

## Ohio Environmental Protection Agency

### Office of Safety

Safety Standard Operating Procedure Number: SP 11-5

Date: January 14, 2014

STATUS: FINAL

Title: Work Zone Traffic Control

#### Purpose:

The purpose of this Safety Standard Operating Procedure (SSOP) is to outline the requirements for work zone traffic control when working on roadsides, in berms or shoulders, off the side of bridges, or in other locations near roadways where staff could be in danger of traffic. The key to safety when working under these conditions is high visibility to all oncoming traffic.

#### Requirements:

1. **Ohio EPA staff are not permitted to close lanes or redirect traffic when working on the side of roadways or off the side of bridges.** In the event that traffic needs to be restricted or re-routed, local law enforcement or ODOT will be contacted and assistance requested.
2. In the event of an emergency response situation where the DERR Emergency Responder is the first to arrive at the scene, assistance should be requested from local law enforcement or ODOT if traffic needs to be rerouted, restricted, or lanes need to be closed.
3. Staff needing to work on the side of a roadway, in a berm or shoulder, or off the side of bridges must be visible to all oncoming traffic.
4. The following actions **must** be taken in all cases:
  - a. All workers must wear a high visibility vest at all times when working in these locations (ANSI Class II for posted speeds less than 55 mph; Class III  $\geq$  55mph).
  - b. An amber colored flashing light with 360 degree visibility must be positioned on the front or rear of the vehicle (s) (depending on the direction of oncoming traffic). Each vehicle at the location must be equipped with a light to warn on-coming traffic. These lights do not need to be permanently mounted to the vehicle.

- c. Vehicle must be parked between oncoming traffic and the area where staff are working.
5. For work along divided highway,
  - a. Workers will park off the shoulder in right of way, if possible. If it is necessary to park on the shoulder, workers will limit their stop to less than 15 minutes, where practical, or they will deploy appropriate warning devices.
  - b. When parking on shoulder of divided highway for 15 to 60 minutes, orange traffic cones (min. 28" in height with two reflective bands) must be positioned in such a manner to warn all oncoming traffic to the hazard:
    - i. Traffic cones will be arranged in a diagonal taper from the driver's side rear of the vehicle to the edge of pavement shoulder;
    - ii. For posted speed limits from 55 to 70 mph, the taper shall be 300 feet long, using six cones spaced 50 feet apart.
    - iii. Another traffic cone will be placed on the driver's side, five feet in front of the vehicle.
  - c. When parking on shoulder for more than 60 minutes, A "Workers Ahead" or "Emergency Scene" sign should be posted 1,000 feet behind worker's vehicle to provide advanced warning to all oncoming traffic.
6. For work along two-lane or non-divided highway, workers will park in safe location, beyond the shoulder or off the roadway (e.g. public parking lot or driveway with property owner's permission) if possible.
7. Ohio staff and vehicles should only remain on the side of the road, in the berm, or off the side of a bridge for the length of time necessary to perform the scheduled work. Upon completion, vehicles should be moved to a safe parking location.
8. Vehicles operating under these conditions should be kept to a minimum. Any vehicles that are not essential to performing the work should be parked in a nearby safe parking location

**Note:** The above requirements do not apply if the only purpose is to stop and unload equipment on the side of a road, in a berm, or off the side of a bridge. In these cases a spotter, wearing a high visibility vest, should be positioned in a location to alert oncoming traffic. This applies only to stops for a limited duration (10 minutes or less).