person Zone and the workplace; if safe they turn their paddle to the Slow sign , if needed they use hand signals to wave traffic forward.



- ! If the Traffic Control Persons can not see each other's paddle signals clearly, they must use a third Traffic Control Person equipped with a Stop/Slow paddle to relay the signals, or use two-way radios.


RULES FOR USING TWO-WAY RADIOS

- 1 Before controlling traffic, under conditions of use, make sure radios work properly across the Traffic Control Person Zone.
- 2 Carry enough spare batteries for the radio.
- 3 Do not cover both ears with a headset or receiver.
- 4 Make sure your hands are free enough to do other things.
- 5 Pre-arrange voice signals for every situation and don't change them:
 - a way to identify who is talking and to whom
 - when done talking - "over"
 - when message received - "copy"
 - when no more talking is expected - "out"
- 6 Speak clearly.
- 7 Ask that unclear messages be repeated.
- 8 Avoid unnecessary talk.
- 9 Do NOT use two-way radios in blasting areas.
- 10 Radio messages can be picked up by other radios, etc., avoid inappropriate comments.

TO CHANGE THE DIRECTION OF TRAFFIC WHEN USING TWO-WAY RADIOS

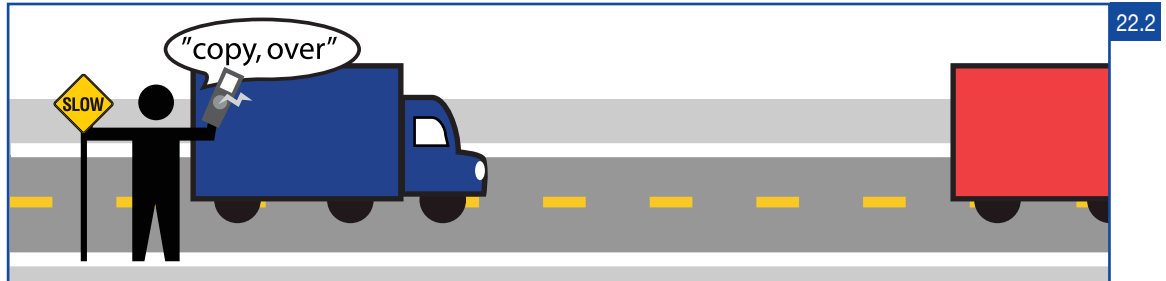
This procedure explains how to change the direction of traffic flow when Traffic Control Persons can not see each other's Stop/Slow paddle, and must use two-way radios.







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

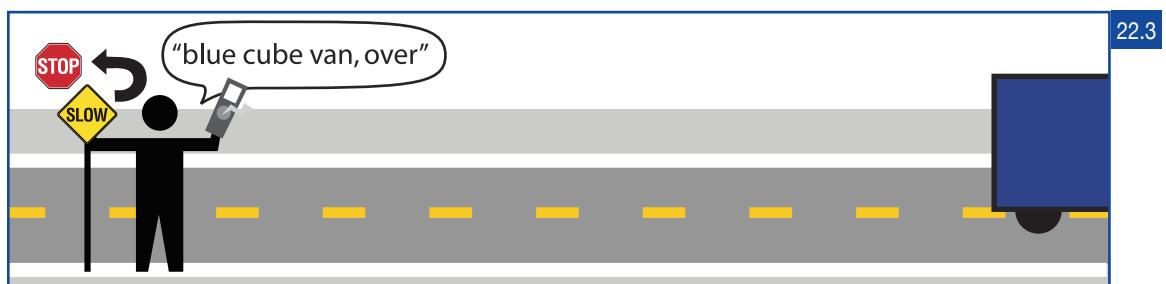
- 1 The person showing the Stop sign  and with the traffic backed up, radios the other Traffic Control Person that a change in traffic direction is needed. Example: "I need a change, over."



