



## ADMINISTRATIVE PRACTICES MANUAL

### SAFETY MANUAL – WORK ZONE & TRAFFIC SAFETY:

#### 1.0 Scope and Application

This policy has been developed to provide safe procedures for all construction and traffic related activities. All construction related type activities shall comply with the requirements of 29 CFR Part 1926 as promulgated by the Occupational Safety and Health Administration (OSHA). This policy complies with Chapter SPS 332 (Public Employee Safety and Health) of the Wisconsin Administrative code as promulgated by the Wisconsin Department of Safety and Professional Services.

#### 2.0 Responsibilities

**Risk Management:** Support and management of this policy.

**Department Heads:** Implementation of policy.

**Supervisors:** Ensure policy is adhered to by all employees.

**Employees:** Follow requirements contained in this policy.

All employees are responsible for complying with the requirements contained in this policy. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including discharge.

#### 3.0 Departmental Polices and Requirements

This policy represents minimum construction related requirements. Department Heads responsible for any construction activity shall ensure that all of the applicable portions of 29 CFR Part 1926 are implemented at the job site.

#### 4.0 Definitions

None.

#### 5.0 Training

All employees whose job duties involve construction or traffic related activities will receive instruction in this policy at their time of assignment and whenever this policy is revised.

#### 6.0 Documentation Requirements

None.

#### 7.0 Diggers Hotline

Before doing any excavating, installing a sign or post, or auguring a hole, employees shall determine the locations of underground wire and utilities by calling "Diggers Hotline". Consult the telephone directory for the toll free number.

Work cannot proceed until the area has been surveyed by Diggers Hotline and all utility locations and lines have been marked. Consult the telephone directory for the toll free number. Other reliable resources to locate underground utilities may be used in conjunction with Diggers Hotline.



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### 8.0 Work Zone Protection

All work zones in the roadway, on the right-of-way, in designated parking areas, or on a sidewalk must have the proper warning signs and be properly barricaded. If you are unsure of the proper method for barricading and signing a work zone, contact your Supervisor immediately before proceeding. All traffic control devices to warn traffic and protect employees shall be placed and maintained in accordance with the Uniform Traffic Control Devices Manual which may be obtained from the American Traffic Safety Services Association or the Federal Highway Administration.

All employees who work on highways, roads, streets or their easements shall wear appropriate high visibility traffic clothing and equipment that provides equivalent protection.

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**End Policy**