

# **FLAGPERSON TRAINING**

Developed Jointly by:  
Saskatchewan Ministry of Highways & Infrastructure,  
Saskatchewan Safety Council  
and  
Heavy Construction Safety Association of Saskatchewan, Inc.

Fifteenth Edition, January 27, 2010

Certificate of Competency  
must be carried at all  
times when on the jobsite

# Table Of Contents

<b>Course Description</b>		<b>Page</b>
Part 1	Legislation Review	3 7
Part 2	Flagging Review	8 10
Part 3	Equipment and Apparel Review	11 12
Part 4	Flagperson Station and Position Review	13 18
Part 5	Practices and Procedures Review	19 28
Part 6	Understanding The Motorist Review	29 31

NAME: \_\_\_\_\_

COURSE DATE: \_\_\_\_\_

## **Acknowledgments**

Ministry of Highways and Infrastructure, Saskatchewan Safety Council and the Heavy Construction Safety Association of Saskatchewan Incorporated extends sincere appreciation to the Alberta Construction Safety Association for allowing the use of their manuals as a guide in our production.

## **Notice To Reader and Disclaimer**

The information presented in this publication is intended as a guide for the safe performance of traffic accommodation by flagpersons in work zones. The measures may have to be supplemented or modified where necessary to ensure that each particular work zone situation is safe. However, in modifying the manner of flagging a work zone, it must be kept in mind that uniformity of traffic control measures aids in driver recognition, understanding and interpretation.

No traffic accommodation measure should be omitted unless, in the particular circumstances of the work zone, that measure creates a safety concern and other means can be used to ensure the safe accommodation of traffic. Expertise and common sense must be used at all times to ensure that the best methods of traffic accommodation are used.

This manual is not a definitive guide to government legislation or regulation. The legislation and regulations quoted in the manual are correct as of the date of publication, but may be subsequently repealed, amended or replaced. Current legislation and regulations should be considered when work is being performed.

The users of this material must ensure that all appropriate steps are taken to ensure safe traffic accommodation in work zones and must assume liability arising out of their failure to do so. Ministry of Highways and Infrastructure and the Heavy Construction Safety Association of Saskatchewan Incorporated does not accept liability arising out of any application of the guidelines in this manual in any work zone.

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## **Preamble**

Thank you for your interest in the safety of your co-workers and the travelling public by participating in this "Flagperson Training" course.

In order to successfully complete the course there are several requirements that must be met, the outline is as follows:

- Read each part and when you have familiarized yourself with the contents, answer the questions at the end of the Part.
- Once you finish the reviews, refer to the back of the manual, and check your answers with those in the answer pages. Continue the process until the Manual has been completed.
- Bring your Manual to the scheduled classroom session at which time the facilitator will guide you through the program and answer questions and address concerns.

## **Flagperson Course**

The information presented is current, accepted and are the approved guidelines at time of printing and is intended for general roadwork activities. This course addresses basic situations that arise in work zones. Changes in traffic flow, terrain, work situations, environmental conditions or visibility, etc. may dictate modifications as work progresses. Changes to these guidelines should only occur after being fully discussed with the Supervisor or Traffic Accommodations Supervisor (TAS).

The Occupational Health & Safety Act/Regulations and The Traffic Safety Act must be followed and every reasonable action must be taken in order that the safety of the work crew, motorist and the flagperson are addressed.

## **Flagperson Training Manual**

### **Course Description**

The Flagperson Training Program is designed to insure that flagging is carried out in a consistent manner.

This course provides information about:

- employer and employee responsibilities
- equipment
- apparel
- practices and procedures

The specific course topics and objectives are shown in the index. The index will serve as a reference as you progress through the course.

The evaluation for the course includes a series of short quizzes intended to test your knowledge of the material presented in each section of the course.

# Part 1: Legislation

## Objective

After completing this part of the course, you will be expected to understand each of the following:

- Sections of The Traffic Safety Act and Regulations that give you, the flagperson, the authority to do your job.
- Sections of the Occupational Health & Safety Act and Regulations that provide for protection of people working in work zones.

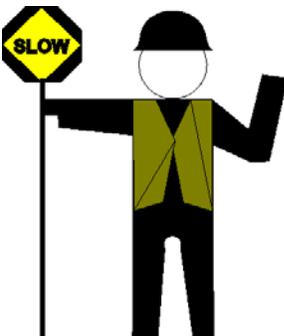
## Summary

A great deal of legislation has been written to give the flagperson the authority to do the job correctly and safely and defines the responsibility of the motorist. Legislation is also in place to help protect the flagperson from danger when working as a member of a road crew. Employers have a responsibility to make sure that workers, and the motoring public are protected in the work zone.

As you read the following material, pay particular attention to:

- The authority and protection given to the flagperson by various laws and regulations.
- The Traffic Safety Act and Regulations establish requirements for the use of signs and flagperson apparel.

## The Traffic Safety Act



- 203 (1) No person shall drive a vehicle on a highway at a speed greater than 60 kilometres per hour when passing:
- (a) A highway worker or flagperson; or
  - (b) Any highway equipment occupied by a highway worker, whose presence on the highway is marked in the manner determined in the regulations made by the board.
- (2) A flagperson or peace officer may direct traffic by voice, hands, signs or other signals while controlling traffic.
- (3) Every person driving a vehicle shall obey the directions given pursuant to subsection (2).

## **The Highway Worker Identification Regulations**

1. These regulations may be cited as The Highway Worker Identification Regulations.
2. For the purposes of subsection 203(1) of The Traffic Safety Act:
  - (a) the presence of highway workers on a highway is to be marked by the erection of a sign that:
    - (i) displays a black symbol of a highway worker on an orange background;
    - (ii) is placed not more than three kilometres in advance of the actual location of the highway workers;
    - (iii) is a minimum size of 60 centimetres by 60 centimetres; (note: Ministry of Highways and Infrastructure standard minimum size required 90cm x 90cm)
    - (iv) is reflectorized or illuminated at night;
  - (b) the presence of flagpersons on a highway is to be marked in accordance with clause (a) and, in addition:
    - (i) flagpersons shall wear a high visibility vest, shirt or jacket that is not covered by any other clothing or article;
    - (ii) flagpersons shall use a paddle that is a minimum size of 450 millimetres by 450 millimetres and that displays the word "stop" on one side and the word "slow" on the other side; and
    - (iii) vests, shirts or jackets worn as required by subclause (i) and paddles used as required by subclause (ii) are to be reflectorized at night.

## **Occupational Health Act & Safety Regulations**

The Occupational Health and Safety Act is provincial legislation intended to promote safe working conditions.

The following Occupational Health and Safety Regulations state that where there is danger to workers from traffic, an employer must take appropriate measures to ensure that the workers are protected from traffic hazards.

## **The Occupational Health and Safety Regulations**

- 132 (1)** Where the giving of signals by a designated signaller is required by these regulations, an employer or contractor shall:
- (a) designate a worker to be the designated signaller;
  - (b) ensure that the designated signaller is sufficiently trained to ensure the signaller's safety and the safety of other workers; and
  - (c) document the training and give a copy to the designated signaller.



