

**CHAPTER 8**  
**Protection of Workers**

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## **8.01 Introduction**

### 8.01.01 Chapter Contents and Resources

This chapter contains information relevant to the protection of Maintenance forces. It is Caltrans policy to conduct its business in the safest possible manner consistent with applicable law, policy, or rule.

This chapter of the Caltrans Maintenance Manual is a part of the Caltrans written Injury and Illness Prevention Program (IIPP). It provides detailed instructions for managers, supervisors, and employees. It is designed to help employees in their efforts to work safely. All employees are expected to follow these minimum guidelines.

For additional information see the following references.

- Maintenance Code of Safe Operating Practices  
[https://maintenance.onramp.dot.ca.gov/downloads/maintenance/files/maint\\_safety equip\\_train/mset/CSOP\\_2015\\_8-25-15.pdf](https://maintenance.onramp.dot.ca.gov/downloads/maintenance/files/maint_safety equip_train/mset/CSOP_2015_8-25-15.pdf)
- Caltrans Safety Manual <https://hs.onramp.dot.ca.gov/safety-manual-online>
- Maintenance Hazardous Waste Manual  
[https://maintenance.onramp.dot.ca.gov/downloads/maintenance/files/emergency\\_mgmt/Hazardous Materials Unit/Generated\\_Waste\\_Manual\\_July\\_2018 edited.pdf](https://maintenance.onramp.dot.ca.gov/downloads/maintenance/files/emergency_mgmt/Hazardous Materials Unit/Generated_Waste_Manual_July_2018_edited.pdf)
- Director's Policy DP-03, Safety and Health  
[https://admin.onramp.dot.ca.gov/downloads/admin/directors\\_policies/dp\\_03.pdf](https://admin.onramp.dot.ca.gov/downloads/admin/directors_policies/dp_03.pdf)
- Caltrans Memorandum, "Perchlorate Best Management Practices" (May 2006)  
<https://env.onramp.dot.ca.gov/downloads/env/managedfiles/h003.pdf>

8.01.02 Definitions

ANSI – American National Standards Institute  
ASTM – American Society for Testing and Materials  
CA MUTCD – California Manual on Uniform Traffic Control Devices  
Cal/OSHA – California Occupational Safety and Health Administration  
CCR – California Code of Regulations  
CHP – California Highway Patrol  
CPR – Cardiopulmonary Resuscitation  
CPUC – California Public Utilities Commission  
CSOP – Code of Safe Operating Practices  
FAS – Flashing Arrow Sign  
FRA – Federal Railroad Administration  
GISO – General Industry Safety Orders  
IIPP – Injury and Illness Prevention Program  
LED – Light Emitting Diode  
LMS – Learning Management System  
MAZEPP – Maintenance Zone Enhanced Enforcement Program  
MESO – Maintenance Employee Safety Orientation  
META – Maintenance Equipment Training Academy  
mph – Miles Per Hour  
PCMS – Portable Changeable Message Signs  
PPE – Personal Protective Equipment  
psi – Pounds per Square Inch  
RWP – Roadway Worker Protection  
SDS – Safety Data Sheet  
SHS – State Highway System  
TMA – Truck Mounted Attenuator  
TMC – Traffic Management Center

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## Moving Operations

A moving operation is any work activity that moves along the traveled way or shoulder slower than the prevailing speed of traffic. Moving operations may also involve short and/or periodic stops. On-foot exposure (for example, to remove a large piece of debris in front of a sweeper) shall be held to a minimum and physical protection from traffic is required. Some examples are striping, sweeping, spraying, raised pavement marker replacement, etc. These activities are exceptions to Note 10 on Standard Plans T15-T17.

## Short Duration Operation

In general it can be defined as any activity that can be performed in 20 minutes or less during light traffic volumes, without interfering with traffic or placing the employee in jeopardy. Short duration activities are those in which it takes longer to set up and remove the traffic control zone than to perform the work. Some examples are pothole patching, removing a large piece of debris, etc. A protective vehicle or lookout shall be used.

## Stationary Operation

A stationary operation is any work activity that includes Maintenance forces on foot or equipment occupying any part of a paved shoulder or the traveled way at one location for more than 20 minutes.

### 8.01.03   References and Hyperlinks

Some of the references found in this chapter have hyperlinks that connect to Caltrans intranet pages which are not displayable to the general public. Until such time that the specific reference becomes available on the internet, the user will have to contact their district maintenance engineer or the appropriate Headquarters division to inquire about the availability of the reference.

### 8.01.04   Chapter Contact

This chapter of the Maintenance Manual is maintained by the Maintenance Safety Liaison, Office of Maintenance Safety, Equipment and Training.

## **8.02       Overview**

The most important part of Caltrans' job is to protect Maintenance forces from traffic, while getting work done. This is done by:

1. Letting the motorists know what is going on and where to drive
  - For this we use signs, barricades, cones, flashing amber lights, portable changeable message signs (PCMS) and flashing arrow signs (FAS), and other traffic control devices.
  
2. Avoiding the errant driver
  - Face traffic, stay aware through your own eyes and ears or those of a lookout who will warn you. Plan your escape route.



