

Traffic Hazards Management & Control Policy



This POLICY is based on Ontario OHS regulations, specifically the new traffic safety requirements for workplaces covered by the Industrial Establishments Regulation (Reg. 851). If you're in Ontario, the Policy will require minimal industry-specific adjustment since the new Industrial rules are based largely on current requirements that already apply for construction and mining. But if you're not in Ontario, you will need to modify the Model based on the OHS traffic safety regulations of your particular jurisdiction.

1. PURPOSE

Certain work operations at ABC Company worksites require workers to work with or near moving vehicles and powered mobile equipment as well as pedestrians and has adopted this Policy to ensure that proper measures are taken to control the traffic hazards these conditions create and prevent the fatalities, serious injuries and other incidents they can cause in accordance with the Ontario *Occupational Health and Safety Act* ("Act"), the regulations made to implement the requirements of the Act, including but not limited to the Industrial Establishments Regulation, Regulation 851 and other applicable OHS regulations ("Regulations") as well as the ABC Company Occupational Health and Safety Program ("OHS Program"), and other applicable requirements and standards.

2. DEFINITIONS

For purposes of this Policy:

- **“Adequate”** means: sufficient for both its intended and actual use and sufficient to protect a worker from occupational injury;
- **“Boom”** means the projecting part of a back-hoe, shovel, crane or similar lifting device from which a load is likely to be supported;
- **“Competent worker”** means a worker who: (a) is qualified because of knowledge, training and experience to perform the work; (b) is familiar with the Act and parts of the Regulations that apply to the work; and (c) has knowledge of all potential or actual danger to health or safety in the work;
- **“Powered mobile equipment”** means self-propelled equipment that is designed to operate on land in conditions other than a public highway, and to manipulate or move material or provide a work platform for workers.

3. POLICY STATEMENT

ABC Company will implement reasonably practicable measures to protect workers who are at risk of injury posed by moving vehicles and powered mobile equipment and pedestrian traffic including traffic management and control protections required by the Regulations in accordance with the principles and procedures set forth in this Policy.

4. WORKERS PROTECTED

The intent of this Policy is to ensure that **all workers** engaged to work at ABC Company worksites who are or may be exposed to traffic hazards from moving vehicles, powered mobile equipment and/or pedestrians are properly protected regardless of who pays or employs those workers, including:

- Full- or part-time workers employed by ABC Company;
- Temporary employees placed by an outside agency to work

at the site;

- Contract labourers engaged to perform work at the site;
- Volunteers who work at the site for free; and
- Workers employed by constructors, contractors, and subcontractors to perform work at the site under a contract with ABC Company.

5. ROLES & RESPONSIBILITIES

▪ Employer

Owners, corporate officers and directors, upper managers, and other representatives of ABC Company who may be defined as an “employer” under the Act are responsible for overall implementation of this Policy and Traffic Management Program, including ensuring that:

- The resources necessary to implement this Policy and Traffic Management Program effectively are provided;
- The hazard assessment required by Section 6 of this Policy is carried out and appropriately reviewed;
- Appropriate engineering, administrative, high visibility safety apparel and PPE measures are used to control traffic hazards;
- All required barriers, physical, mechanical and equipment safeguards meet the standards set out in this Policy, the Traffic Management Program and the Regulations, and are properly used, maintained and inspected;
- All signalers, operators and other workers are trained in and required to comply with this Policy and required signaling and operator procedures;
- This Policy and the Traffic Management Program are appropriately reviewed.

▪ Safety Coordinator, Site Manager

The Safety Coordinator, facility manager, or other person designated as being in charge of safety at the worksite will be thoroughly familiar with and oversee implementation of this

Policy and Traffic Management Program, including ensuring that:

- A proper hazard assessment is carried out by a qualified person in accordance with Section 6 of the Policy;
- Appropriate engineering, administrative, high visibility safety apparel and PPE measures are used to control traffic hazards;
- All required barriers, physical, mechanical and equipment safeguards meet the standards set out in this Policy, the Traffic Management Program and the Regulations, and are properly used, maintained and inspected;
- All signalers, operators and other workers are trained in and required to comply with this Policy and required signaling and operator procedures;
- This Policy and the Traffic Management Program are applied to any constructors, contractors, and subcontractors hired to perform work at ABC Company sites involving exposure to traffic hazards in accordance with Section 11 of this Policy;
- All of the assessments, policies, procedures, programs and other materials required are obtained and kept in a readily accessible location at the worksite;
- All other records required to implement this Policy and Traffic Management Program are kept and retained; and
- This Policy and the Traffic Management Program are appropriately reviewed.