- (2) An employer or contractor shall:
  - (a) provide each designated signaller with, and require the signaller to use, a high visibility vest, armlets or other high visibility clothing, whether the signaller is on a public highway or is at any other place of employment; and
  - (b) provide each designated signaller with a suitable light to signal with during hours of darkness and in conditions of poor visibility.
- (3) An employer or contractor shall:
  - (a) install suitably placed signs to warn traffic of the presence of a designated signaller before the signaller begins work;
  - (b) where reasonably practicable, install suitable overhead lights to illuminate a designated signaller effectively.
- (4) A designated signaller shall ensure that it is safe to proceed with a movement before signalling for that movement to proceed.
- (5) Where the giving of signals by a designated signaller is required by these regulations, an employer or contractor shall ensure that:
  - (a) no worker other than the designated signaller gives signals to an operator except in an emergency; and
  - (b) only one designated signaller gives signals to an operator at a time.
- (6) Where hand signals cannot be transmitted properly between a designated signaller and an operator, an employer or contractor shall ensure that additional designated signallers are available to effect proper transmission of signals or that some other means of communication is provided.
- (7) Where two or more designated signallers are used, an employer or contractor shall ensure that the designated signallers are able to communicate effectively with each other.

**133** (1) An employer or contractor shall ensure that a worker who is at risk from vehicular traffic, whether on a public highway or at any other place of employment, is provided with and required to use a high visibility vest, armlets or other high visibility clothing.

- (2) Where there is danger to a worker from vehicular traffic on a public highway, an employer or contractor shall develop and implement a traffic control plan in writing, to protect the worker from traffic hazards by the use of one or more of the following:

- (a) warning signs;
- (b) barriers;
- (c) lane control devices;
- (d) flashing lights;
- (e) flares;
- (f) conspicuously identified pilot vehicles;
- (g) automatic or remote-controlled traffic control systems;
- (h) designated signallers directing traffic.

- (3) An employer or contractor shall ensure that:
  - (a) workers are trained in the traffic control plan development pursuant to subsection (2); and
  - (b) the traffic control plan development pursuant to subsection (2) is made readily available for reference by workers at the place of employment.
- (4) An employer or contractor shall use designated signallers to control traffic on a public highway only where other methods of traffic control are not adequate or suitable.
- (5) Where designated signallers are used to control traffic on a public highway, an employer or contractor shall provide:
  - (a) at least one designated signaller if:
    - (i) traffic approaches from one direction only; or
    - (ii) traffic approaches from both directions and the designated signaller and the operator of an approaching vehicle would be clearly visible to one another; and
  - (b) at least two designated signallers if traffic approaches from both directions and the designated signaller and the operator of an approaching vehicle would not be clearly visible to one another.
- (6) Where there is or may be a hazard to a worker from traffic at a place of employment other than a public highway, an employer or contractor shall develop and implement a traffic control plan to protect the worker from traffic hazards.
- (7) A traffic control plan required by subsection (6) must:
  - (a) be in writing;
  - (b) be made readily available for reference by workers at the place of employment; and
  - (c) set out, where appropriate:
    - (i) the maximum allowable speed of any vehicle or class of vehicles, including powered mobile equipment, in use at the place of employment;
    - (ii) the maximum operating grades;
    - (iii) the location and type of control signs;
    - (iv) the route to be taken by vehicles or powered mobile equipment;
    - (v) the priority to be established for classes of vehicle;
    - (vi) the location and type of barriers are restricted areas; and
    - (vii) the duties of workers and the employer of contractor.

- (8) A worker who operates a vehicle or unit of powered mobile equipment at a place of employment and who does not have a clear view of the path to be travelled shall not proceed until a person who has a clear view of the path to be travelled by the vehicle or unit of powered mobile equipment signals to the worker that it is safe to proceed.
- (9) Where a provision of this section conflicts with a provision of The Traffic Safety Act, The Highways and Transportation Act, The Vehicle Administration Act, a regulation made pursuant to any of those Acts or a bylaw of a municipality made pursuant to The Urban Municipality Act, 1984, the Rural Municipality Act, 1989 or The Northern Municipalities Act, the provision of the other statute, regulation or bylaw prevails.
- (10) Nothing in this section applies to a peace officer in the performance of the peace officer's duties.

### Part 1: Legislation

#### Review

- 1. What does The Traffic Safety Act/Regulations give the flagperson?  
\_\_\_\_\_
- 2. The Traffic Safety Act/Regulations requires that \_\_\_\_\_ and \_\_\_\_\_ must be used during flagging operations.
- 3. \_\_\_\_\_ must be in place before a signaller (flagperson) commences duties.
- 4. Designated signallers (flagpersons) must be sufficiently \_\_\_\_\_ to carry out the duties in a manner that will ensure their safety and the safety of any of any other workers.
- 5. The employer shall ensure that a suitable \_\_\_\_\_ is provided to signal with during hours of \_\_\_\_\_.

## Part 2: Flagging

### Objectives

After completing this part of the course you will be expected to do each of the following:

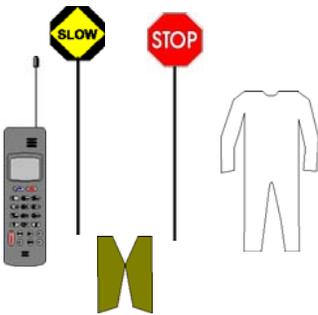
- Describe the responsibility of the employer regarding the flagperson.
- Describe your own responsibilities as a flagperson.
- List the duties you will have to perform as a flagperson.
- Describe some of the problems you are going to find in the work zone.
- Describe the need for good public relations.
- Describe the basic qualifications of a flagperson.

### Summary

Many devices are designed to control traffic flow in work zones. However, only a flagperson is able to adjust to constantly changing situations. Unlike other traffic control devices, only the flagperson is capable of thought, reason, and time-specific action needed to make sure the motorist passes safely through a controlled work zone.

As you read the following material, pay particular attention to:

- the role of the flagperson
- the duties of the flagperson



### Employer Responsibility

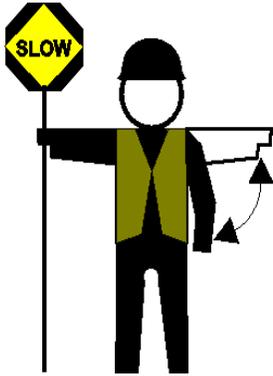
Being part of a maintenance, construction, survey, or any other type of road crew is often dangerous as workers are exposed to traffic in a variety of conditions. Employers are required, by law, to protect workers and to use trained flagpersons when required.

### Employee Responsibility

As a flagperson, you have the right to know what dangers exist in the workplace. This includes dangers of traffic hazards and workzone construction & maintenance equipment. You also have certain responsibilities. You are responsible for your own safety and the safety of the work crew working with you, the movement of traffic through the work zone, and the safety of the motoring public.

Your job is to stop or reduce the speed of traffic through the work zone for the protection of the work crew and the motorist.

## Public Relations Expectations



In today's world, people always seem to be in a hurry. Even on a quiet suburban street, the shortest delay can cause the motorist great frustration. Coping with the frustration of others and, in some cases helping to reduce it, is part of the flagperson's job. Everyday the actions of the flagperson cause both favourable and unfavourable comments. The flagperson has to earn the respect of the motoring public by making sure that traffic is not unnecessarily delayed. The flagperson must do everything possible to encourage the motorist to drive with caution and courtesy when passing through the work zone.

## Qualifications For Flagpersons

It is mandatory that personnel are trained and certified in the fundamentals of flagging before being assigned to a flagging task. Flagpersons shall be certified by Ministry of Highways & Infrastructure, Saskatchewan Safety Council or the Heavy Construction Safety Association of Saskatchewan.

Flagpersons must portray the following characteristics:

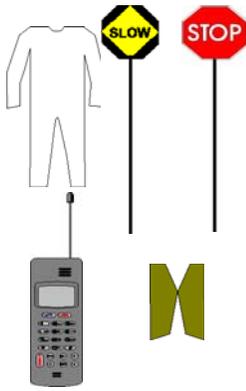
- Intelligent and mentally alert.
- Good physical condition, including sight and hearing.
- Courteous, but firm manner.
- Neat appearance.
- Sense of responsibility for safety of the public and workers.
- Ability to communicate effectively.
- Pleasant personality.

