

# Contract Administration for Work Zone Safety

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# Agenda

- Definitions
- Specifications
- Traffic Control Supervisor (TCS) Requirements
- Inspection of Traffic Control
- Traffic Control Diary
- Crash Testing of Traffic Control Devices



# Why is Highway Work Zone Safety Important?

- To ensure a safe environment for workers AND motorists who drive through the work zone on a project, so they can navigate through easily
- To prevent crashes - from beginning to end of the highway project under construction



# Traffic Control Plan

- Every project must have a Work Zone Traffic Control Plan that details how the project will be made safe for workers and motorists:
  - Traffic control devices – signs, barrels, barricades, etc, and specifically how/where/when they will be installed
- No on-site work can start on the project without first having the appropriate traffic control devices in place



# Whose job is it to make the Work Zone Safe?

**First:** It is the responsibility of the *contractor's* Traffic Control Supervisor to ensure that the Traffic Control Plan is implemented

**Second:** LPA Project Engineer ensures this is being done

**Third:** LPA Responsible Charge should check to see this is being done

**Fourth:** LDOTD Project Coordinator also checks to see this is being done



# Definitions

- **Traffic Control Supervisor (TCS)** –
  - Successful completion of work zone traffic control supervisor course (approved by DOTD)
  - Passed a written exam on the above course
  - Minimum of 1 year full-time field experience in work zone traffic control
- **Traffic Control Technician (TCT)** –
  - Successful completion of work zone traffic control technician course (approved by DOTD)
  - Passed a written exam on the above course

# TCS Authorization

- With proof of meeting the above requirements, a Traffic Control Supervisor (TCS) or Traffic Control Technician (TCT) can get their Authorization from LDOTD
- Prior to the start of construction work - the contractor shall submit to the LPA PE a copy of the TCS's and TCT's current authorization
  - DOTD coordinator can check our database



# Location of Contract Requirements for Work Zones

- DOTD Standard Specification (Blue & Purple Book)
  - Section 713, Temporary Traffic Control
- Traffic Control Management
  - Blue Book – Special Provisions - Section 713.08
  - Purple Book - Section 713.09 TCM



# Required Documents

Traffic Control Supervisor (TCS) shall have:

1. A set of all current contract documents relating to work zone traffic control and/or traffic staging
2. A current copy of the MUTCD (Manual on Uniform Traffic Control Devices): <http://mutcd.fhwa.dot.gov/>
3. A current copy of Louisiana Work Zone Traffic Control Details:

DOTD Internet ~ Inside LaDOTD ~ Engineering ~  
Standard Plans/Special Details ~ TTCs (2013 & 2018  
Versions)

# Traffic Control Supervisor (TCS) Duties

- TCS shall personally provide traffic control management and supervision services at the project site
- TCS - may have other assigned duties, but must be readily available at all times to perform TCS duties as required in the contract
- A minimum of one TCS or Traffic Control Technician (TCT) shall be required on site during working hours = someone in charge of work zone traffic control *at all times*
  - In some cases, TCS required at all times