▪ **Supervisors**

Supervisors, lead-hands, foremen, and other persons in charge of work operations involving exposure to traffic hazards are responsible for ensuring that:

- The work site is assessed for traffic hazards in

accordance with Section 6 of this Policy;

- The required safety measures and procedures set out in this Policy and Traffic Management Program are implemented at the worksite;
- Appropriate engineering, administrative, high visibility safety apparel and PPE measures are used to control traffic hazards;
- All required barriers, physical, mechanical and equipment safeguards meet the standards set out in this Policy, the Traffic Management Program and the Regulations, and are properly used, maintained and inspected;
- All signalers, operators and other workers are trained in and required to comply with this Policy and required signaling and operator procedures;
- Workers are held accountable for complying with this Policy and Traffic Management Program, including where necessary via the imposition of discipline for infractions;
- This Policy is properly applied to workers of constructors, contractors, and subcontractors hired to work at ABC Company worksites who are or may be exposed to traffic hazards in accordance with Section 11 of this Policy;
- This Policy and the Traffic Management Program are appropriately reviewed.

▪ **Workers**

Workers will cooperate with ABC Company in its efforts to implement this Policy and Traffic Management Program by:

- Not acting as signalers or operators unless and until they receive the training and instruction provided under Section 10 of this Policy;
- Complying with any safe work procedures developed to protect them from traffic hazards;
- Actually using the traffic safety training and

instruction they receive when engaging in work operations involving traffic hazards;

- Immediately notifying their supervisor or manager of any incidents, problems or unsafe conditions involving traffic hazards;
- Properly using, maintaining, and caring for their high visibility safety apparel and PPE.
- **Joint Health & Safety Committee/Health & Safety Representative**

ABC Company will consult with and secure the participation of the workplace Joint Health and Safety Committee ("JHSC"), Health and Safety Representative ("HSR"), or where no JHSC or HSR exists, the affected workers at the site in developing and implementing this Policy, which may include asking for input into:

- Assessment of traffic hazards;
- Selection of appropriate means of traffic control and protection;
- Development and implementation of a Traffic Management Program;
- Development and implementation of safe work procedures;
- Inspection of safety equipment, devices, high visibility safety apparel and PPE;
- Investigation of traffic injuries, incidents and accidents;
- Review of this Policy and Traffic Management Program.

▪ **Visitors**

Visitors to ABC Company workplaces will:

- Stay away from areas of the worksite where traffic hazards requiring safety measures under this Policy or Traffic Management Program exist unless they:
- Are authorized to be in those areas;

- Follow all applicable safe work procedures or provisions of this Policy and/or Traffic Management Program while in those areas;
- Use all required safety apparel and equipment;
- Refrain from engaging in any conduct that distracts or interferes with the implementation of the procedures and protections set out in this Policy or Traffic Management Program.

6. TRAFFIC HAZARD IDENTIFICATION & ASSESSMENT

Where powered mobile equipment is used at a worksite, ABC Company will designate a competent person to perform a written assessment to identify traffic hazards requiring protective measures in accordance with the Regulations. Copies of the written hazard assessment will be provided to the JHSC, HSR or, where there is no JHSC or HSR for the workplace, communicated directly or made available to the workers at the site.

7. PHYSICAL BARRIERS, SIGNS & OTHER SAFEGUARDS

Based on the results of the hazard assessment, ABC Company will ensure that appropriate barriers, warning signs or other safeguards are implemented to protect the safety of any worker in the area that may be endangered by vehicle or pedestrian traffic. Such appropriate measures may include the use of:

- Designated walkways to separate pedestrian traffic from areas where vehicles or powered mobile equipment operate;
- Clearly visible warning signs;
- Traffic signals;
- Back-up alarms on equipment;
- Speed limits;
- Restriction of pedestrian access to certain areas;
- Measures to enhance the visibility of equipment; and/or
- Measures to enhance the visibility of workers.

8. TRAFFIC MANAGEMENT PROGRAM

Where traffic hazards are found to exist at one of its worksites, ABC Company will, in consultation with the site JHSC or HSR, create and implement a written Traffic Management Program setting out measures and procedures to:

- Ensure that operators of motor vehicles and powered mobile equipment have proper visibility and prevent situations of reduced or impeded visibility that may result in motor vehicle or powered mobile equipment collisions that may endanger a worker; and
- Protect any workers or pedestrians who may be endangered by the movement of a motor vehicle or powered mobile equipment.

Copies of the Traffic Management Program will be provided to the JHSC or HSR and kept readily available at the worksite and reviewed as often as necessary to ensure the Program is up to date and effective in protecting workers and no less than once a year.

