

# CONSTRUCTION PROCEDURES HANDBOOK

SECTION VIII	SUBSECTION A	DATE
WORK ZONE SAFETY	RESPONSIBILITIES OF NJDOT EMPLOYEES AND THE PERSON PERFORMING THE DAILY TCP INSPECTION	09/18/2019

NJDOT employees are responsible for complying with the Department's [Safety Rules - Compliance & Enforcement Policy/Procedure No. 212](#).

Employees and Consultant staff are required to wear a safety garment meeting ANSI-ISEA Class 3, Level 2 with 360-degree retroreflective striping and work shoes with substantial soles at all times when on the work site. An Orange hard hat with retroreflective markings is required at all times when on the work site with one exception. The employee and Consultant may choose not to wear the hard hat if the temperature is above 85 degrees Fahrenheit and there is no possible danger of head injury from impact, or from falling or flying objects, or from electrical shock and burns.

If there is a life threatening situation or a potential for serious injury, stop the operation and immediately notify the RE.

FMs must personally observe each of their assigned projects biweekly to be certain that the TCP is properly implemented. The FM is responsible for implementation, reporting and mitigation efforts on an ongoing basis.

The RE is responsible for the following actions on Construction projects:

- a. Taking charge to ensure assigned staff is using personal safety equipment when on the project. Visitors to the project, be they NJDOT employees, or others, are to use personal safety equipment. If they choose not to, they are to be asked to leave until properly equipped. A retroreflective safety garment meeting ANSI/ISEA Class 3, Level 2, Orange hard hat with retroreflective markings and work shoes with substantial soles is the minimum required safety equipment.
- b. Designating a member of the project staff as the person responsible for the implementation and maintenance of the Traffic Control Plan. In the absence of staff, the RE will be the designated person. This person will work with the Contractor's designated Traffic Control Coordinator (TCC). The designated TCC must have completed the Rutgers CAIT Traffic Control Coordinator Program or an equivalent course as approved by the NJDOT Office of Capital Project Safety. The TCC must also successfully complete an approved Traffic Coordinator refresher course every 2 years. The TCC is a full-time position and the employee designated as TCC must be available on a 24-hour a day, 7-days a week basis. The TCC must have the responsibility for and authority to implement and maintain all traffic operations for the Project on behalf of the Contractor. The TCC's responsibilities and duties are as specified in section 159.03.01.

- c. Prior to the start of the project, the RE and his designee will meet with the Contractor's TCC to establish the day to day working process that will maintain the Traffic Control Plan (TCP) and the traffic control devices as detailed in CPH Section VIII-C.
- d. Temporary traffic control is implemented according to an approved TCP. The TCP shown in the project plans or NJDOT Standard Details is to be reviewed to determine if it will work for the project. If improvements are needed that are outside the RE's authority, the RE is to discuss this with the Regional Traffic Engineer, Work Zone and receive his approval in writing for any changes made to the TCP. This approval is required at any time changes are to be made to the TCP.
- e. The Bureau of Traffic Engineering, Region North Traffic Engineer, Work Zone covers all counties north of Hunterdon, Mercer and Monmouth counties. The phone number is 609-963-1799 or email at [NorthNJDOT.TOC@dot.nj.gov](mailto:NorthNJDOT.TOC@dot.nj.gov)
- f. The Bureau of Traffic Engineering, Region South Traffic Engineer, Work Zone covers Hunterdon, Mercer, Monmouth and all counties south thereof. The phone number is 856-486-6650 or email at [TOC.South@dot.nj.gov](mailto:TOC.South@dot.nj.gov)
- g. When a situation occurs, which requires immediate attention and there is no Regional Traffic Engineer, Work Zone available to consult or provide approval, proceed with developing and implementing a TCP to fit the situation. The latest edition of the [Manual of Uniform Traffic Control Devices](#) is to be used; however, may deviate from the typical drawings to allow for conditions and requirements of a particular site or jurisdiction. Consulting with the FM, the Contractor's TCC and if the State Police Construction unit trooper is assigned to the project, may be helpful. The resulting temporary TCP still must be submitted to the Regional Traffic Engineer, Work Zone for approval. The Regional Traffic Engineer, Work Zone may approve the plan as submitted or with changes. Changes are to be implemented without delay.
- h. Discuss the implementation of the TCP with the Contractor prior to set up. The Contractor must have the correct signs and devices in order to proceed. They do not have to be new but they must be in new condition. Use the American Traffic Safety Services Association (ATSSA) booklet ["Quality Guidelines for Temporary Traffic Control Devices and Features"](#) as a guide. Any device that does not meet the acceptable condition shown in the booklet is not to be used. High-Visibility Safety Apparel shown in the booklet is for Contractor personnel only. During night operations, Contractor personnel must wear a safety garment as specified in subsection 108.06. Traffic Director, Flaggers must wear a safety garment as specified in subsection 159.03.08 A. Signs, cones and drums are straightforward items to install. They are placed as designated on the TCP. Standard Details apply to all NJDOT projects unless superseded by the project plans. The correct installation of truck mounted attenuators (TMA's), temporary crash cushions and temporary concrete barrier curb requires attention to the specifications. Manufacturers publish instructions for the installation and use of crash cushions. Directions for mounting crash cushions are very specific and can vary for temporary and permanent installations. Their installation may require a manufacturer's trained technician to be present.