3. Using protective equipment

- Protective vehicles, headrests, seat belts/shoulder harnesses, and personal protective equipment (PPE) as described in the Caltrans Safety Manual, Chapter 12.

4. Planning the work to reduce employee exposure to traffic

**8.03 Managers and Supervisors Responsibilities**

The following paragraphs summarize the basic elements of the Caltrans Injury and Illness Prevention Program (IIPP) and define who is responsible for enforcing the safety and health policies and practices. For further information, refer to the Caltrans Safety and Health Manual.

1. Supervisors and managers are the responsible persons to implement, maintain, and enforce Caltrans safety rules and policies.
2. Supervisors, in cooperation with training personnel, shall ensure that all employees receive safety related training to include:
  - General training to cover hazards basic to all places of employment.
  - Specific training to cover hazards that are unique to each employee's job assignment.
3. Supervisors shall ensure that each employee understands how to complete each assigned task safely.

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4. Supervisors shall ensure that each employee follows safe and healthy work practices and procedures, and shall initiate corrective action for non-compliance.
5. Supervisors shall keep abreast of safety and health regulations affecting the operations they supervise.
6. Supervisors shall ensure that each employee is provided with the equipment necessary to complete assigned tasks safely.

Supervisors or managers who observe an employee that appears to be unable to perform his/her assigned duties and have a concern about the safety of the employee or others, are responsible to prohibit that employee from continuing to work. The employee should be prohibited from working until a determination of the reason for the employee's behavior is made, or until a medical evaluation of the employee's fitness can be completed.

Any supervisor or manager who fails to enforce safety and health policies, procedures, regulations, laws, or rules shall be disciplined in accordance with Departmental Policy.

Supervisors and managers shall ensure that employee safety and health issues are discussed and assessed with employees at least annually at the time of issuing an Individual Development Plan/Performance and Appraisal Summary, and/or at the time supervisors discuss employee probationary reports.

Supervisors in office work settings should include discussions about health and safety matters at routinely scheduled staff meetings, but at a minimum, shall have meetings with their employees at least quarterly to discuss safety and health issues.

Supervisors in field locations shall have tailgate safety meetings at least every ten (10) working days to be in compliance with the requirements of the Construction Safety Orders, California Code of Regulations (CCR)1509 (e), or when starting new work activity to comply with Code of Safe Operating Practices (CSOP).

Supervisors shall also conduct pre-job/post-job meetings with employees whenever a new process, chemical, material, or procedure is introduced that contains a new or previously unrecognized hazard, or when a new or previously unrecognized hazard is identified.

Supervisors shall provide initial safety orientation to new employees including, but not limited to, the specific hazards of the job, required PPE, and the CSOP.

#### **8.04 Individual Responsibilities**

Employees shall do everything reasonably necessary to protect their own safety and health and that of others by complying with all safety and health policies, procedures, laws, rules, or regulations. Employees shall report all injuries, illnesses, or hazardous conditions to their supervisor immediately, or at least by the end of the work shift.

Employees are expected to report to work mentally and physically capable of performing all of their assigned duties without jeopardizing the safety and health of themselves, other employees, or the public. Employees shall be free from the effects of medication, controlled substances, alcohol, or the complications arising from illness or injury, which might impair their judgment and/or ability to perform their work.

Employees are responsible to notify their supervisor of any personal medical condition or prescribed medication use that might impair their ability to perform their assigned duties. Employees should also report to their supervisor any behavior by another employee that reasonably indicates that they are not fit for duty.

Failure or neglect of duty may be cause for discipline in accordance with the provisions described in California Government Code § 19572.

### **8.05 Responsible Person in Charge**

It is practice and policy that whenever two (2) or more employees are assigned to work together, one of the employees shall be placed in charge.

This responsibility is usually assigned to the designated supervisor or leadworker based upon his/her civil service classification. However, there may be occasions when these individuals are unavailable to direct the work for given periods of time, or where emergencies arise that require non-supervisory employees to direct the work of others.

Supervisors shall always designate an individual to be in charge during any work assignment or absence, and identify the steps to be taken in the event of an emergency.

The following California Occupational Safety and Health Administration (Cal/OSHA) definition (found in Title 8, §1504) will be used to determine the “responsible person in charge”:

“Competent Person: One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and

who has authorization to take prompt corrective measures to eliminate them.”

## **8.06 Work Site Safety**

Managers and supervisors are responsible to:

1. Routinely inspect all field and facility work areas under their jurisdiction to identify, document, and eliminate hazards that may contribute to injuries or illnesses. In order to accomplish this, Region Managers should do three (3) or more safety reviews per month, and Area Superintendents should do three (3) or more field or facility safety reviews per week. Supervisors should be conducting a job hazard assessment daily. This information shall be recorded on the Job Hazard Analysis form.
2. Ensure that employees are properly trained and equipped to do their job, and that they understand how to do it properly.
3. Investigate every injury or illness, close call, near miss and vehicle accident to: (For further information, refer to the Caltrans Safety Manual, Chapter 4).
  - Determine contributing circumstances
  - Develop information that leads to correcting unsafe conditions and unsafe acts
4. Establish and maintain codes of safe operating practices, or equivalent, which identify hazards specific to job assignments.