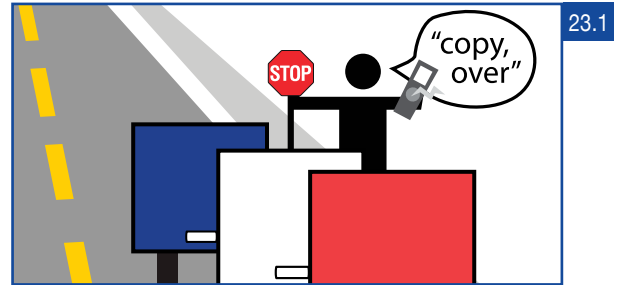
- 2 The person showing the Slow sign  radios back to show that they have understood the request. Example: "Copy over."



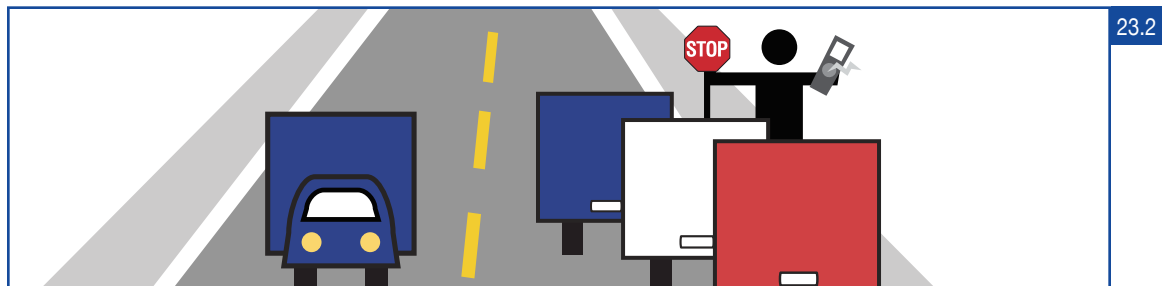
- 3 The person showing the Slow sign  waits for a break in traffic, and when safe to do so, they turn the Slow sign  to Stop . Both sign paddles are now showing the Stop sign  . At the same time, they identify the last vehicle to pass their control position (colour, make, model, unusual feature, etc.).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




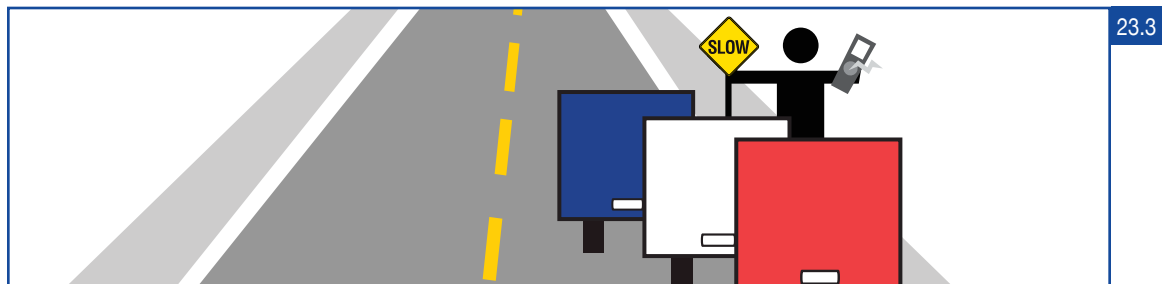
- 5 The Traffic Control Person with the backed up traffic confirms that they have received the description of the last vehicle.



- 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 workplace; if safe they turn their paddle to Slow  , if needed they use hand signals to wave traffic forward.



TWO-WAY RADIO FAILURE

This procedure tells Traffic Control Persons what to do if a two-way radio fails and the Stop/Slow paddles can not 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 and the Temporary Workplace Signer, such as a cell phone.



Those at the workplace must be told what to do if a radio fails. This should be done by the Signer or their delegate going over the procedure below, 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, etc.
- 3 Check your radio for proper operation. Check your radio's batteries.
- 4 Wait for a short period and try again.