- i. Checking the installation on the day they are made for conformance to the TCP and the Standard Details. For as long as traffic control devices are needed on the project, the RE's designated Safety Inspection person and the Contractor's TCC are to inspect each workday by making a minimum of one project tour and documenting the findings on [Form DC189A](#) Daily Work Zone Inspection Report (See Attachment "A"). Reports are to include both positive and negative aspects of the daily review. TCP surveillance will also include periodic night and weekend inspections and reporting.
- j. Provide a copy of each daily report for traffic safety that cites needed improvements to the Contractor the day of the inspection. If the Contractor fails to make the improvements within the time allotted by specification, a report documenting the failure to perform will be sent to the Contractor and a copy of both reports will be sent to the Contractor's insurance company. Repeated lack of performance in this area shall result in a meeting with the Contractor and the stoppage of work to correct the lack of action. The RE will keep a separate file of these incidents and all pertinent information (reports, photographs, etc.) are to be placed in the file.
- k. Make sure that Static and Variable Message Signs that advise the public of impending or on-going Construction activities contain appropriate messages and the messages are updated as activities progress. If such advisory sign is no longer required, it is to be removed. (Refer to pre 2011 CPH Section III Subsection F, paragraph 2.)

Attachment "A"

Form DC-189A (07/2019)

NEW JERSEY DEPARTMENT OF TRANSPORTATION  
DAILY WORK ZONE INSPECTION REPORT

PROJECT: [ ]  
JOB NUMBER: [ ]

Inspector's Signature [ ] Day: [ ] Date: [ ]  
 Contractor  Subcontractor Inspector Worked From [ ] to [ ]  
 Man Hours This Item → [ ]  
 Weather and Air Temperature AM [ ] PM [ ]  
 Road Conditions AM [ ] PM [ ]

Type of Work					
<input type="checkbox"/> Shoulder Closing		<input type="checkbox"/> Lane Closure		<input type="checkbox"/> Ramp Closure	
<input type="checkbox"/> Detour		<input type="checkbox"/> Intersection		<input type="checkbox"/> Other	
Location & Direction	Lane	Time Closed	Time Open	Comments	

Device/Operation/Condition	Required		Complies		Comments
	Yes	No	Yes	No	
Breakaway Barricade					
Clear Zone (30' from Travel Lane)					
Conspicuity Tape on Equipment					
Construction Signs					
Construction Barrier Curb					
Drum					
Excavation/Lateral Drop-off (2" Max)					
Flashing Arrow Board (4' x 8')					
Nighttime Operations					
Portable Variable Message Sign (PVMS)					
Ramping (Inlets/Manholes - 20:1)					
Ramping (Transitions - 50:1)					
Reflectors on Construction Barrier Curb					
Temporary Crash Cushion					
Traffic Cone					
Traffic Control Truck Mounted Crash Cushions					
Traffic Director, Flagger					
Traffic stripes/pavement Markings					

Remarks:  
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