5. Enforce all rules, laws, procedures, regulations, and policies that will promote, protect, and preserve employee safety and health.

### **8.07 Changing Chapter Standards**

Chapter 8 requirements are intended for the usual situations. Unusual circumstances may call for greater or lesser protective measures than are described. It is not possible, or even desirable, that a manual such as this contain detailed rules for every possible situation. It is up to the supervisor to exercise judgment in applying these measures.

Supervisors should not, through the use of protective devices, create greater hazard to their crews by increasing the severity and/or duration of exposure. They should consider all factors, particularly the safety of their employees, when applying the requirements of this chapter.

Deviations from standard measures may be judged desirable by the supervisor for a variety of reasons such as sight distance, proximity of ramps or street intersection, restrictive width, short duration of job at one location, or minimal exposure because of volume, speed, and proximity of traffic. **Decisions to reduce standard measures shall have the written approval of someone responsible for the work at the Area Superintendent level or higher.** This written approval shall describe the deviation and list the reason(s) it is needed. It shall be kept on file in the region office for three (3) years. This written approval is not needed in situations which develop suddenly and unexpectedly and demand immediate action to prevent injury or harm to Maintenance forces or the traveling public. Operations should be brought up to standard as soon as resources become available. The supervisor may increase Maintenance force protection using standard devices without approval.

The standard lane closure plans, Standard Plan T9 through T17, are for normal work zones and conditions. In unusual situations, the

Maintenance Engineer may request District Traffic Operations to authorize a deviation at a specific location, providing:

1. The specific location is identified by county, route, and postmile.
2. The deviation does not compromise the safety of Maintenance forces.
3. The deviation is not for general use throughout the district.
4. The deviation and rationale are documented in district files.

The intent is to allow deviation at specific locations without creating individual district wide standard plans. A deviation could be allowed for an indefinite time at a specific location, if the special conditions remain unchanged.

### **8.08 Personal Protective Equipment (PPE)**

Employees shall wear proper high visibility safety apparel as described in the Caltrans Safety Manual, Chapter 12. In addition to standard warning garments, employees who need extra visibility should wear ANSI (American National Standards Institute) Class 3 high visibility safety apparel during the day and shall wear ANSI Class 3 high visibility safety apparel at night and when flagging.

The supervisor should select and provide the proper equipment and ensure Maintenance forces wear it.

Refer to Appendix C of the CSOP and Chapter 12 of the Caltrans Safety Manual for more information about PPE. Refer to Chapter 15 of the Caltrans Safety Manual for the requirements when using respiratory protection.

### **8.09           Emergency First Aid**

All Maintenance forces shall be trained in Standard First Aid and CPR (Cardiopulmonary Resuscitation) during the first three (3) months of their assignment, and at least once every two (2) years thereafter. All Tree Maintenance Workers and related classifications, and all designated Electrical personnel shall be trained in CPR during the first month of their assignment, and then at least once a year thereafter. The training must be certified by the American Red Cross or other accredited organization.

An approved first aid kit shall be available at each work site. First aid kits and supplies shall be kept in sanitary and usable condition and inspected at least monthly. The Caltrans Safety Manual, Section 9.09 and 9.10, specifies size, location, and quantity of supplies for various categories of first aid kits.

For more information on first aid and emergency medical care see Chapter 9 of the Caltrans Safety Manual.

When the decision to assist a stranded motorist is made, the employee shall inform Dispatch/TMC (Traffic Management Center) and request California Highway Patrol (CHP) response prior to leaving their vehicle, and shall follow up with Dispatch/TMC upon returning to their vehicle. If the Dispatch Center/TMC is not staffed then the employee shall make contact with their supervisor or the CHP directly.



## **8.10 Medical Treatment**

Supervisors are responsible to ensure that if an injured or ill employee needs medical attention he/she will be taken to the nearest approved medical clinic or hospital emergency room for treatment. Supervisors shall post the name and location of each approved medical service provider in a conspicuous place at each Caltrans work site. At a minimum, they shall be posted on designated bulletin boards in hallways or individual offices, and other appropriate locations, such as motor vehicles, to ensure every employee is aware of the locations.

If the injury is serious call 9-1-1.

A supervisor or designee shall always accompany the injured or ill employee to the medical facility.

As conditions warrant, the supervisor should talk with the attending physician to determine the extent of the injuries, the affected employee's recovery period, ability to return to work, and the employee's ability to perform the full range of duties upon release.

The supervisor must describe to the doctor what modified duty is available so that the employee can return to work as soon as possible.

Employees shall report any work-related injury to their supervisor immediately, or at least before the end of the work shift. They shall also report the injury to the supervisor before going to a doctor.

For more information on reporting personal injury accidents and illnesses see Chapter 10 of the Caltrans Safety Manual.

## **8.11 Protective Vehicles**

There are three classes of protective vehicles: Shadow, Barrier, and Advance Warning.

### 8.11.01 Shadow Vehicle

The purpose of a shadow vehicle is to provide physical protection for crews and their vehicles. The mass of the shadow vehicle is the most important factor in providing protection. The heavier the shadow vehicle, the better the protection that is provided.

