



Work Zone Safety

What this Toolbox Talk Covers:

- ✓ The “Dos” and “Don’ts” of work zone safety and traffic control within a work area.

Discussion Leader Duties:

- ✓ Demonstrate hazards associated with work zone safety and guidelines for setting up work zones that are protected from oncoming traffic.

Discussion Notes:

- ✓ Discuss the outcomes of the “Dos” and “Don’ts”

- Do**
- Wear high-visibility apparel, such as a fluorescent vest.
 - Use temporary lighting in night work zones.
 - Locate and mark underground and overhead utilities.
 - Know and follow the traffic control plan for the movement of vehicles on site.
 - Use standard traffic control devices, signals and message boards to instruct drivers to the route they are to use.
 - Ensure that flaggers are using the signaling methods required by the authority in charge.
 - Observe traffic conditions to determine the volume condition of the work zone.

- Don’t**
- Run across traffic in live lanes.
 - Park or unload equipment in unsafe or unmarked areas.
 - Work in high traffic volume hours. Whenever possible, work during low traffic conditions.
 - Stand or park in places that block road signage.
 - Assume that equipment operators can see you. Make eye contact with the operator before crossing in front of or behind them.

Discussion questions:

1. Why should you avoid working during high traffic volume hours when possible?
2. What type of lighting should be used when working at night?
3. What types of temporary traffic barriers can be used?
4. Why should you face traffic whenever possible?

Meeting note:

Employee comments/concerns: _____

Other safety issues to be addressed on the job/facility: _____

Training record:	Date: _____	Jobsite/Facility: _____	
	Trainer: _____	Title: _____	
Employee name (print)	/ (signature)	Employee name (print)	/ (signature)
_____	/	_____	/
_____	/	_____	/
_____	/	_____	/
_____	/	_____	/

(Continue recording signatures on a separate sheet of paper)

Employee Quiz is provided on last page. Answers are: 1. (b), 2. (b), 3. (d), 4. (a), 5. (a)



Work Zone Safety

Hazards include:

Work zone crashes can result in serious injury or even death.

Smart Safety Rules

- Any worker responsible for conducting roadway or construction traffic should wear high-visibility safety apparel.
- Know and use the correct traffic control devices. Signs are used for regulation, guiding, or warning. Channeling devices (cones, vertical panels, drums) are used to warn and alert drivers of hazards along the work zone.
- Do not keep your back to traffic (internal or external) for extended periods of time. Avoid turning your back to traffic whenever possible.
- Ensure that traffic devices are not damaged. Replace any devices that have lost a significant amount of their reflectivity.



Employee Quiz

Topic: Work Zone Safety

Employee Name: _____

Circle the correct answer below.

1. It is ok to park your car in an unmarked place to unload it, if it will take you less than 10 minutes to unload.
 - a. True
 - b. False
2. What should you do before crossing in front of or behind an equipment operator?
 - a. Get a verbal "OK" to cross
 - b. Make eye contact to ensure they can see you
 - c. Run quickly
 - d. All of the above
3. What should you avoid to ensure work zone safety?
 - a. Running across live traffic lanes
 - b. Turning your back to external traffic
 - c. Turning your back to internal traffic
 - d. All of the above
4. You should always use temporary lighting when working in a night work zone.
 - a. True
 - b. False
5. What should you do when you find a traffic control device has lost its reflectivity?
 - a. Replace it
 - b. Only use it for internal traffic
 - c. Put a high visibility flag on it
 - d. All of the above

Training record: Date: _____ Jobsite/Facility: _____
Trainer: _____ Title: _____