

Roadside Work Preparation Checklist



Review this checklist with your employees before they begin their work.

- Do you have a documented work zone layout for the work site? Does it cover site-specific hazards?
 - Do you have the proper traffic control devices (cones, barriers, signs)? Is all equipment in good condition?
 - Do you have safe work procedures for roadside work? For working around mobile equipment and work vehicles?
 - Do you have an emergency plan for the work site?
 - Do all workers have proper high-visibility apparel and other required personal protective equipment (PPE)?
 - Have workers received a safety briefing?
 - Do workers understand:
 - The work zone layout?
 - Emergency procedures?
 - Hazards of the work site, including mobile equipment or work vehicles?
 - Your safe work procedures for roadside work?
 - Your safe work procedures for working around mobile equipment and work vehicles?
 - How to report near misses and other safety incidents?
 - Have you identified a person responsible for the work zone set-up? Do they have the authority to take corrective action as required (i.e., to modify the work zone set-up to address on-site hazards)?
 - Have you identified hazards and controlled risks associated with job activities, in addition to vehicle and traffic hazards?
 - Do you have a plan to regularly inspect the work zone to ensure proper set-up?
- If employees do not know their work site in advance:**
- Are their vehicles equipped with the signs, cones, and other traffic control devices they may need?
 - Do they know how to set up a safe work zone, including how to place traffic warning signs and other devices?
 - Do they know how to identify and address vehicle and traffic hazards?
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- For more information, visit RoadSafetyAtWork.ca/WorkZone**