A shadow vehicle shall be used to protect the work vehicle in a moving lane closure or when setting or retrieving lane closures. A shadow vehicle shall:

- (a) Have a truck mounted attenuator (TMA) which softens the blow to our driver, and usually reduces the impact to the motorist. It may not reduce the distance a vehicle will roll ahead when hit.
- (b) Be equipped with Type II FAS or PCMS.
- (c) Be equipped with head restraint or high back seats.
- (d) Be equipped with seat belts that have lap and shoulder harnesses.
- (e) Be equipped with a two-way radio.

Typically, the shadow vehicle is occupied by the driver only. However, if a passenger must occupy the vehicle while it is shadowing, the passenger seat shall also be equipped with head restraints or high back seats and a seat belt with lap and shoulder harness.

The shadow vehicle shall be positioned in front (upstream) from the work vehicle between approaching traffic and the vehicle it is protecting. It should be positioned where it will provide the best protection: not too close, nor too far back. It must be positioned a sufficient distance upstream of the Maintenance forces or equipment being protected to allow for appropriate vehicle roll-ahead, but not so far that errant vehicles will travel around the shadow vehicle and strike the Maintenance forces /equipment.

When making the decision as to how to position the shadow vehicle, you shall use your best judgment. Because every situation will be different, you should take into consideration the following factors:

- Volume and speed of traffic—
  - With higher speeds comes the potential for increased roll ahead if struck
  - Will traffic volume affect the level of protection needed
- Physical configuration of the roadway itself—
  - Curves vs. straight sections
  - Hills or dips that impair forward vision
  - Super elevation of curves
  - Width of improved/unimproved shoulders
- Sight distance—
  - How much sight distance is available
- Weather and pavement conditions—
  - Dry, wet, icy
  - Rough pavement

Discuss the above factors with your work crew prior to going out on the road. Maintain two-way radio contact with the work vehicle so that movements are coordinated.

#### 8.11.02 Barrier Vehicle

A barrier vehicle is an unoccupied vehicle or piece of equipment used to protect Maintenance forces from errant motorists. Any vehicle at a work site can be used as a barrier. However, Maintenance forces shall use the heaviest vehicle reasonably available. In certain instances, more than one (1) barrier vehicle may be needed. A barrier vehicle does not require a TMA. However, if a TMA is available, it should be used.

Any vehicle that is used should be parked upstream from the work site between approaching traffic and the Maintenance forces. It should be parked where it will provide the best protection; not too close to the Maintenance forces, not too far back. It shall be carefully positioned so that it will intercept errant vehicles, but will not roll ahead into the work area. Always park the barrier vehicle with the emergency brake set and lower any attachments to the ground.

A barrier vehicle without a TMA can be parked a number of ways. It can be parked at an angle or straight across the lane in a closure. If it is parked at an angle, the front of the vehicle should be pointed away from traffic. The wheels shall be turned away from the work zone and away from traffic if possible. This will avoid motorist panic and prevent secondary collisions if the barrier vehicle is hit and pushed ahead. A barrier vehicle with a TMA should normally be parked parallel with the direction of traffic.

### 8.11.03 Advance Warning Vehicle

An advance warning vehicle is driven or placed upstream from a work zone (refer to the Moving Lane Closure Plans T15, T16 or T17). It alerts the approaching motorists of work being performed on or near the travel way.

If the vehicle encroaches into the traveled way, it shall be equipped as a shadow vehicle and operated in accordance with the guidelines in Section 8.11.01. If it encroaches into a freeway lane, the vehicle shall display a FAS or PCMS in the arrow mode. If it encroaches into a two-way conventional highway, the FAS or PCMS shall be in the caution mode, or display a flashing or rotating amber light.

## **8.12 MAZEEP (Maintenance Zone Enhanced Enforcement Program)**

Caltrans coordinates with CHP to utilize officers on site at highway maintenance work zones. MAZEEP is used to reduce the potential for traffic collisions, reduce traffic speeds to the posted speed limits, and to increase safety of the Maintenance forces and motorists.

### 8.12.01 Responsibilities

- **Maintenance Area Superintendent** - or his/her designee, should make an assessment of the need for MAZEEP on projects that require the closure of traffic lanes or shoulders with either cones or moving vehicles. The Superintendent may also identify specific Maintenance operations where the use of MAZEEP may be required.

- **Maintenance Supervisor** - is responsible to request MAZEED services according to the interagency contract, and to provide clear and concise instruction/direction as to what duties the officer will perform and placement of CHP vehicle. These instructions will include Maintenance forces and motorist safety concerns, traffic control procedures, and any anticipated traffic delays. This direction will be given prior to entering the work zone or at the pre-job meeting.

Working in conjunction with the CHP, supervisors should discuss a contingency plan to be placed in effect should traffic delays beyond reasonable limits occur.

Supervisors are responsible for discussing, arranging, and/or providing communications with on-site officers. This may include hand-held radios, cellular phones, or the use of multi-agency scanners set to the appropriate frequencies.

Supervisors will work cooperatively with on-site officers to mitigate traffic delays caused by maintenance operations. Decisions to abate or discontinue work for traffic considerations shall be made collaboratively. Considerations shall be given to the type of work being performed, length of time until probable completion, and potential/probable exposure to personnel and additional traffic delays caused by resetting the traffic control system and reopening the work zone.