## Part 2: Flagging

### Review

The following review will help you better understand the material you have just read. Read each of the statements carefully and write your answer in the space provided.

1. Your employer has certain responsibilities for the safety of the road crew. In order to have additional protection under the law the employer may use a \_\_\_\_\_.
2. Who is the flagperson protecting from possible danger?  
\_\_\_\_\_ and \_\_\_\_\_.
3. A flagperson doing the job correctly is not only reducing possible dangers but also reducing unwanted traffic in the work area and delays in \_\_\_\_\_.
4. Motorists will often become angry and frustrated if they are \_\_\_\_\_.
5. By making sure traffic is not delayed unnecessarily, the flagperson can earn the \_\_\_\_\_.
6. It is up to the flagperson to encourage motorists to exercise both \_\_\_\_\_ and \_\_\_\_\_ when passing through a work zone.



## Part 3: Equipment and Apparel

### Objective

After completing this part of the course you will be expected to do each of the following:

- List the flagging equipment that must be used by the flagperson.
- List the various items of clothing that must be worn by the flagperson.
- List other clothing and equipment that could be worn or used by the flagperson.

### Summary

It is important to realize that the flagperson's equipment and apparel are regulated by law to protect them and the motoring public. Giving flagpersons this kind of protection helps them carry out their duty to protect other workers and motorists moving through a work zone.

As you read the following material, pay particular attention to:

- the equipment required by the flagperson
- the apparel worn by the flagperson

### Flagging Equipment and Apparel



It is important that the flagperson understands the need to be correctly dressed to flag traffic. The Occupational Health and Safety Act and Regulations, The Traffic Safety Act and Regulations, require that the flagperson must wear personal protective equipment which shall include:

1. Approved footwear, as identified by the Ministry of Highways and Infrastructure and Occupational Health and Safety Act and Regulations.
2. High visibility safety vest, shirt or jacket with reflective strips on the front and back, CSA(Z96-09) or ANSI(107-1999) standards that meet Ministry of Highways and Infrastructure Safety Policy.
3. A fluorescent orange or other high visibility hard hat.

In addition, Saskatchewan Ministry of Highways and Infrastructure, Saskatchewan Safety Council and the Heavy Construction Safety Association of Saskatchewan require the use of high visibility clothing. **(note: The colour should achieve the maximum contrast between the flagperson, the roadway and the work environment.)**

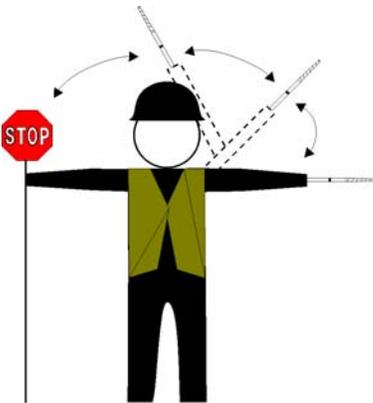
In certain circumstances, the flagperson may also require additional items, such as:

1. Eye protection: goggles for dirty/dusty operations or impact resistant sun glasses for sunny conditions.
2. Rain wear, which must be highly visible.

3. Logbook and pencil for recording traffic violations.
4. Hand held horn or whistle for warning the crew in an emergency.
5. Two-way radio communications.

Note: The safety vest must be worn on the outside of clothing.

Note that flagpersons must never use personal devices that may impair their sight, hearing, or attention when working. (i.e. cell phones, listening devices, etc). Refer to company policy.



For night flagging operations, in addition to the daylight requirements, the flagperson apparel shall include:

1. Reflective strips or bands on the head gear and reflective armllets.
2. A suitable light; a flashlight with semi-transparent red/orange cone.
3. The flagging station shall be illuminated by lights where reasonably practical.

### Part 3: Equipment & Apparel

#### Review

1. The high visibility vest should only be worn at night.  
True or false? \_\_\_\_\_
2. When the flagperson is wearing rain wear, a safety vest must be worn on the \_\_\_\_\_ of the clothing.
3. When working at night, the flagperson shall be equipped with a \_\_\_\_\_ with a semi-transparent red/orange cone.
4. A correctly dressed flagperson will attract the motorist's attention.  
True or False? \_\_\_\_\_
5. To provide for better visibility to motorists in addition to high visibility vests and headwear, \_\_\_\_\_ clothing shall be worn.
6. The high visibility vest must be worn by all Ministry of Highways and Infrastructure employees and all contract employees of the Ministry.  
True or False? \_\_\_\_\_

## Part 4: Flagperson Station and Position

### Objective

After completing this part of the course you will be expected to do each of the following:

- Describe the position of the flagperson in the work zone.
- Describe the requirement for visibility of the flagperson in the work zone.
- Describe the location of the flagperson in the work zone.
- Determine if the flagperson station is properly located.

### Summary

The position of the flagperson in the work zone is very important. Flagpersons must be located so they can be seen by motorists and they must be alert at all times to what is going on around them. The location of the flagperson is crucial for the safety of the work crew, the motorists, and the flagperson. The flagperson must be able to determine how well the flagperson station is working.

The response of traffic to the flagperson instruction will determine how effective the job is being done.

As you read the following material, pay particular attention to:

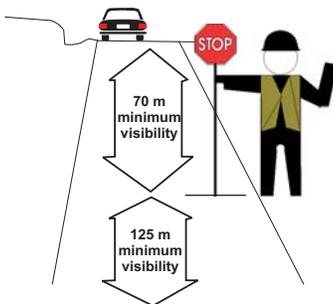
- the position of the flagperson in the work zone.
- the location of the flagperson station.

### Flagperson Position in the Work Zone

The flagpersons must stand in a highly visible location so oncoming traffic have time to react safely.

When flagging traffic a flagperson must:

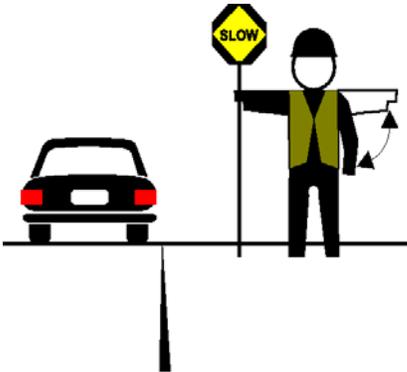
- Stand just outside the approaching traffic lane on the shoulder of the road facing the oncoming traffic.
- Stand far enough from the work crew so that the approaching motorist does not think the flagperson is part of the crew.
- Stand between 70m and 150m in front of the work crew, depending on the road conditions and the distance the flagperson can be seen.
- The flagperson must be visible to approaching motorists for a minimum 125m.
- Ensure that the Stop/Slow paddle is visible to the motorist.
- Stand where they will not obscure or be obscured by signs and equipment in the work zone.



Always ensure the safety of the flagperson.

Always be ready to get out of the way of an approaching vehicle in case it does not stop.

Always plan an escape route before starting flagging duties.