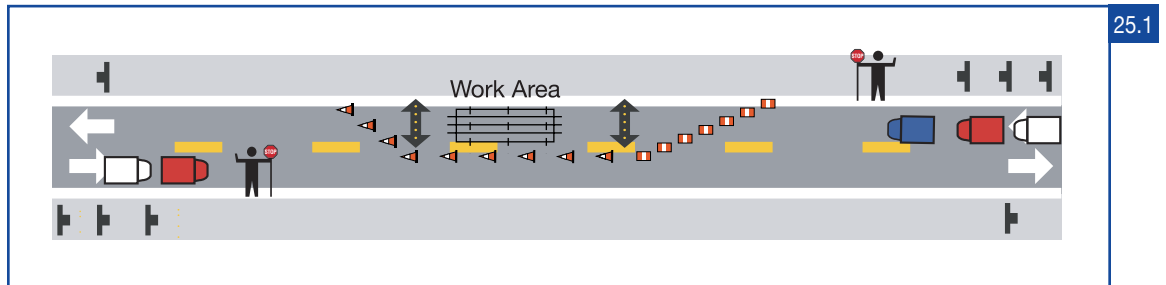
Once it has become clear that a radio has failed:

- 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 who was showing the Slow paddle allows a break in traffic before starting the traffic flow again. This will give the driver of the contact vehicle a safety margin to stop at the workplace without the danger of traffic being immediately behind them.
- 7 Those at the workplace must act immediately to fix the problem. This can be done by giving the Traffic Control Persons new two-way radios, or regulating traffic with a pilot vehicle. Planning is needed to make the response time as short as possible.

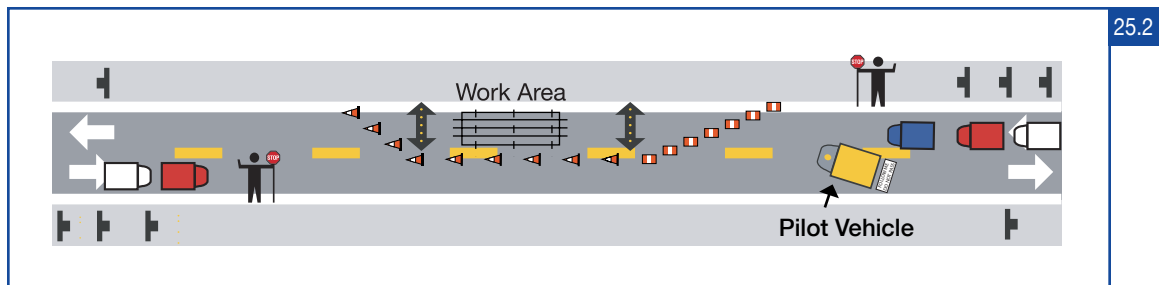
PILOT VEHICLE

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



- 1 Traffic is stopped in both directions  .

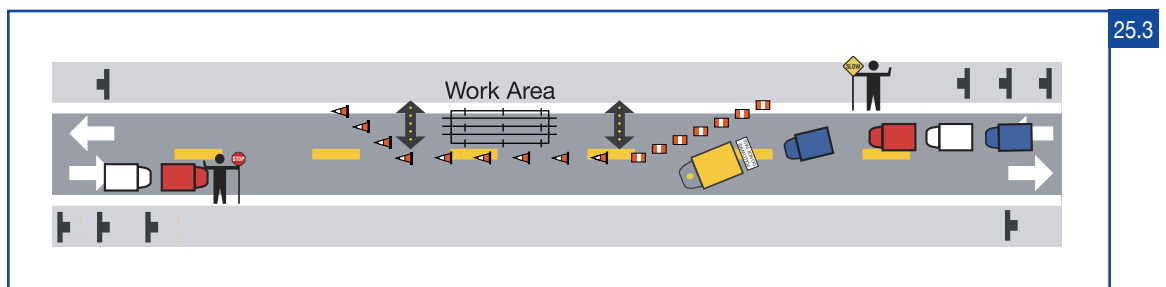



- 2 The Pilot Vehicle comes to the front of the traffic lineup. It shows a warning light and a sign, "Follow Me Do Not Pass."