If the supervisor has made a timely request, and MAZEED service is not available, the supervisor may use alternate methods to enable the work to proceed. Alternate methods may include additional advance warning signs/vehicles, changeable message signs, lookouts, and/or additional protective vehicles.

8.12.02 Utilizing MAZEEP

**Shall** be requested for:

- All planned daytime or nighttime temporary closures of **ALL** lanes in the same direction of travel (full freeway closures)
- Planned night closures of two or more lanes on a freeway with three or more lanes of travel in the same direction

**Should** be requested for:

- Any location/project that exposes Maintenance forces on foot to moving traffic where escape routes are limited by median barriers, bridge rails, or similar structures and where additional physical protection is not deemed adequate

**May** be requested for:

- Daytime closures of one or more lanes on a full freeway or expressway
- Mobile work, e.g.; sweeping, striping, replacing pavement markers, etc.
- All other work as deemed necessary by the supervisor
- Posting the Notice to Vacate at illegal encampments
- Performing an initial sweep of an illegal encampment prior to clean up

8.12.03 Determining When to Use MAZEEP

Risk factors should be taken into consideration when determining when MAZEEP will be appropriate. Safety reviews conducted by the

Superintendent and supervisor prior to the project (in the planning stages) may identify additional risks; if so, these risks must be considered in the decision-making process. Some of these additional risk factors may include:

- Night maintenance activities that do not create an obvious work zone, such as replacing raised pavement markers or night sweeping operations
- Maintenance activities that require a large number of vehicles or haul truck movements in and out of the work zone
- Anticipated traffic queues that cannot be avoided
- Working in locations where traffic has been flowing at high speed, free flow conditions for a significant period of time prior to the work zone (assistance may be required to reduce traffic speeds)
- Routes with high volumes of truck traffic and/or steep down grades

When making the determination to use MAZEPP, be aware that overuse when conditions do not warrant may lessen its effectiveness in the future.

### **8.13 Planning Work to Reduce Maintenance Force Exposure**

Supervisors shall plan work to minimize the amount of time employees are exposed to moving traffic. This can be done by choosing proper work methods, combining operations, avoiding high traffic volume periods, and utilizing MAZEPP and/or other devices designed to increase motorists awareness of the work zone.

Work methods and procedures should be designed to keep the amount of time Maintenance forces are exposed to moving traffic to a minimum. For example, crews should be instructed to assemble in areas well away from the traveled way, convoy to the work site, and perform their work.



In addition, when employees reach the work site, the work method should be designed to minimize the amount of time Maintenance forces spend on foot near moving traffic. The first choice should be to use mobile power equipment to do the work. A Maintenance force in a piece of equipment is generally much safer than a Maintenance force on foot. The next choice of work methods would be to provide Maintenance forces on foot with physical protection. For example, a barrier vehicle, guardrail, or some other obstacle can be used to provide physical protection. Certain circumstances may require Maintenance forces to be on foot without physical protection. In this situation, the work method should be designed so that Maintenance forces can face traffic whenever possible and can work apart as individuals and not in groups. If none of the above methods are possible, it may be necessary to have lookouts or a lookout alarm device or both. See Working Near Moving Traffic - Lookouts, Section 8.14.04.

When a lane closure is planned, especially on freeways, managers and supervisors should contact all crews who could work within the closure. Not only will more work be completed, but also more protective vehicles may be available at the work site, providing Maintenance forces with increased protection. In addition to Maintenance operations, managers should coordinate with District Traffic Operations, Surveys, and other district units for work needs within the closed lane. This approach will reduce employee exposure to traffic and the number of lane closures required for routine maintenance.

When planning combined operations, managers and supervisors shall also plan the work so that each employee has enough space to work safely. Refer to Crowding of Maintenance Forces, Section 8.14.03.

Another opportunity to reduce Maintenance force exposure to moving traffic is to carefully plan work on the highway. When there are fewer vehicles on the traveled way, there are fewer vehicles with an opportunity to hit Maintenance forces. When there is dryer weather, there is less of a chance of vehicles losing traction. When visibility is not sufficient to render clearly discernible any person or vehicle on the highway at a distance of 1,000 feet due to fog, blowing dust or smoke, supervisors must consider rescheduling planned activities that expose Maintenance forces on foot. Managers and supervisors should consider reducing employee exposure by requiring an unconventional workweek or extended and/or multiple work shifts to take advantage of lower traffic volumes. Managers should also review maintenance projects for opportunities to improve Maintenance force safety with a complete facility closure.

Before short-term tasks are assigned, the supervisor will determine if the task has to be done immediately, or if it could wait. He/she shall decide if it could wait until formal traffic control will be set up, and the job performed as a part of a combined operation. An example would be the removal of litter from a median area. If the debris is not a safety hazard, could picking it up wait until a lane closure is set for another reason?

Supervisors shall plan all work operations to minimize the need for the backing of equipment and vehicles at the work site.

Supervisors should conduct a post-job meeting with the crew and discuss lessons learned, i.e., what went right, what went wrong, and how as a team we could improve our work practices in the future.

