

	WORK ZONE SAFETY	Doc No:	5101 - 5002
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<i>SAFETY OPERATING PROCEDURE (SOP)</i>		Page 1 of 4	
OPR:	Approval:	DEPARTMENT: RISK MANAGEMENT	
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1.0 PURPOSE

- 1.1 To provide Okaloosa County Employees the necessary information and guidance in the safe operation of work sites that are exposed to traffic hazards throughout Okaloosa County area.

2.0 GENERAL

- 2.1 All work performed on City and County traffic thoroughfares and associated workers and equipment will conform to the most recent edition of the *Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD)* published by the Federal Highway Administration and the *Work Area Protection Manual (Part 6: The Manual on Traffic Control Devices for Streets and Highways)* published by the U.S. Department of Transportation, Federal Highway Administration.
- 2.2 The wearing of orange/green blaze safety vests or shirts by County employees is mandatory when performing work on, or just off of, any roadway.
- 2.3 Exceptions:
 - 2.3.1 When the wearing of reflective vests is not necessary because other reflective wear is being worn (i.e., reflective rain gear).
 - 2.3.2 Employees will not wear reflective vests when the wearing of the reflective safety vest promotes a safety hazard (i.e., working around running equipment where vest may become entangled and draw employee into running machinery). In this case, the hazard will be pulled off the roadway as much as possible out of traffic.
 - 2.3.3 Standard orange or lime green t-shirts provided by the County are not acceptable in work zones. Employees must wear reflectorized apparel that meets or exceeds the ANSI standard 107-2004, and within the specific class.
- 2.4 Flaggers:
 - 2.4.1 The use of flaggers is mandatory for all work zones under the following conditions:
 - 2.4.1.1 Only one lane of traffic is available.
 - 2.4.1.2 Traffic must be stopped intermittently.
 - 2.4.1.3 Equipment intermittently crosses the travel lane.
 - 2.5 Maintenance utility work being performed during evening hours or at times of low visibility will require all employees and equipment to be reflectorized for greater visibility. Cones, flags, signs, and personal equipment not reflectorized are not to be used.

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3.0 PROCEDURE

- 3.1 The Director, manager or designee is responsible for ensuring that proper work zone signage is placed at each work zone and is properly maintained throughout the duration of the work zone and is removed promptly when the work is complete. All signage shall be maintained in proper usable condition and conform to the guidelines of the MUTCD.
- 3.2 For all routine work zones with duration of less than one day and affecting only one-lane or partial lane of traffic, each work crew shall follow the MUTCD for appropriate signage and channelizing devices.
- 3.3 For non-routine work zones that last for more than one day or affect multiple lanes of traffic or involve the complete or partial closing of the road, departments shall submit a work zone signage plan to the Director of Public Works for consultation on proper signage. If necessary, the department will also notify Florida DOT traffic division should the work occur on a State maintained road.
- 3.4 Signs used on a regular basis shall be kept on each vehicle that routinely performs work requiring the use of signage.
- 3.5 The re-routing of traffic around work sites will be made as smooth as possible. No alterations of traffic routes will be performed that will expose motorists or County employees to undue hazards.
- 3.6 After signs, flagmen, cones and/or barricades have been positioned, the supervisor of the crew should drive through the work zone to ensure a safe and fluid movement of traffic.
- 3.7 All County maintenance vehicles remaining in the roadway for work should be positioned facing traffic with headlights on and traffic cones present so as to alert motorists of a possible hazard.
- 3.8 All County maintenance vehicles and equipment remaining in the roadway for work must be equipped with flashing strobes and/or yellow rotating lights.
- 3.9 Warning equipment i.e. signs, cones, flagman paddles or flags will be kept in a clean, legible condition. Damaged, defaced or dirty equipment will be repaired, replaced, or cleaned prior to use.

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3.10 Traffic warning devices including signage will be removed immediately once work is completed. For those work areas that progress slowly, the work area supervisor will ensure signage will be managed and placed at appropriate distances from the work area as the work progresses.

3.11 The placement of signs such as **BUMP AHEAD, BROKEN PAVEMENT or DETOUR** is mandatory for all work zones having these hazards after repairs have been made. Failure to place these warnings may place liability on the County for vehicle damage.

3.12 Once the work is patched, paved, or all roadway hazards removed, these signs must be removed immediately.

4.0 TRAINING

4.1 All Okaloosa County employees who may be exposed to traffic hazards shall be trained and conform to the most recent addition of the Manual of Uniform Traffic Control Devices for Streets and Highways (MUTCD).

5.0 RECORD KEEPING

5.1 Training records shall be maintained at the department in which the employee is working and a copy of the training certificate will be sent to Human Resources for their permanent file.

6.0 ABBREVIATIONS

ABBREVIATION	DESCRIPTION
MUTCD	Manual on Uniform Traffic Control Devices for Streets and Highways
ANSI	American National Standards Institute
DOT	Department of Transportation

7.0 DOCUMENT HISTORY

DATE	TYPE	DESCRIPTION OF CHANGE
19 Jun 2023	Initial	New Document
	Revision 1	