9. SIGNALLERS

▪ When Signallers Must Be Used

ABC Company will ensure that a competent person(s) who has received the training and instruction set out in Section 10.1. below is designated to serve as signaler to assist the operator of powered mobile equipment or a vehicle or trailer that is designed and primarily used to move or transport material, if the conditions set out in Situations 1 or 2 exist:

>Situation 1:

- The operator or any other person could be endangered by the powered mobile equipment, vehicle, trailer or its load, including but not limited to the risk that the powered mobile equipment, vehicle, trailer or its load,

or any part thereof, of making contact with an overhead power line;

AND

- **EITHER ONE** of the following conditions exists:
 - The operator's view of the intended path of travel of the powered mobile equipment, or the vehicle or trailer is obstructed;

OR

- The operator's view of the intended path of travel of the load is obstructed

>Situation 2:

The operator of a crane or hoist does not have a clear and unobstructed view of the boom, jib, load line, load hook and load throughout the whole range of the hoisting operation.

- **Safe Stationing of Signalers**

To ensure that signalers are not struck or run over by the vehicles and powered mobile equipment they are directing, signalers must be stationed:

- In full view of the operator;
- With a full view of the intended path of travel of the vehicle, powered mobile equipment and its load; and
- Clear of that intended path of

- **Signaller & Operator Procedures**

Where use of a signaller(s) is required, ABC Company will develop and implement written procedures for signallers and operators to follow and ensure that the signaller and operator:

- Follow the above signalers and operators procedures; and
- Discuss the procedures with each other before starting the

▪ **Signaler/Operator Communications**

Signallers and operators must communicate via either telecommunication systems, or prearranged visual signals, provided that visual signals are clearly visible to the operator.

▪ **Other Requirements for Signalers**

ABC Company will ensure that signalers:

- Perform no other work while acting as signalers so they can dedicate 100% attention to their signaler responsibilities;
- Wear the high visibility safety apparel specified in Section 9.6. below;
- Have a clear view of and are clear of the intended path of travel of the vehicle, trailer, powered mobile equipment, crane or its load;
- Are in full view of the operator; and
- Watch the part of the vehicle, trailer, powered mobile equipment, crane or its load whose path of travel the operator cannot see.

▪ **Required High Visibility Safety Apparel**

ABC Company will ensure that signalers have and wear high visibility safety apparel that:

- Is appropriate in the circumstances to protect them from the hazards to which they are likely to be exposed while performing their signaler duties;
- Meet the design requirements for Class 1 or 2 set out in CSA Z96-15, High-visibility safety apparel; and
- Contrast with the background environment in the workplace.

In addition to the above, signalers must wear bands of retro-reflective or combined-performance retro-reflective material of at least 50 mm wide encircling each arm and leg when

performing signalling duties between sunset and sunrise. ABC Company will ensure that all high visibility safety apparel and all retro- reflective or combined-performance retro-reflective materials are maintained in good condition so they adequately visually identify a worker.

10. INSTRUCTION & TRAINING

▪ Signalers

ABC Company will ensure that workers designated to serve as signalers receive appropriate instruction and training in the work to be performed and demonstrate competency in such training and instruction before they are allowed to perform their signaling work.

▪ Operators

ABC Company will ensure that operators receive appropriate instruction and training in the work to be performed and demonstrate competency in such training and instruction before they are allowed to perform the work. Where an operator is an employee or worker who works for ABC Company (as opposed to the employee or worker of a constructor, contractor or subcontractor engaged to work for ABC Company) ABC Company will provide the required operator training and instruction.

11. CONSTRUCTORS, CONTRACTORS & SUBCONTRACTORS

ABC Company will ensure that any constructors, contractors, and subcontractors hired to perform work involving traffic hazards at an ABC Company worksite are, before such work begins:

- Notified about the traffic hazards at the site and the dangers they pose;
- Provided a copy of this Policy and any Traffic Management Program devised for the worksite;
- Required to ensure that all of their affected workers are provided and properly trained and instructed to

follow the measures and procedures required under this Policy and the Traffic Management Program.

Constructors, contractors, or subcontractors in control of work at an ABC Company worksite that involves exposure to traffic hazards will be required to provide exposed workers engaged in the contract work adequate protection against those hazards by either:

- Directly applying this Policy and Traffic Management Program to the contract work by assuming all of the employer obligations this Policy assigns to ABC Company; or
- Developing and implementing an equivalent policy and traffic management program that meet the requirements of the Regulations, and that are coordinated with and provide at least the same level of protection as this Policy and the Traffic Management Program to workers involved in the contract work who are exposed to traffic hazards.

12. POLICY MONITORING & EVALUATION

This Policy and the Traffic Management Program will be reviewed, in consultation with the JHSC or HSR, at least once a year and more often in response to fall incidents, injuries, illnesses, and changes affecting workers' health and safety.