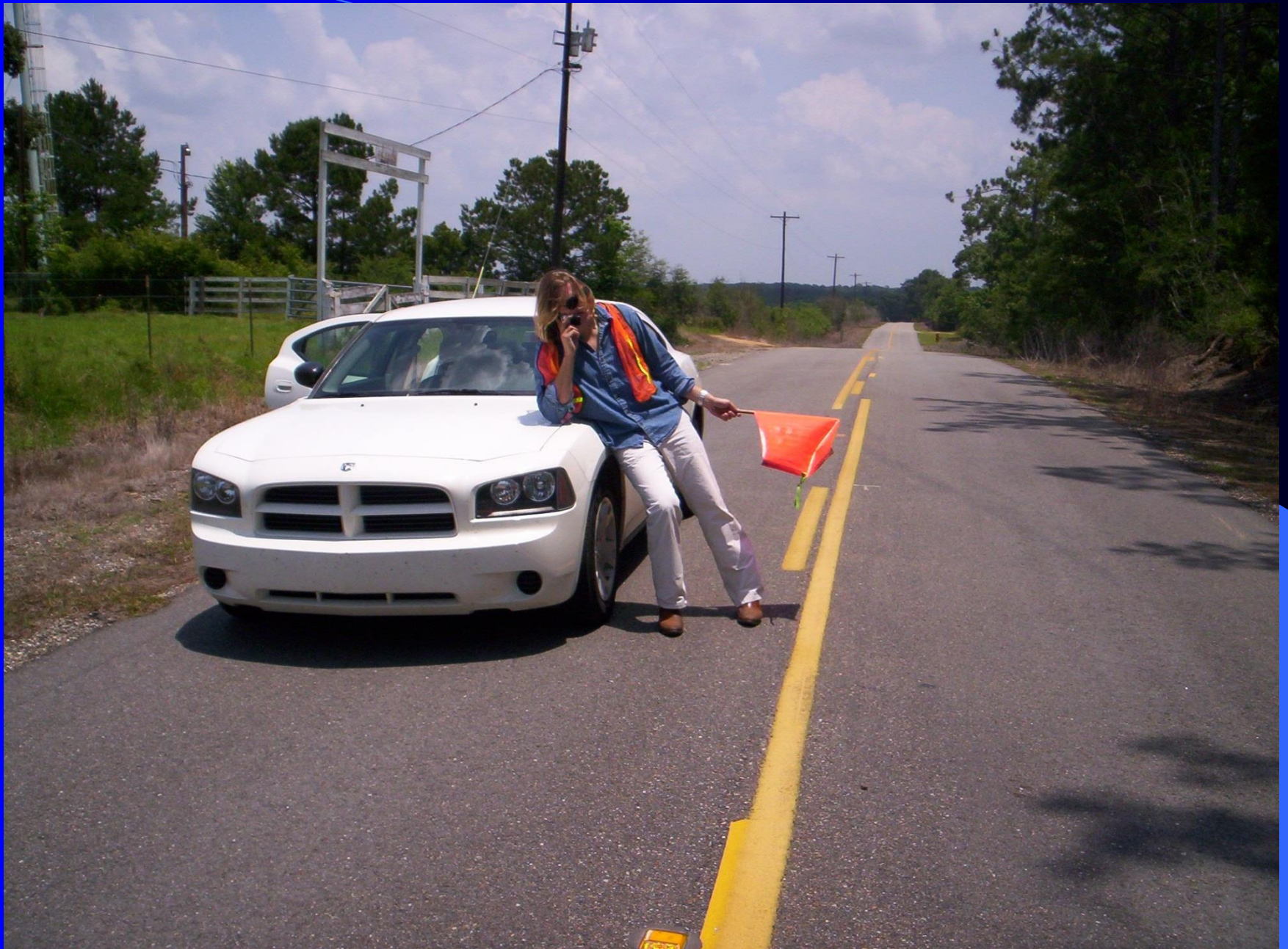
# TCS Duties

- Responsible for the training of flagging personnel
- Ensures that all flagging done on the project is in compliance with the MUTCD and the Louisiana Work Zone Traffic Control Details
- Police - OK when used as flaggers, as long as they meet the flagger requirements and are being used ONLY as flaggers (not police)









# TCS DUTIES:

- Coordinates all traffic control operations for the duration of the contract
  - *Includes subcontractors, utility companies, and suppliers*
- Responsible for notifying the LPA PE immediately of vehicular crashes & document in the traffic control diary

# TCS Duties

- Responsible for maintenance, cleanliness, replacement, and removal of traffic control devices during working AND non-working hours
- Ensure that workers are wearing proper, reflective safety garments



# Inspection of Traffic Control

- TCS - responsible for the inspection of all traffic control devices **every** calendar day
  - Inspection may be delegated to the TCT
- The “*Quality Guidelines for Work Zone Traffic Control Devices*” standards by ATSSA - the tool used to evaluate the condition of the traffic control devices to determine if acceptable for use



# Acceptable/Marginal/ Unacceptable??



# Inspection Of Traffic Control

- Traffic Control should be inspected by the TCS on weekends, holidays, or other non-work days at least once per day
- Traffic Control should be inspected by the TCS at least once a week during nighttime periods and the same night after any modifications or changes have been made in the traffic control devices

