

Set Up and Take Down of Roadside Work Zones

Roadside work can be dangerous. On average, one worker is killed each year. Another 25 are injured and miss time from work from being hit by a motor vehicle while working on or beside the road (WorkSafeBC 2014 - 2023). Setting up and taking down your work zone can be the most dangerous part of your day.

Knowing how to properly set up and take down a roadside work zone can help keep you and your co-workers safe.

Setup procedure

- Make sure you've got the required equipment (signs, cones, barriers). If you are using radios to communicate, make sure all are working.
- Set up your work zone devices in the order that drivers will encounter them. Begin with the sign or device that's furthest away from your work area.
- Never turn your back to traffic while setting up.
- Once the work zone is set up, travel through it to view it from a driver's perspective. Make sure the guidance is clear, easy to follow, and that workers are clearly visible.
- Check periodically to make sure the signs and devices are still in place.

Teardown procedure

- Take down the work zone as soon as the roadside work is finished.
- Remove the devices in the opposite order of the set-up.
- Signs should be removed last.

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

Tailgate Meeting Guide



Tailgate meeting record form:

Project:	Address:	
Employer:	Supervisor:	
Date:	Time:	Shift:
Number on shift:	Number attending:	

Other safety issues or suggestions made by attendees:

Record of those attending:

Name (please print)	Signature	Company
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10		

Manager's remarks:

Manager (signature):	Supervisor (signature):