When flagging traffic, a flagperson must:

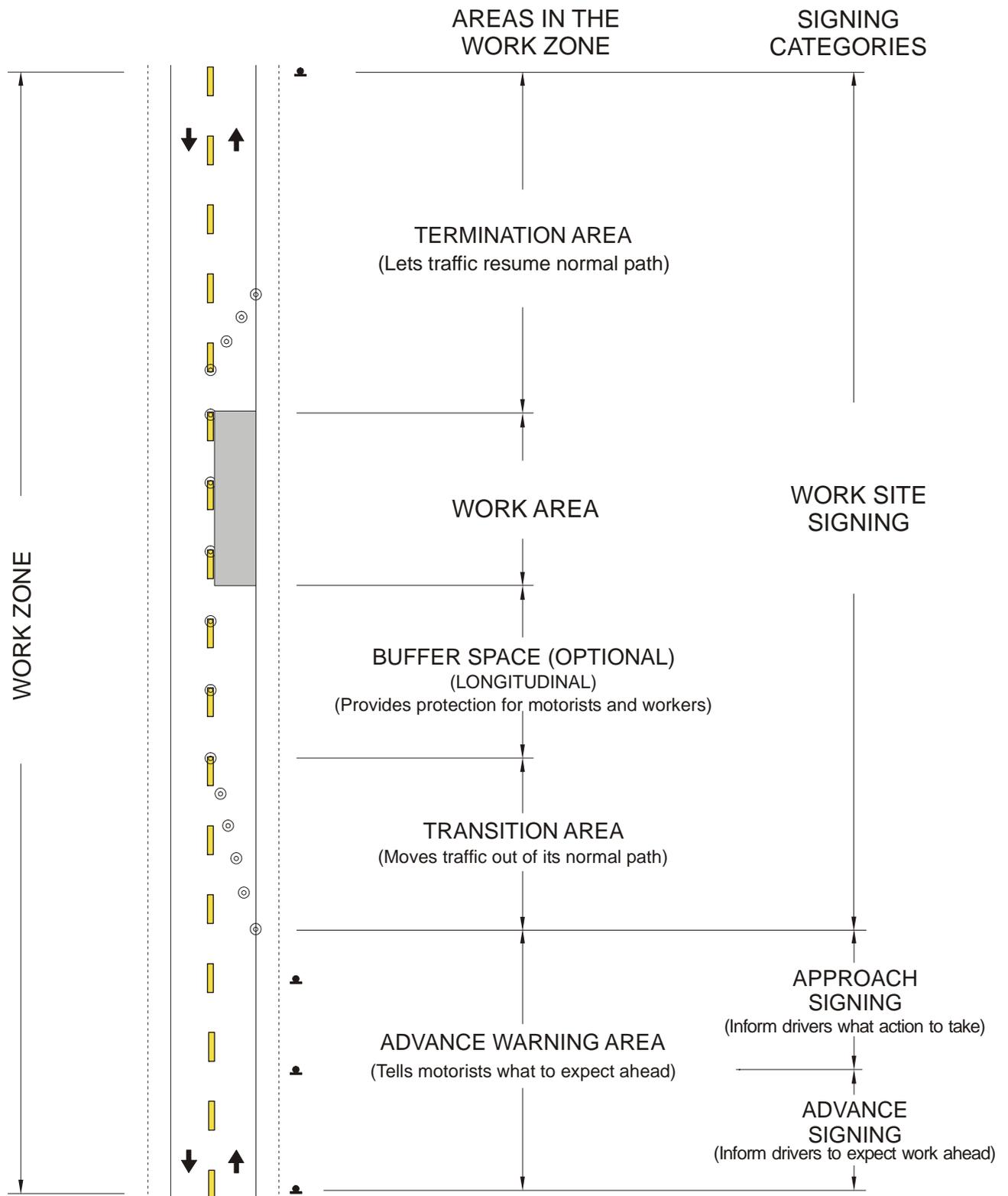
- Stand alone, except when a relief person or supervisor arrives, or while you are being trained.
- Vehicles used by the flagperson shall be parked a minimum of 15 meters from the flagperson station. The vehicle will be positioned between the flagperson and work crew, as far right as possible on the shoulder.
- Stand at your flagperson post. Sitting makes it more difficult for the flagperson to be seen.
- Ensure breaks have been arranged with the supervisor.
- Never leave the position, other than to give instructions to the motorist. A flagperson's job is traffic control.
- It is vital to maintain an awareness of all traffic in the work zone, but never turn your back to oncoming traffic.

Additional flagpersons may be needed when traffic line-ups occur or where there is limited site distances. The primary flagperson will control the traffic line-up and the secondary flagperson will give advance warning to motorists approaching the line.

When the traffic line reaches the point of the secondary flagging location; the secondary flagperson will assume primary flagperson responsibilities.

Effective communication shall be maintained between flagpersons at all times.

- Note:
- The Traffic Accommodation Supervisor is responsible for the placement of the flagpersons.
  - Correct flagging procedures must be maintained at all times.
  - Always ensure the safe positioning of the flagperson.

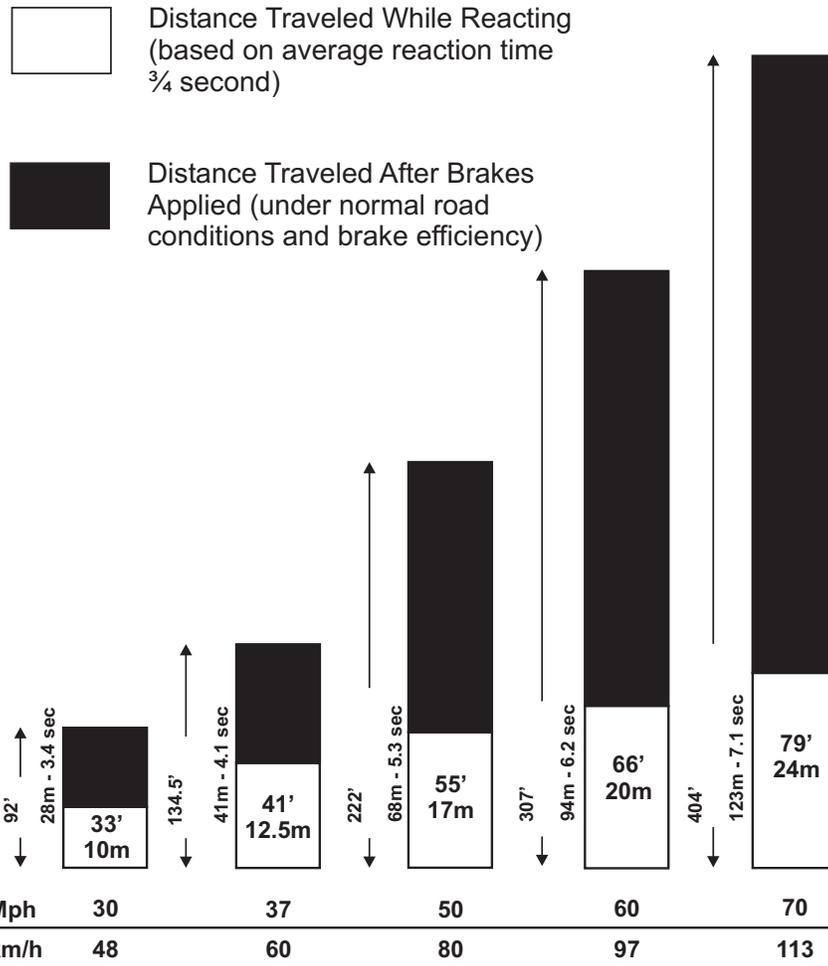


## Flagperson Location in the Work Zone

It is important that the flagperson be in the correct position in the work zone. The correct location depends on the speed of the traffic, weather conditions, and type of work being done.

Under ideal conditions such as a warm, sunny day with good visibility, the following distances would apply:

## Emergency Stopping Distances



Remember that these stopping distances may change when the weather changes.

The flagperson must allow sufficient distance for the motorist to come to a complete stop before endangering the workers.

Under normal road conditions, a car travelling at 60 km/h requires more than 40m total stopping distance and a car travelling at 100 km/h needs more than 94m to stop. This illustrates the importance of flagperson positioning.