## **8.14 Working Near Moving Traffic**

When working on or near the traveled way for any amount of time, Maintenance forces must be aware of the hazards from errant vehicles. While working on the shoulder, it is imperative that you keep a vehicle or other means of physical protection between yourself and approaching traffic. Keep to an absolute minimum the time you stand or work at the rear of your vehicle. Maintenance forces on foot shall face traffic whenever possible. Always be aware of potential protective barriers such as guardrails, trees, or other natural obstacles that could be used to shield Maintenance forces from errant vehicles. If physical protection is not available, a lookout may be necessary (Refer to Working Near Moving Traffic - Lookouts, Section 8.14.04.)

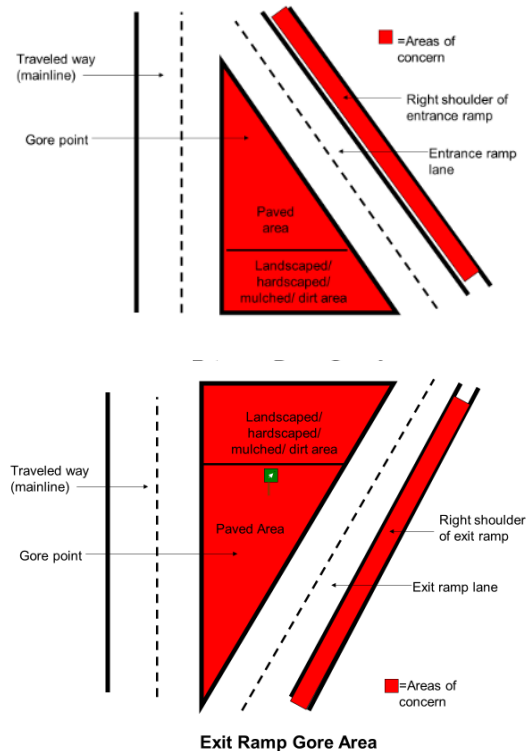
Working on the shoulder of a highway requires the utmost caution and awareness. Employees have been killed or seriously injured being struck by errant vehicles leaving the traveled way. It is every employee's responsibility to be aware and watchful while performing work on the shoulder of any highway.

Traffic on two lane conventional highways is often lighter than on freeways. Maintenance forces cannot let this fact lull them into a false sense of security.

When working on conventional two-lane roads, employees shall be aware that errant vehicles can enter the work area from either direction. Many two-lane operations involve short duration work such as fixing guide markers, straightening signs, and litter removal. These operations involve Maintenance forces on foot, often next to the traveled way. In these situations, employees shall make sure that they use their eyes and ears to look and listen for hazardous conditions to ensure their personal safety.

8.14.01 Gore Areas

While working or retrieving debris near or within a gore point, you shall be keenly aware of the dangers traffic poses while entering and exiting the highway. The gore areas are decision points where motorists are normally paying attention to the task of either exiting the highway or merging with traffic. Hazards exist primarily at two specific points; at the off ramp gore itself and on the right side of the on ramp gore point where motorists are usually looking over their shoulder or in the rear view mirror, not necessarily looking forward while preparing to merge with traffic.



For stationary operations in gore areas, ramp closures and barrier vehicles should be placed to ensure Maintenance force safety in addition to required lane or shoulder closures on the through lane. On and off ramps should be closed per Standard Plan T14. Barrier vehicles shall be parked across closed ramp(s) to prevent traffic from going around the cones and signs. Special instances may require a deviation. If a deviation is required, please see Section 8.07 Changing Chapter Standards.

If you must work in a gore area for a short duration task, you shall use a barrier or shadow vehicle to protect yourself from oncoming traffic and have a lookout. For short duration tasks, it is recommended that you

close the ramps or call for a CHP traffic break before performing the work.

#### 8.14.02 Facing Traffic (Maintenance Forces on Foot)

Unless there is a clear reason for doing otherwise, employees shall continually face oncoming traffic while working on or near the traveled way. This is the personal responsibility of every Maintenance force.

Facing traffic is the most important thing you can do to protect yourself and your co-Maintenance forces while working on or near the traveled way. Facing traffic gives you a better opportunity to see and hear errant vehicles. This allows you a chance to move out of the way and warn fellow Maintenance forces. A lookout should be assigned when Maintenance forces are unable to face traffic. (Refer to Working Near Moving Traffic - Lookouts, Section 8.14.04.)

Maintenance forces shall plan escape routes when they arrive at the work zone and any time the job location changes within the work zone.

Consider the following when planning and establishing an escape route:

- A path you can use to get out of the way of errant vehicles
- The use of vehicles, equipment, terrain, vegetation and structures to shield you from errant vehicles
- All of the possible directions that vehicles can enter the work zone
- Worksite and activity hazards such as trenches and drop-offs within or near the work zone

Determining an escape route may take only a few minutes during the overall work zone planning process, but it can mean the difference between life and death.

#### 8.14.03 Crowding of Maintenance Forces

Supervisors shall plan work so that each employee has adequate space to work safely.

