
 <b>HEALTH, SAFETY &amp; ENVIRONMENTAL MANUAL</b>	<b>12.11.9 Traffic Control – Critical Task Procedure</b>				
	Initial HIRA Score:	<b>20</b>	Residual HIRA Score:	<b>10</b>	Critical Task: <b>Yes</b>
	Program: <b>11.9</b>				
	Revision Number: <b>R0</b>		Number of Pages: <b>3</b>		
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024	SIGNATURE: 	

## CRITICAL TASK PROCEDURE

### Procedures

#### General

- When possible, face traffic at all times.
- Maintain usable lane width of at least 3m in any travelled lane.
- Workers shall have an escape route planned in case a vehicle enters the work area.
- Never work in live traffic without a Book 7 compliant protective layout.
- Set up traffic control devices starting at the upstream end of the work area. Remove in the opposite manner (start downstream).
- Ensure you are always visible to traffic and equipment.

#### Signal Person for Reversing Vehicles on Site

- See Reversing Vehicle and Signaler section for more information.

#### Traffic Protection Plan

- All employers who may have a worker exposed to traffic hazards must have a written, site-specific procedure in place.
- Ensure the J-AAR traffic protection plan form has been completed prior to commencing work.
- If you have any questions about the plan or your role in it, ask your supervisor.

#### Traffic Control Plan

- TCPs are typically developed by the constructor to help manage the flow and hazards of traffic on a specific job site.
- All workers involved in traffic control must be familiar with the site-specific TCP before commencing work.

#### Housekeeping

- Ensure TCP's and signs are not accidentally hidden by equipment or material.

### Procedures

Before any work begins onsite, the supervisor must ensure the following is completed:

- A current copy of the Traffic Control Plan (diagram) is onsite and available for all workers.
- The Traffic Protection Plan is complete. Use the HCSS Forms app. Review with workers.
- Verify workers have a TC Person training course.
- Give instructions to workers, both oral and written. Add instructions on the Protection Plan. Workers must sign the plan.
- All traffic control devices are onsite.



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**CRITICAL TASK PROCEDURE**

- Workers installing/removing devices are included in the Traffic Protection Plan.

**Training the TCP**

Supervisors must give oral and written instructions to TCPs for their site-specific duties. In order to help complete that task:

- Review J-AAR’s Traffic Control plan.
- Complete J-AAR’s Traffic Protection plan and have them sign. See HCSS Forms.

Remind them to:

- Always face traffic.
- Plan an escape route.
- Wear personal protective equipment.
- Maintain proper communication with other TCPs.
- Stay alert at all times.
- Be courteous.

Completion

- Re-open/re-direct roadways as required.
- Remove and safely store all signs and equipment.
- Ensure the work area is clear and perform any housekeeping as required.

**JOB RISK ASSESSMENT**

Initial HIRA Score	Traffic Control Hazards	Controls	Residual HIRA Score
20	Struck by equipment or vehicle	<ul style="list-style-type: none"> <li>Ensure there is an active, compliant, traffic control plan in place for the job site.</li> <li>Ensure signalers are used when required</li> </ul>	10
10	No/poor signaling	<ul style="list-style-type: none"> <li>Ensure signalers are used when required.</li> <li>Ensure all signalers are competent individuals</li> </ul>	5



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**CRITICAL TASK PROCEDURE**

10	Lack of Training / Communication	<ul style="list-style-type: none"> <li>• Ensure all workers are competent for the tasks assigned.</li> <li>• Ensure J-AAR's Traffic Protection form is completed and understood by the worker</li> <li>• Traffic control plan and traffic protection plan must be communicated to workers at the daily safety meeting.</li> <li>• Persons involved in traffic control shall establish a means of communication before commencing work (hand signals, two-way radio, etc.)</li> </ul>	5
10	Incorrect PPE/PPE not used correctly	<ul style="list-style-type: none"> <li>• All workers must wear safety clothing, hardhat and safety boots.</li> <li>• Night-time operations require additional PPE.</li> <li>• Traffic control operations require additional PPE.</li> <li>•</li> </ul>	5
10	Limited Visibility	<ul style="list-style-type: none"> <li>• Signalers must be used as per Book 7.</li> <li>• Additional signage/signal persons must be used as required</li> </ul>	5
8	Poor site planning	<ul style="list-style-type: none"> <li>• Traffic control plan and traffic protection plan must be developed for specific sites.</li> <li>• Every project shall be planned and organized so that vehicles, machines, and equipment are not to be operated in reverse, or operated in reverse as little as possible</li> </ul>	4