## **Communication With Motorists or Workers**

The flagperson gives, receives, and clarifies information. When communicating with the motorist, the flagperson must remember to:

- Be polite when dealing with the motorist.
- Keep the communication brief and to the point.
- Be alert and not be distracted by fellow workers or the general public.

When using two-way radios as a means of communication, the flagperson should:

- Establish clear voice signals for each situation and consistently use the same signals.
- Be crisp and positive in what is said. If a message is not understood, have it repeated.
- Avoid all unnecessary communication.
- Test the unit before starting the shift.
- Not use the two-way radios in a blasting zone.
- Protect the radio in poor environmental conditions.

When two flagpersons are working together and not using the radio or other means of communication, they must always be able to see each other in order to coordinate the STOP/SLOW signals.

Signals between the flagpersons must be understood. For example, when a flagperson changes the sign from STOP to SLOW, he or she must inform the other flagperson by signalling with the sign in an up and down motion, or use the two-way radio.

Escape routes must always be available to you. When two or more flagpersons are working together in a work zone, one of them must be put in charge.

## **Effectiveness of the Flagging Location**

When a flagging location is first set up, careful attention must be paid to ensure that it is working properly. Ask yourself the following three questions:

1. Are vehicles coming up to the station very fast and having to slam on their brakes?
2. Are drivers complaining that they had problems seeing the flagperson?
3. Are drivers trying to pass when other vehicles are stopped?

If the answer to any of these questions is yes,

The flagperson must contact the Traffic Accommodation Supervisor as soon as possible.

The flagging location will then have to be reassessed.

The flagperson must stay at the flagging location while the situation is being assessed.

## Part 4: Flagperson Position

### Review

1. Under normal road conditions a car travelling at 100 km/h requires more than \_\_\_\_\_ total stopping distance.
2. How far is it before a car travelling at 60 km/h can come to a stop on normal road conditions? \_\_\_\_\_
3. A flagperson should always be \_\_\_\_\_ at the flagging location.
4. A safe flagperson is someone who always plans an \_\_\_\_\_ route before an emergency arises.
5. A flagperson always makes sure the paddle is \_\_\_\_\_ to the oncoming motorist.
6. Flagpersons should always position themselves outside the lane of the \_\_\_\_\_ on the \_\_\_\_\_ of the road.
7. Flagpersons should make sure that approaching motorists can see them from at least \_\_\_\_\_ away.
8. When determining if a flagperson is in the correct location, you should ask yourself if the approaching vehicles are coming up to the station very fast and having to \_\_\_\_\_.
9. A flagperson should never turn their \_\_\_\_\_ to the oncoming traffic.
10. If a driver complains that they had problems seeing the flagperson, this would be an indication that the flagperson location is \_\_\_\_\_ working well.
11. A flagperson can only leave their post after being \_\_\_\_\_ by another person.
12. Vehicles used by the flagperson must be a minimum of \_\_\_\_\_ meters from the flagperson and parked between the \_\_\_\_\_ and \_\_\_\_\_.
13. The flagperson will move into the travelled lane when the first vehicle has \_\_\_\_\_ and when it is \_\_\_\_\_.
14. Additional flagperson may be used where there is limited sight distance or where the \_\_\_\_\_ is very heavy.

## **Part 5: Practices and Procedures**

### Objectives

After completing this part of the course you will be expected to do each of the following:

- Describe the function of the flagperson location.
- Demonstrate flagging practices and procedures.
- Describe how to adjust the flagperson location to different environmental conditions.
- Identify emergency procedures.
- Record and communicate all incidents to the Traffic Accommodation Supervisor.

### Summary

You have learned the responsibilities and duties of a flagperson and you know that various laws give flagpersons the authority to act. You need to learn what the flagperson does and how it should be accomplished. This part of the workbook describes the practices and procedures of flagging.

As you read the following material, pay particular attention to:

- the operation of the flagperson location
- flagging practices and procedures
- emergency procedures

### Flagperson Station Operation

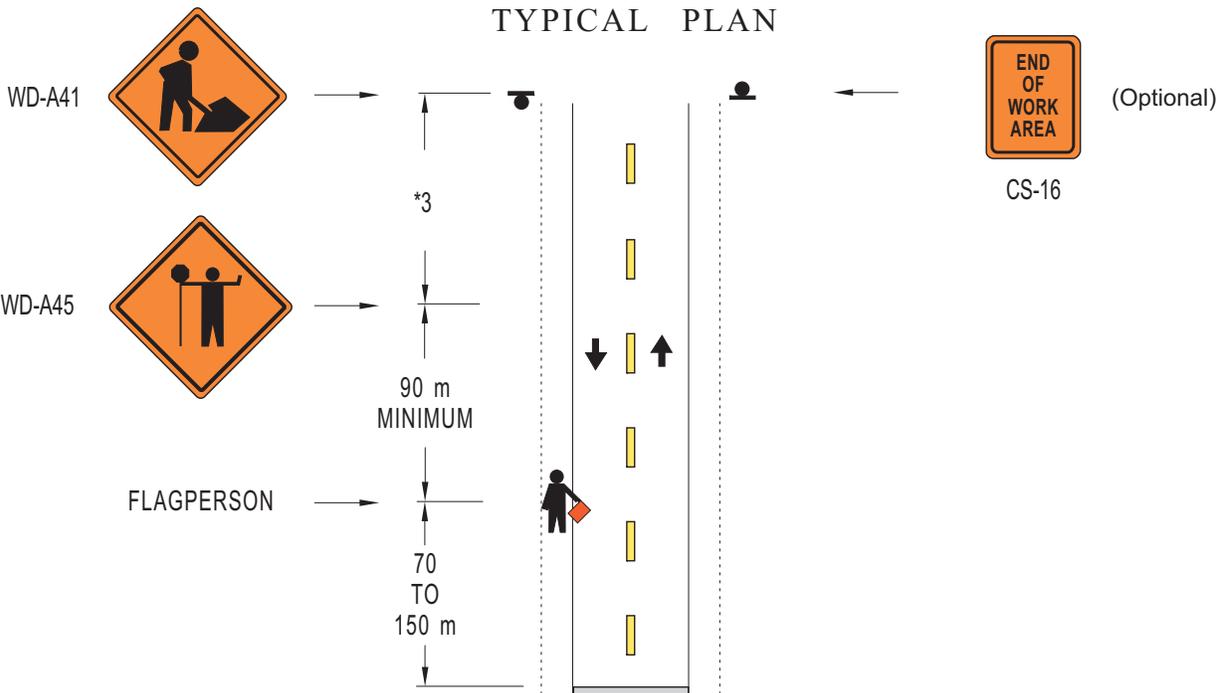
Flagperson stations are always set up with advance signs in place. Changes to signing may be required depending on the work situation. There are statutory requirements for these signs and there are additional guidelines provided by the contract documents. It is the employers responsibility to ensure that the work zone is safe and that appropriate traffic accommodation is in place. A typical sign plan is shown on page 20.

Signs must be placed in locations where they are visible to motorists and attract their attention near the work zone.