Supervisors shall ensure that employees know their responsibilities for positioning themselves so that each employee has enough work space to work safely and avoid being struck by flying material or another Maintenance force's tools.

Maintenance forces shall avoid "bunching up", which increases traffic exposure and causes public concern.

#### 8.14.04 Lookouts

While working on foot on or near the traveled way, employees should normally be protected by protective vehicles/equipment, guardrail, or other physical means. Where the absence of such physical protection exposes Maintenance forces on foot to errant vehicles, a person shall be assigned as a lookout according to circumstances described below.

1. A lookout shall be assigned if **all** of these conditions exist:

- Work occurs on a roadway with a posted speed limit of 55-mph (Miles per Hour) or more
  
- Maintenance forces are without physical protection

- Two or more people working close to each other
  - Working within 30 feet of moving traffic
  - A person is on foot
2. A lookout is required for short duration work if a protective vehicle or other physical barrier is not provided.

The lookout shall continuously watch approaching traffic for errant vehicles that may hit Maintenance forces on foot. If trouble is suspected, the lookout shall warn the Maintenance forces by yelling, using a vehicle or warning horn, a portable lookout alarm device, or any system capable of communicating the warning message. This warning is intended to give Maintenance forces the time to use a planned escape route to avoid the errant vehicle.

A lookout shall not be assigned any other duties and rotated often enough to keep them alert.

Electrical and mechanical detection systems may be used to supplement the human lookout.

In addition to lookouts, slope watchers shall be used when working under unstable slopes where rocks may fall and injure Maintenance forces. These slope watchers shall not be assigned to watch the slope and to lookout for traffic at the same time. Refer to the Maintenance CSOP, Slope and Embankment Maintenance, and Appendix E, Cut Slope Safety and the Caltrans Safety Manual, Chapter 21, Cut Slope Safety.

#### 8.14.05 Parking

Before a vehicle is parked, the driver shall consider if the vehicle will be needed to perform the work. If not, the vehicle should be used for the physical protection of Maintenance forces. If it is used for protection, refer to Section 8.11, Protective Vehicles. If it will not be used for physical protection or for work, the vehicle shall be parked where it will not affect passing traffic or interfere with the maintenance operation.

All vehicles should be parked on the same side of the highway (see Section 8.18, Maintenance Crews Working Across From Each Other). Park beyond the paved shoulder if possible.

If a vehicle is parked on the shoulder on a multilane highway with a paved shoulder 8 feet or more in width for more than 20 minutes, then the shoulder shall be closed as shown in Standard Plan T10. This is not necessary on city streets where parking is expected.

### **8.15 Amber Lights**

The use of flashing amber lights and rotating amber lights shall follow CCR Title 13 Motor Vehicles. Additional information can also be found in California Manual on Uniform Traffic Control Devices (CA MUTCD) Chapter 6F Temporary Traffic Control Zone Devices, Section Lighting Devices.

Amber light includes such devices as flashing amber lights, rotating beacons, or light/stick bars. Amber lights shall be used to alert motorists to work activity near, but not on, the traveled way. Amber lights are not to be used while driving at prevailing speeds, when parked in an



established closure, or when no danger to the employee or motorist exists.

Amber lights, to be effective, shall only be used when they are needed.

Amber lights shall be used on motor graders, snow removal equipment, and other specialized equipment that are operated on the traveled way at lower than prevailing traffic speeds.

Amber lights are to be used on pilot cars while leading traffic. A flashing amber light should not be used at the same time as a FAS because the arrow becomes more difficult to read. If the vehicles are equipped with both, do not use at the same time.

During the hours of darkness, or during periods of inclement weather, amber lights should be used with discretion.

### **8.16 Working Equipment Against Traffic**

Operating equipment against traffic is permitted when working on the shoulder or within a lane closure. This may be desirable in some cases, such as during crack sealing operations, where employees would have the added protection of the work vehicle between themselves and approaching traffic. Headlights shall be turned on during the daylight hours when working against traffic. They should be turned off at night when working against traffic, because they might confuse motorists.

### **8.17 Access to Median Work Zones**

Maintenance forces should not walk across traffic lanes to work in median areas. They shall drive into the median area and park when possible. However, the width and condition of the median must be

considered. If the area is too narrow, wet, sandy or is difficult to accelerate from, it should be avoided.

If it is not possible to park in the median area and crossing on foot is necessary, the following rules must be followed:

- Maintenance forces shall not run. They shall wait for a break in traffic adequate to allow them to *walk* across the lanes.
- Maintenance forces shall not carry tools or items that would slow them down and make the crossing unsafe.
- If the traffic is too heavy and a traffic break is not available, Maintenance forces shall wait for a safer time to do the job. If they must cross, they shall call for traffic control or ask for a CHP traffic break.
- If a vehicle is parked on the right side of the highway, then it should be positioned beyond the paved shoulder with amber lights turned off.

Additional information can be found in CA MUTCD Chapter 6G Types of Temporary Traffic Control Zone Activities, Work Within the Median.

### **8.18 Maintenance Crews Working Across From Each Other**

Maintenance crews shall not perform work directly across from each other on the same direction of travel on the State highway system (SHS). This includes moving operations.