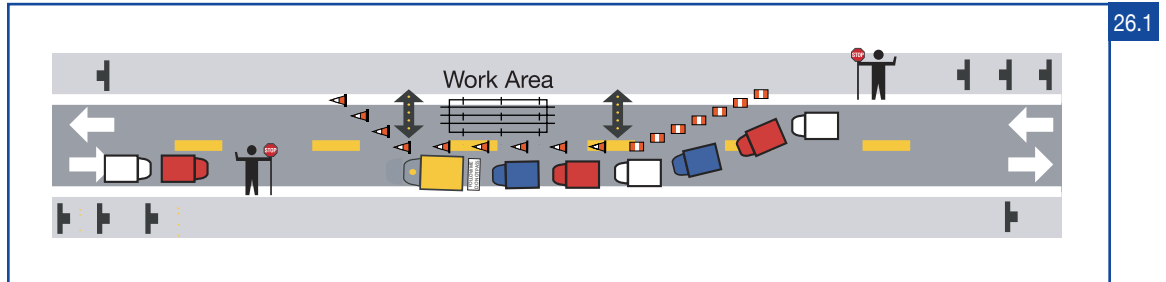


- 3 The Traffic Control Person beside the Pilot Vehicle makes sure that the Traffic Control Person Zone is clear and that it is safe for the Pilot Vehicle to go.

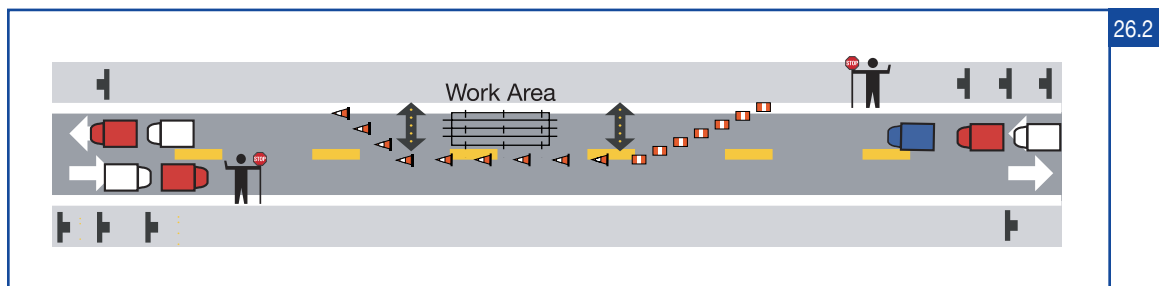
- 4 The Traffic Control Person beside the Pilot Vehicle changes their paddle sign to Slow allowing the Pilot Vehicle to lead the backed up traffic past the workplace  .



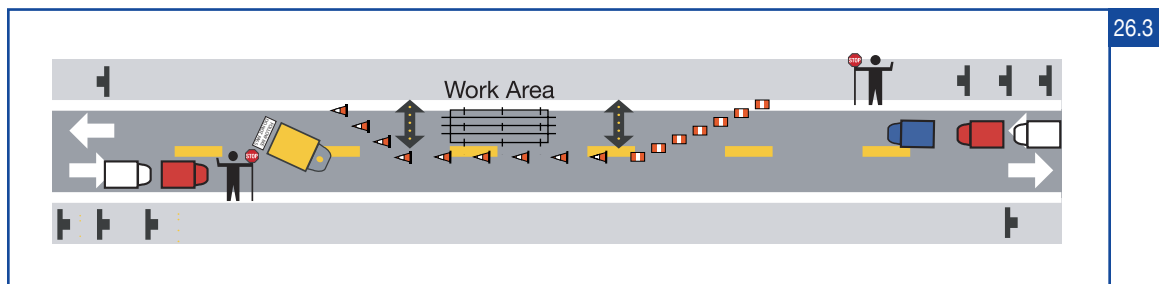
- 5 The Traffic Control Person showing the Slow sign identifies a break in traffic then turns their paddle sign to Stop .
- 6 By radio they describe the last vehicle to the other Traffic Control Person, and get word that the message was understood. Example: “Last vehicle was a white cube van, over.” “Copy, over.”



- 7 The Pilot Vehicle and the public traffic behind it, clears the temporary workplace.