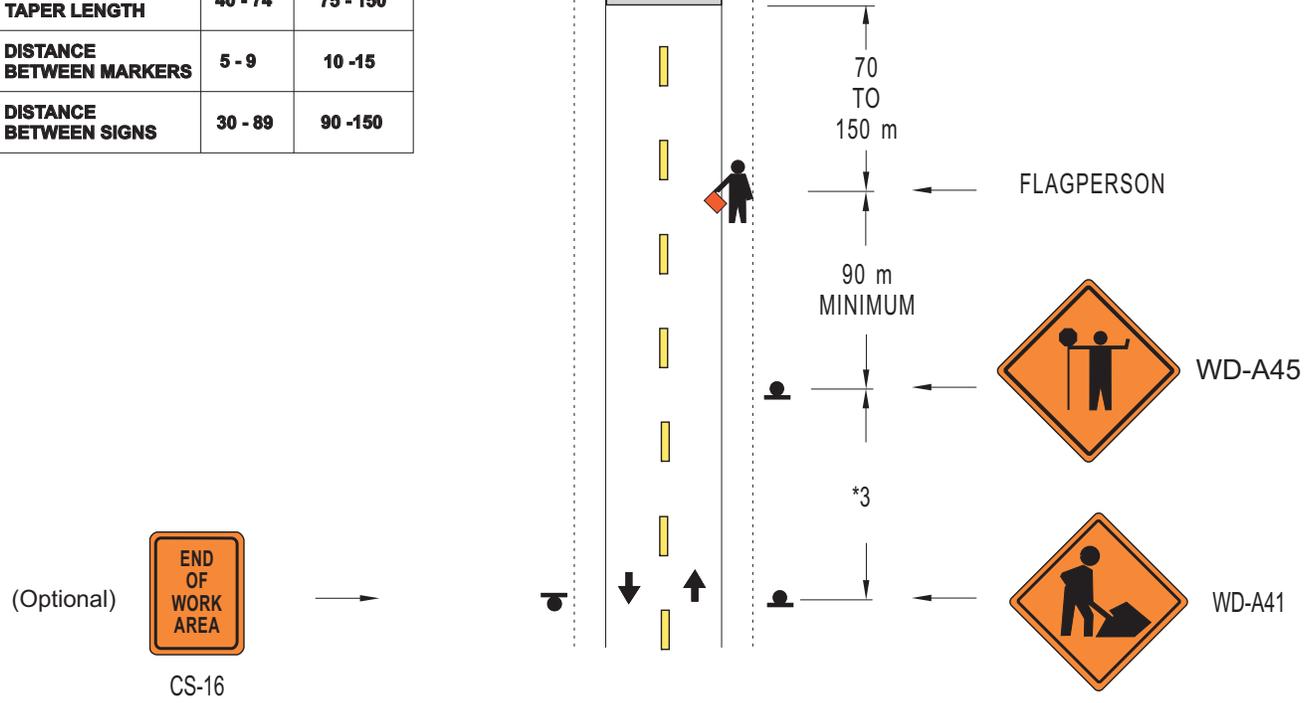
Signs which are not applicable must be removed or covered when work is not being done in the work area.

Signs must be checked on a regular basis by the supervisor, T.A.S. or other crew members to ensure they are in good condition and are kept clean, not knocked down by traffic, construction activity or blown over by the wind.

# TYPICAL PLAN



* CODE	REGULAR OR WZ SPEED LIMIT	0 - <60 km/h (m)	60 - 100 km/h (m)
1	LANE CLOSURE TAPER LENGTH	40 - 74	75 - 150
2	DISTANCE BETWEEN MARKERS	5 - 9	10 - 15
3	DISTANCE BETWEEN SIGNS	30 - 89	90 - 150



## Flagging Procedure and Signals

The STOP/SLOW paddle and hand signals are one of the best ways to communicate with the motorist. Seven general guidelines must be followed when using the STOP/SLOW paddle:

1. Keep the paddle high so that it is in the line of vision of the approaching driver (standard height for flagging paddle is 1.6 metres).
2. Use the free hand to indicate movement required.
3. Never hold the paddle in front of your face which will block your vision.
4. Allow time for drivers to react to the signals. Take into account traffic speed, weather conditions, and visibility when flagging.
5. Never stand or walk directly in front of oncoming traffic, wait until the vehicle has stopped.
6. It is vital to maintain an awareness of all traffic in the work zone, **never** turn your back to oncoming traffic.
7. All flagging needs to be performed with consistent, uniform signals and procedures. When the same messages are used by all flagpersons, the motorist will respond more effectively.

In an urban area, you need to have an escape route just as you do on a highway.

When not in use, turn the STOP/SLOW paddle so the edge faces the approaching motorist and the message cannot be read.

Remember, on a two-lane road, traffic could approach from behind. Always make sure you are safely positioned.

### To Slow Traffic Down

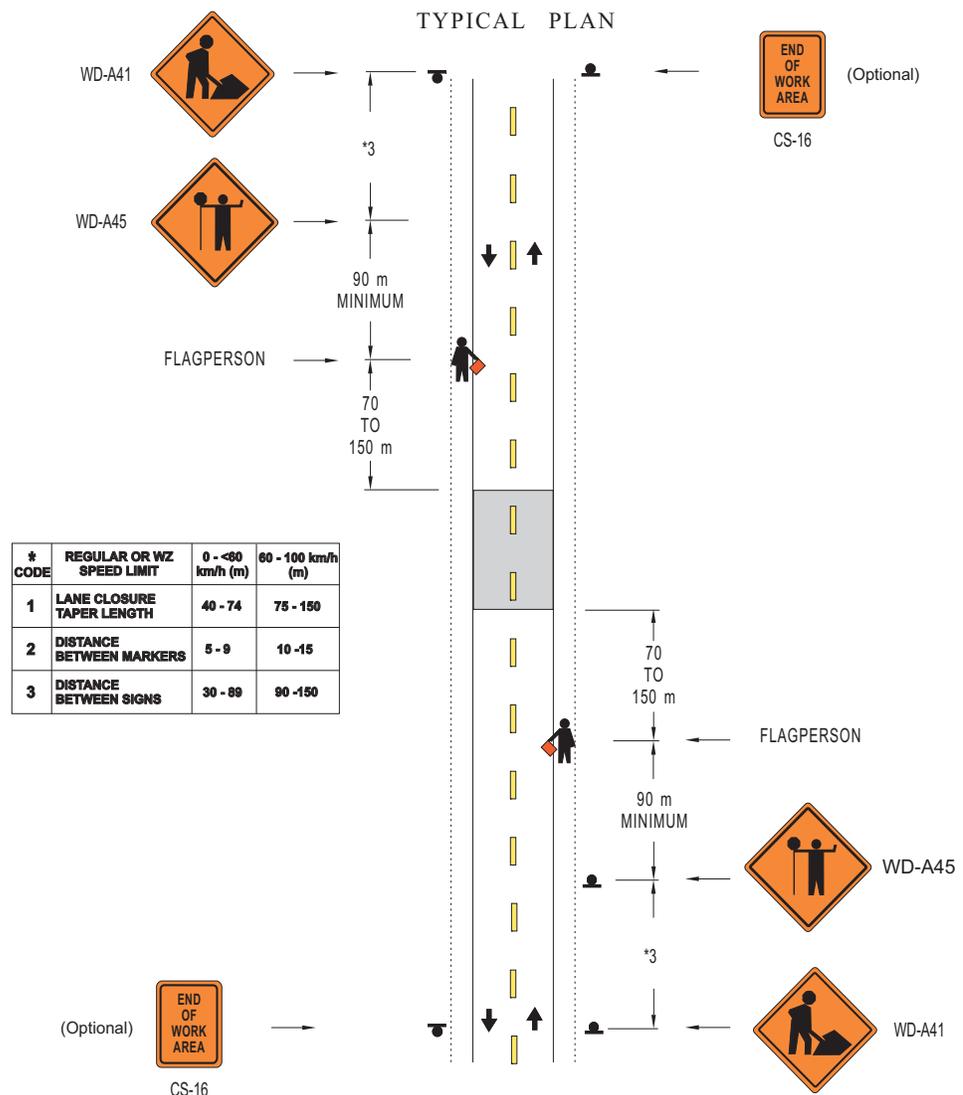
Stand in a safe position on the shoulder of the road facing the oncoming traffic. Display the SLOW sign in your hand with the arm held in a horizontal position. At the same time use an up and down motion with the other arm, palm down, to emphasize the need for drivers to slow down.

