

Roadside Work Preparation Guide

Working close to traffic is dangerous. As an employer, supervisor, or prime contractor, you need to plan ahead to help ensure worker safety. Use this guide before work starts to ensure you and your crews are prepared. Identify the duration of work, do a risk assessment, and develop a traffic control plan based on the assessment that uses the order of controls to address risks.

When preparing to work roadside, start by asking yourself these key questions:

- Is there a prime contractor? If yes, have they determined the scope of work, including identification of hazards and the risks they pose to roadside workers?
- Has the prime contractor coordinated the controls for these risks with the firm providing traffic control?
- Has a supervisor done a risk assessment of the work zone and communicated it to all workers on site?
- Have you reviewed Part 18 of the [*Occupational Health and Safety Regulation*](#), including the order of control measures, and other WorkSafeBC regulations to determine the requirements of this work zone? Have you reviewed the [*2020 Traffic Management Manual for Work on Roadways*](#) and municipal bylaws?
- Safe work procedures for the work zone, including how and when workers will communicate with each other, how to work around mobile equipment and vehicles, and how workers will be isolated and protected from hazards.
- An emergency plan for the work zone.
- All workers have the required high-visibility clothing and all other required personal protective equipment (PPE).
- All workers have received the adequate and required training and a safety briefing.

Next, ensure you have the following:

- A documented layout for the work zone, which addresses site-specific hazards.
- The proper temporary traffic control devices, such as cones, barriers, AFADs, signs, and other devices, in good working condition and placed in position according to the work zone layout.
- Your workers need to understand:
 - The work zone layout, if a layout is required
 - Hazards of the work zone, including mobile equipment or work vehicles
 - Safe work procedures for roadside work
 - Communication procedures in the work zone
 - Safe work procedures for working around mobile equipment and work vehicles
 - Emergency procedures
 - How to report near misses and other safety incidents

Your workers need to ensure:

- Their vehicles are stocked with the signs, cones, and other traffic control devices they may need
- They know how to set up a safe work zone: i.e. how to place traffic warning signs and other devices
- They know how to identify and report all potential hazards once they arrive at their work zone

Other important things to do

- Designate a qualified person responsible for the work zone set-up. This person needs to have the authority to take corrective action as required (i.e. to modify the work zone set-up to address onsite hazards).
- If traffic control persons (TCPs) are required, ensure they are adequately trained and carry proof of training while on the job (see Part 18 of the Regulation). Identify how many you'll use, their positions and escape routes, and when they receive breaks.
- Identify hazards and controlled risks associated with job activities, in addition to vehicle and traffic hazards.
- Have a plan to regularly inspect the work zone to ensure it remains properly set up.

Hazard identification

- Employers need to identify workplace hazards, put measures in place to protect workers from those hazards, and ensure workers know the hazards and the controls being used to protect them.
- The following list suggests potential hazards that may be present when working on or beside the road. It's not a complete list, and hazards can change over the course of a work day.
- Check off hazards that apply to your work site, then continue on to complete the hazard identification and risk assessment on the following pages in this guide.

Potential road hazards

- ☐ Limited space between the work site and roadway.
- ☐ Curves, hills, trees, or parked vehicles that limit a driver's line of sight.
- ☐ Overhead cables, railway crossings, or right-of-ways by work area.
- ☐ Other roadside work or traffic control being done nearby.
- ☐ Bike lanes.
- ☐ Uneven ground, construction debris, obstacles, etc. in the work area.

Potential traffic hazards

- ☐ Near an intersection with traffic lights or traffic coming from multiple directions.
- ☐ Rush hour traffic.
- ☐ Traffic merging from two lanes to one.
- ☐ Bus stop nearby.
- ☐ Schools, parks, playgrounds, or community centres nearby.
- ☐ Children in the vicinity.

Potential work activity hazards

- ☐ Work vehicles or mobile equipment entering or exiting the work site.
- ☐ Vehicles travelling in the work zone. Equipment operated in the work zone.
- ☐ Placement of supplies and equipment (can they be safely accessed?).

Potential vehicle hazards

- ☐ Large vehicles passing by that could block signage or reduce road width.
- ☐ Emergency vehicles frequently passing by.

Potential weather and light hazards

- ☐ Rain.
- ☐ Fog.
- ☐ Snow or ice.
- ☐ Reduced light.
- ☐ Rising or setting sun.

Hazard identification and risk assessment

At your work zone, fill in this hazard identification checklist before work begins. It's a general guideline and not an exhaustive list. Use the blank rows at the bottom of the table to list other hazards in your work zone. The checklist should be completed by both the employer and prime contractor when developing the required risk assessment. Refer to Part 18.3.1 in the Regulation. Schedule regular reviews of the risk assessment and assign a qualified supervisor to do the reviews.

Potential Hazards			
Date:		Location:	
Duration of work:			
Name of employer or prime contractor:			
Name of supervisor:			
Potential road hazard	Yes, the hazard is present Indicate with check mark, and write the specific hazard that is present.	No, the hazard is not present Indicate with check mark.	Hazard control If a hazard is present, state how it is being controlled.
Traffic counts and speed limits <ul style="list-style-type: none"> Type and volume of traffic (passenger vehicles, buses, large trucks, emergency vehicles). Large vehicles that could block signage, reduce road width, or swing into other lanes. Vehicles travelling faster than the speed limit. Cycle lanes and volume of cyclists. 			
Nature of work activity <ul style="list-style-type: none"> Excessive dirt, dust, or gravel on the road created by the work activity. Work activity includes blasting, scaling or excavation less than 2 metres from active travelling lanes. 			
Overlapping work <ul style="list-style-type: none"> Another work site within 3 km, where traffic control for the projects could impact one another. Work sites adjacent or overlapping. 			

Potential road hazard	Yes, the hazard is present Indicate with check mark, and write the specific hazard that is present.	No, the hazard is not present Indicate with check mark.	Hazard control If a hazard is present, state how it is being controlled.
Environment <ul style="list-style-type: none"> Weather affecting the visibility of drivers (e.g. fog, heavy rain). Light conditions (e.g. nighttime work) or location of the sun may affect drivers' vision. 			
Equipment movement through work zone <ul style="list-style-type: none"> Conflict with normal traffic. Queuing or traffic stoppages. Difficulty for equipment to enter and exit work zone. 			
Roadway surface condition <ul style="list-style-type: none"> Rolling or mountainous terrain. Multiple changes or work tasks (maintenance holes, culvert installation, etc.). Slick or slippery roads. 			
Traffic conditions <ul style="list-style-type: none"> Near an intersection with traffic lights or traffic coming from multiple directions. Traffic merging from two lanes to one. Lane width not maintained throughout work zone. Single lane alternating traffic. 			
Vulnerable road users in the vicinity <ul style="list-style-type: none"> Children Elderly Mobility restricted individuals Schools, parks, playgrounds, or community centres 			

Potential road hazard	Yes, the hazard is present Indicate with check mark, and write the specific hazard that is present.	No, the hazard is not present Indicate with check mark.	Hazard control If a hazard is present, state how it is being controlled.
Intrusions in the work zone <ul style="list-style-type: none"> Overhead cables Railway crossings Rights-of-way Pedestrian areas Bus stops 			

For more information about roadside worker safety, visit RoadSafetyAtWork.ca/WorkZone

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