- 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.

at the approach of an emergency vehicle you must →

- 1** Warn the other Traffic Control Person by:
 - signaling with the Stop/Slow Paddle 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. Do not wave the driver through. The Emergency Vehicle driver must judge workplace safety on their own and pass the Stop sign without your signal.
- 6** Check for other emergency vehicles before restarting normal traffic flow.

IMPORTANT When using Stop/Slow Paddles for visual signalling, Traffic Control Persons must know in advance who will turn their paddle to Slow first, to restore traffic flow.



EMERGENCY PREPARATION FOR ACCIDENTS

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 accident should be treated individually.

accident readiness you should →

- 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 Warn the work crew by yelling, waving or by radio.
- 4 Note the time and circumstances of dangerous situations.
- 5 Report all dangerous situations to the Temporary Workplace Signer, Site Supervisor or the police. Give an exact description of what happened and when, (vehicle(s) involved, drivers involved, etc).




after an accident you should →

- 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 Judge the scene of the accident from your Control Position.
- 3 Allow the work crew time to call authorities (police, ambulance, fire dept.) and administer first aid.
- 4 Let motorists help but make sure they park their vehicles safely and do not add to the danger.
- 5 From your Control Position, get help by shouting to anyone able to give it.
- 6 Do not allow traffic to pass if it makes the site dangerous.
- 7 Cooperate with the police.
- 8 Once it is safe to do so, restore traffic flow past the workplace.
- 9 Make a written record of the events. Describe exactly what happened and when (vehicle(s) involved, drivers involved, etc). It is likely that you will be asked what happened.

IMPORTANT When using Stop/Slow Paddles for visual signalling, Traffic Control Persons must know in advance who will turn their paddle to Slow first, to restore traffic flow.

FORBIDDEN BEHAVIOUR

Traffic Control Persons regulating traffic must NOT →

- 1** Be assigned or attempt to carry out any other work (while regulating traffic).
- 2** Regulate traffic when a Traffic Control Person sign  is not displayed.
- 3** Sit or lean on anything: tree, post, vehicle, etc.
- 4** Stand near another person or vehicle, or too close to the taper. (To do so reduces your visibility and effectiveness. Traffic Control Persons must stand out by themselves, alone.)
- 5** Carry out a conversation that is not related to traffic control (all work related conversation must be only what is necessary and they must be brief).
- 6** Use any device that could limit sight, hearing or cause a distraction, such as a text messaging device, MP3 player, tv or radio (other than a two-way radio).
- 7** Use a support or device that could permit a Stop Slow Paddle to stand upright without active hands-on support from the Traffic Control Person. (Any support used must not be a hazard to those at the workplace, e.g. impact / projectile hazard, or block escape route).
- 8** Turn their back to oncoming traffic.
- 9** Become impatient or lose their temper.
- 10** Try to slow traffic by displaying the Stop sign  then flipping to show the Slow .
- 11** Leave their Control Position without being replaced. (Arrange meal, coffee, toilet and rest breaks with your Signer before work starts.)

Traffic Control Persons must not regulate traffic if their judgement is impaired in any way, or if for any reason they have suffered a reduction in their performance that could increase the hazard to themselves, road workers, or road users.

LEGAL ISSUES

It is an offence under Section 107B of the Motor Vehicle Act for a person to fail to obey a Traffic Control Person directing traffic at a temporary workplace.

Some motorists may fail to obey a Traffic Control Person's directions. This affects the safety of everyone at a temporary workplace, including other motorists.

As a Traffic Control Person you should be prepared to record and communicate the details of offences. In order to do this you should have a pen/pencil and paper; you must know the name and contact information for the Temporary Workplace Signer responsible for the workplace.

if an offence takes place you should →

- 1 Create a written account of the offence as soon as it is practical. **Include:** time, date, location, vehicle make, colour, license plate information and all relevant details.
- 2 Report the offence to the Temporary Workplace Signer and make arrangements to have the details forwarded to the police having jurisdiction over the road.
- 3 Be prepared to provide testimony as the offence may be challenged in court.