### To Stop Traffic

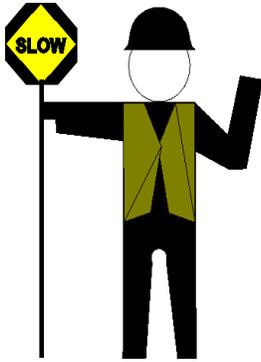
The flagperson is responsible for stopping the flow of traffic, when necessary. The flagperson should stand at the side of the road, on the curb/shoulder, if possible, out of the path of oncoming traffic but visible to drivers. The following procedure shall be carried out.....

- Turn the paddle to display the STOP side of the paddle, ensuring the traffic has sufficient safe distance to stop.
- Try to establish eye contact with the driver of the vehicle you want to stop to ensure you have their attention.

- Direct traffic towards right shoulder of driving lane.  
(This will provide for your safety when you move out into the driving lane)
- When the vehicle has stopped, walk from the curb/shoulder in a straight line with the Stop message displayed, to a position in the lane where you can be seen by drivers coming up behind the stopped vehicle.  
At no time shall you ever flag traffic on the centre line. Always face the oncoming traffic.
- Periodically check over your shoulder to check on opposing lane traffic.
- Do not cross the centreline, traffic may be in that lane.
- Keep the paddle held high and maintain eye contact with approaching drivers; have your free hand raised with the open palm facing drivers.
- Maintain adequate distance from the work zone activity. Make sure you are not in the path of work zone vehicles.



## Traffic Control On A Four-Lane Divided Highway



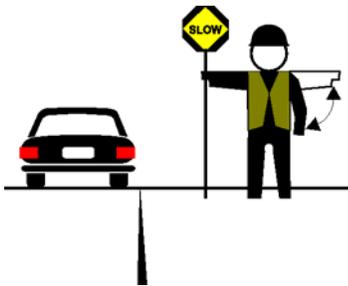
The preferred practice on this type of roadway is to utilize mechanical traffic control devices. Refer to the previous section for more information should flagging be necessary.

For an undivided highway, other procedures may be required.

### To Release Traffic Into Existing Lane

- When it is safe to release traffic, proceed back to the shoulder of the road with the STOP message displayed to the motorist. Do not turn your back to the traffic.
- When safely positioned on the shoulder of the road, turn the paddle to display the SLOW sign and then, with the free arm, wave the traffic through.

Do not wave the paddle.



Ensure you are safely positioned.

Always plan an escape route.

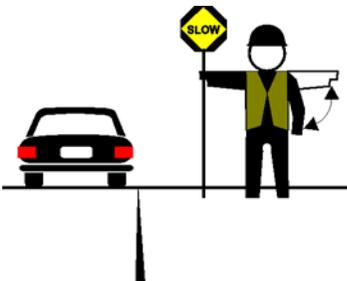
Do not stand or walk in the path of oncoming vehicles.

### To Release Traffic with One Lane Closed

Stop traffic using the procedures previously described. Wait until it is safe for traffic to proceed. Use a two-way radio communication when working with another flagperson who is out of sight.

When it is safe..

- Turn the paddle to display the SLOW sign to the stationary traffic.
- Use the free arm to direct traffic into the open lane, keeping the SLOW sign clearly displayed.
- Motion and point in the direction for traffic to proceed.
- When the last vehicle has moved into the open lane, advise the flagperson at the other end so traffic from the opposite direction can proceed when the lane is clear.



Never stand or walk in front of oncoming traffic.  
Always wait until traffic has stopped before stepping into the travel lane.



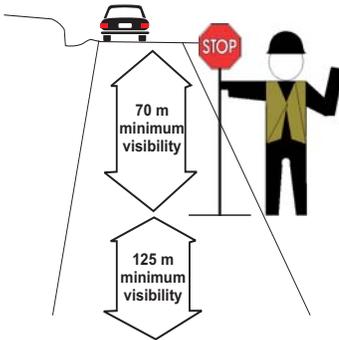
## Working With Traffic Signals

Normally, flagpersons are not required when traffic signals are used.

However, where there are automatic traffic signals near the work area, ensure that you work with them, not against them.

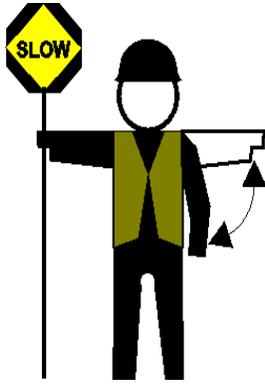
- Stand at the side of the road out of the path of oncoming vehicles and make sure you are visible to drivers.
- Release traffic in time to proceed through the next green light.
- Good co-ordination between the flagperson and the traffic signals will keep drivers from becoming frustrated.

Make sure you are safely positioned.  
Always plan an escape route.



## Pilot Vehicle Operation

In some cases, when work is performed over long stretches of road, additional traffic control is required. When this happens, a pilot vehicle is used to escort vehicles through the work area. Pilot vehicles must not exceed 60 km/h. Radio contact may be required between flagpersons and the pilot vehicle to co-ordinate the movement. The pilot vehicle operation will be set up by the Traffic Accommodation Supervisor. Flagging procedures do not change when a pilot vehicle is used. Flagging requirements are consistent as outlined in this manual.



## Handling Emergency Vehicles

Emergency vehicles such as fire trucks, police vehicles, and ambulances pose special problems for the flagperson.

- When the flagperson becomes aware that an emergency vehicle is approaching, the flagperson must determine if it is safe for the emergency vehicle to proceed. Accommodate the emergency vehicle as soon as it is safe. Contact the other flagperson to prepare them for the oncoming vehicle.

Discuss and prepare for emergency procedures with your supervisor.

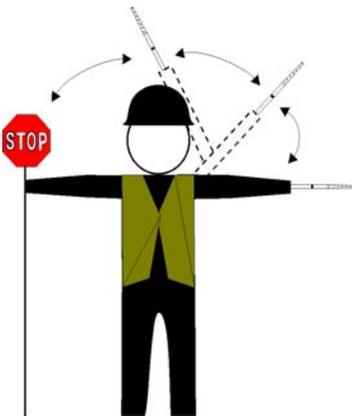
## When A Motorist Does Not Obey Directions

If a motorist does not obey directions of the flagperson, the flagperson must protect themselves by utilizing your escape route if danger is present.

Immediately warn others of the danger by any means possible.

Document the incident when possible.

Do not step too close to a moving vehicle.  
Make sure you are safe.  
Always plan an escape route.  
Do not have a vehicle blocking your exit.



## Dealing With An Abusive Motorist

The flagperson should be as polite as possible and avoid arguing with agitated motorists. If a driver continues to be abusive, contact the Traffic Accommodation Supervisor for assistance. Leave your station only when the motorist threatens you with physical harm.

## Dealing With An Accident/Incident

If an accident or incident occurs, the flagperson must protect themselves, the work crew, and any members of the public from further injury.

- It may be necessary to stop all traffic in the work zone until a proper assessment can be made.
- Contact the Traffic Accommodation Supervisor for help controlling the situation and for guidance.

Do not leave your station.

Be alert for motorists who will try to drive around the accident scene and the flagperson location, creating serious problems.

Make sure you are safe.

## **Documentation Of Incidents**

When anything unusual occurs (for example – a motorist does not obey your direction), the flagperson should note the incident in a logbook as soon as possible.