# Traffic Control Diary

- TCS maintains a project traffic control diary in *DOTD's Site Manager program* (this is like their daily work report)
  - TCS keeps the traffic control diary current on a **daily** basis, and signs each daily entry
  - Available at all times for inspection by the LPA PE
  - Diary shall be reviewed with the LPA PE on a weekly basis
- Site Manager user ID & password assistance?  
Contact LDOTD's Alan Rusch at 225-379-1592

# Traffic Control Diary

- Any and all deficiencies noted in the traffic control diary shall also be noted in the contractor's diaries
- Subject to LA R.S. "Filing or Maintaining False Public Records"
- \$150/calendar day stipulated damages
  - Failure to complete daily diary
  - No contemporaneous record keeping – should not be written "after the fact"

# What should be in a Traffic Control Diary?

Should summarize all the duties of the TCS, including the following items:

- Type of work being performed that day
- Traffic control plan used – beginning & ending stations for each
- Traffic Control Devices – number of each, correct location?, any missing/damaged?, condition
- Permanent or temporary striping removed or placed – from beginning to end station
- Crashes, memos, or change orders





# Failure To Comply with Work Zone Safety requirement?

- LPA PE, DOTD Work Zone Engineer, or DOTD Traffic Control Specialist - may suspend all or part of the contractor's operation(s) for failure to comply with the approved "Traffic Control Plan" or failure to correct unsafe traffic conditions within a reasonable period of time
- Notification is given to the contractor either verbal or written – followed up in writing

# Failure To Comply?

- Serious deficiencies shall constitute in the contractor's operations being shut down until such time as he can demonstrate that he can meet the specification in its entirety
- **DOTD – may revoke or de-certify the TCS for gross neglect of his/her duties**
  - Must take TCS course again
  - 90 day probationary period at our discretion
  - No TCS = no work, but time still keeps ticking

# Eligibility Letters for Temporary Traffic Control Devices – Work Zone letters

- Standard Specifications Section 713.07 (Blue) or 713.08 (Purple)
- Temporary traffic control devices (i.e. barricades) must be crash tested to ensure crashworthiness
- If device passes the crash test (NCHRP 350 & MASH), FHWA will issue an eligibility/reimbursement letter for use of federal-aid projects
- Contractor needs to provide these letters for each device to the LPA PE prior to 1<sup>st</sup> estimate & before installation of the traffic control devices on the project





# Crash Testing

NCHRP 350 – National Cooperative Highway Research Program Report 350:

[http://safety.fhwa.dot.gov/roadway\\_dept/policy\\_guide/road\\_hardware/nchrp\\_350/](http://safety.fhwa.dot.gov/roadway_dept/policy_guide/road_hardware/nchrp_350/)

MASH – Manual for Assessing Safety Hardware – Jan 1, 2011:

[http://safety.fhwa.dot.gov/roadway\\_dept/policy\\_guide/road\\_hardware/nchrp\\_350/](http://safety.fhwa.dot.gov/roadway_dept/policy_guide/road_hardware/nchrp_350/)





# Public Convenience & Safety Special Provision

When to hire **Law Enforcement Officers** – discussed & agreed to at pre-construction conference:

- Officers must be certified by DOTD – Take the training course
- Presence – all 3 must exist
  - Multi-lane highway/interstates with posted 50 mph and greater
  - Lane closure
  - PE anticipates a queue (a line of traffic)
- Enforcement – safe operation (write tickets)
- Traffic Control – detours or diversion
- \$40/hr + \$25/vehicle (max or agency policy) – some exceptions (LSP, etc)

# Police Location



# The Bottom Line for Work Zones

- Take pride in your work zone!
- Have workers wearing appropriate safety garments (not worn or ragged) – they will command more respect from the motoring public
- Establish a work zone that any driver (young or old) can navigate easily
- Work Zone Temporary Traffic Control (TTC) sets the tone for the entire project - if your TTC doesn't look good or isn't correct, motorists won't respect you or the project.





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Questions?