The logbook entry should include the following:

- Time of incident.
- Make, colour, and type of vehicle involved.
- License plate number.
- Description of the driver and occupants.
- Road and weather conditions.
- Personal observations.

If for some reason the flagperson is not able to document the incident in a logbook, the Traffic Accommodation Supervisor should still be advised so it can be reported to the authorities.

**The flagperson location should never be left unattended.**

## **What To Do If A Flagperson Is Injured**

A flagperson may be injured by flying rocks, other debris, or insect bites. When this happens, first aid must be available immediately. The Traffic Accommodation Supervisor or Supervisor must be notified of any occurrences affecting the flagperson.

The Traffic Accommodation Supervisor should be in regular contact with the flagperson and have a plan of action ready to deal with any injury when it arises.

## **Rotation Of Flagpersons**

The flagperson shall be given a 15 minute break every two hours. Appropriate break periods shall be pre-determined by the supervisor and the flagperson. The flagperson must not leave their post until relieved by another person.

## **Explaining The Operation To The Public**

The flagperson should be aware of what is happening in the workzone and understand that conditions can and do change quickly.

When explaining the situation to the motorist, keep the conversation brief and clear. Do not engage in arguments or lengthy discussions. To reduce misunderstandings, always be polite but firm when giving directions.

The Traffic Accommodation Supervisor should be consulted for additional information needed to inform the travelling public.

### “Flagpersons” Daily Checklist

- Check that you have all the necessary supplies, equipment and clothing with you.
- Make sure the Stop/Slow paddle is clean and undamaged.
- Check with your supervisor for your breaks. Never leave your position until a relief person arrives.

**Before commencing duties check with the supervisor to confirm the following sign placement:**

- “ROAD WORK AHEAD”
- “FLAGPERSON AHEAD”
- “FLAGPERSON AHEAD” warning signs are removed or covered when flagging has stopped.



**Certificate of Competency  
must be carried at all  
times when on the jobsite**

## Part 5: Practices And Procedures

### Review

1. Flagperson locations are always set up with advance signs in place. A basic layout uses 2 signs, name them.  
\_\_\_\_\_ , \_\_\_\_\_ .
2. Signs must be placed where the motorist can \_\_\_\_\_ them.
3. When work is finished in the workzone, all flagperson signs should either be \_\_\_\_\_ or \_\_\_\_\_ .
4. Signs can be knocked over by a vehicle or blown down by the wind, this is why they need to be \_\_\_\_\_ on a regular basis.
5. When using the STOP/SLOW paddle the flagperson should always hold it up high so it is in the line \_\_\_\_\_ of the approaching motorist.
6. In order to allow time for the motorist to react to various signals, the flagperson must take into account traffic \_\_\_\_\_ and \_\_\_\_\_ conditions.
7. When slowing traffic, the flagperson's free arm is moved in an \_\_\_\_\_ and \_\_\_\_\_ motion.
8. A safe flagperson always plans an \_\_\_\_\_ .
9. A pilot vehicle is used to \_\_\_\_\_ other vehicles through the workzone.
10. When the STOP/SLOW paddle is not being used, it should be turned so that the \_\_\_\_\_ of the sign faces the motorist and it cannot be read.
11. A safe flagperson never walks in front of a \_\_\_\_\_ vehicle.
12. When on duty, flagpersons must not leave their \_\_\_\_\_ except when threatened with physical harm.
13. When an emergency vehicle approaches, the flagperson must assess if it is \_\_\_\_\_ to proceed.
14. If a flagperson is injured, \_\_\_\_\_ must be available immediately.
15. The flagperson will stop the first vehicle a minimum of \_\_\_\_\_ meters from their station.

## Part 6: Understanding the Motorist

### Objective

After completing this part of the course you will be expected to understand each of the following:

- The motorist.
- The perception/reaction time of motorists.
- Motorists' expectations.
- Communication with the motoring public.

### Summary

A basic understanding of the average motorist is very important for the flagperson. The flagperson must recognize that people have different reaction times and their behaviour can be influenced by drugs or alcohol. The final part of the workbook describes characteristics and expectations of the motorists.

As you read the following material, pay particular attention to:

- the characteristics of the motorist
- perception and reaction time of the motorist
- expectations of the motorist

### Characteristics Of The Motorist

Being able to maintain control over the average driver is very important for the safety of the flagperson, the work crew, and the motorist. The flagperson must understand that motorists generally prefer to do what they want, based on the information at hand and their past experience.

**In order to maintain control and guide the motorist, the flagperson location must be set up properly to get the desired response from the motorist.**

Human error is the cause of approximately 85 percent of all collisions. Once information is received by the motorist (perception), it must be processed and action taken (reaction). The flagperson must remember that perception/reaction time is different for each driver. More time or distance is needed in the following circumstances:

- The situation is new.
- There are several choices.
- The problem is complex.
- The driver is under the influence of alcohol or drugs.
- The driver is elderly.
- The driver is tired and inattentive.
- The messages, signals, signs or directions are not clear.

Perception/reaction time can range from a fraction of a second when the situation is familiar, such as a traffic light that has just turned red, to several seconds at a complex traffic control station where barricades and signs are in conflict.

Remember that at 60 km/h or 37 mph, a vehicle is travelling at a rate of 17 m or 54 ft. per second. A vehicle travelling at 60 km/h from a point 100 m away will take approximately 6 seconds to reach the flagperson location. If it takes several seconds for a vehicle to stop, that vehicle will have travelled a long way in that time.

The flagperson must also remember that people need to understand the information they are given. People read from left to right and only a few words can be read from a moving vehicle. The best sign has only one word or a standard symbol displayed.

The average motorist has certain expectations about the roadway and the movement of traffic. When these expectations are met, the driver usually performs quite well. When conditions are changed, things go wrong and accidents can happen.

Motorists generally recognize road hazards that can be easily seen, but they need the help of a flagperson to avoid hazards that are obscure or unusual. The flagperson should remember that when directions are given to the motorist, the number of pieces of information should be kept to a minimum. Enough time should be given so the motorist can recognize what is ahead, and respond to it effectively.

Flagpersons must be alert at all times, ready to do the job and recognize the perception and reaction time of the average motorist. Unlike other traffic control devices, only the flagperson can adjust to a constantly changing or confusing situation and take the specific actions required to ensure the safety of the motorist and workers.

## Part 6: Understand the Motorist

### Review

1. If a flagperson is positioned approximately 100 meters from an approaching vehicle travelling at 60 km/h approximately how many seconds would it be before it reached the flagperson location?  
\_\_\_\_\_.
2. A flagperson location must always be set up to get the right \_\_\_\_\_ from the motorist.
3. Human error is the cause of up to \_\_\_\_\_ percent of all collisions.
4. Perception/reaction time is \_\_\_\_\_ for each motorist.
5. More time is needed to react when the problem is \_\_\_\_\_.
6. More time is needed to react if the person is under the influence of \_\_\_\_\_ or \_\_\_\_\_.
7. Perception/reaction time can range from a \_\_\_\_\_ of a second to \_\_\_\_\_ seconds.
8. The best sign is one that has only \_\_\_\_\_ word on it or a standard \_\_\_\_\_.
9. Enough time must be given for a driver to see what is \_\_\_\_\_, recognize it, and \_\_\_\_\_ to it.

Thank you very much for participating in the Flagperson Training Course. We hope that you agree flagging is a very important job, one that requires a considerable amount of effort to ensure effectiveness. The safety of the co-workers, travelling public and your own safety depend upon how well you do your job.

We hope that you found the course interesting, challenging and rewarding and that you will apply the principles learned during the flagging task. We wish you every success.