The intent of this guideline is to prevent the channeling of vehicles traveling in the same direction on SHS or causing vehicles to cross the centerline of a two-lane highway.

Crews shall not perform work directly across from each other on opposite sides of the SHS unless there is a median barrier or other divider. A distance of at least 2,000 feet must be kept between operations if work must be accomplished at the same time.

However, if flaggers, stop signs, or traffic signals positively control the traffic, the work sites can be closer.

### **8.19 Picking Up Litter and Debris**

When retrieving debris from the traveled way, Maintenance forces shall wait for a break in traffic. A break in traffic is defined as all lanes clear of traffic long enough for the employee to *walk* out, retrieve the debris, and *walk* back to the shoulder (refer to Section 7.25 Standard Exceptions to Lane Closure Procedures). If no traffic breaks occur, contact the CHP to provide one.

Maintenance forces shall not try to flag traffic, use hand signals, or otherwise attempt to create a traffic break.

When debris is retrieved from the traveled way, Maintenance forces shall follow these guidelines:

- Maintenance forces shall remain in the vehicle until the traffic break approaches.

- An escape route shall be planned before leaving the vehicle. The vehicle shall not be parked where it will block the Maintenance forces' escape route.
- When Maintenance forces are on foot, their vehicle shall be kept between themselves and approaching traffic. Maintenance forces shall *walk* beyond the outer edge of the shoulder, staying as far from moving traffic as possible.
- Maintenance forces shall always face approaching traffic.

The above procedures, except the traffic break, should be followed when removing debris from shoulders. However, a CHP traffic break should be considered when working in areas with limited or no escape routes.

Normally, the safest way to pick up litter is to work individually and always face approaching traffic. Trucks should be parked away from the work area unless needed to provide protection from traffic. The Maintenance forces may be dropped off and picked up later. The practice of employees walking beside a truck loading litter with a pitchfork or other hand tool should be avoided.

In the SHS where there are no median barriers, protective vehicles may be necessary at both ends of the work area as traffic could enter the median from either direction.

Litter bags should not be filled so full that they are too hard to lift. The bags should be placed where Maintenance forces can easily pick them up with minimum exposure to traffic. When possible, the bags should be stockpiled to reduce the number of stops needed for bag removal.

Do not place hypodermic needles in litter bags. *For more information, refer to the special instructions for the Handling and Disposing of Hypodermic Needles in the Maintenance CSOP.* Other sharp objects, heavy metal objects, tire treads, or concrete chunks should not be placed in litter bags. These items could seriously injure the person who picks them up.

## **8.20 Night Work**

Extra caution is necessary at night when both motorist and Maintenance force visibility is reduced.

Each employee must be informed about the hazards of working at night as described in the IIPP. Careful planning is necessary, and all the potential problems that may be encountered while working on or near the traveled way should be considered. The use of MAZEEP will enhance the protection of Maintenance forces in lane closures.

During the hours of darkness, Maintenance forces on foot must wear the proper ANSI compliant high visibility safety apparel as described in the Caltrans Safety Manual, Chapter 12, which includes ANSI Class III warning garments.

The rain gear jacket shall be ANSI Class III compliant for nighttime wear. Reflective material may also be worn on hard hats.

Sufficient light should be provided at the work site. Light plants, floodlights, or work lights shall be mounted and directed in a manner to allow employees to work safely and to prevent glare to approaching traffic.

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Because of the risk to Maintenance forces, nighttime call outs should be kept to a minimum. If there is no danger to the public, environment, or roadway, repairs should wait until the next day. For example, if the damaged facility does not encroach on paved shoulder areas or is more than 3 feet from the traveled way in unpaved shoulder areas, there should not be a nighttime call out except to place barricades. It is up to the supervisor to decide when it is appropriate to call out a crew for quick, temporary repairs, or to wait until daylight.

Call outs should be made when warning or regulatory signs have been knocked down and pose immediate danger to the motorist. Also, supervisors should consider responding at night for broken water lines, damaged phone or electrical lines, or spills where environmental damage may occur.

Each district will advise all local law enforcement agencies of this call out policy.

During hours of darkness, the lights on the FAS shall be dimmed to prevent blurring of the arrow image.

According to the California Vehicle Code, Section 280, “darkness” is any time from one-half hour after sunset to one-half hour before sunrise and any other time when visibility is not sufficient to render clearly discernible any person or vehicle on the highway at a distance of 1,000 feet.

Additional information can be found in CA MUTCD Chapter 6G Type of Temporary Traffic Control Zone Activities, Section Temporary Traffic Control During Nighttime Hours. Work site lighting information can be found in CA MUTCD Chapter 6F Temporary Traffic Control Zone Devices, Section Floodlights.

### **8.21           Transportation of Maintenance Forces**

Maintenance forces shall be properly restrained by a safety belt which means that the lower (lap) portion of the belt crosses the hips or upper thighs of the occupant and the upper (shoulder) portion of the belt, **if present**, crosses the chest in front of the occupant.

Maintenance forces shall not be allowed to ride in the beds of dump trucks, buckets of loaders, on the sides or running boards of vehicles, on the loading sill of a trash compactor, or any other place on a vehicle or equipment that was not designed for driving or riding. The rear seats of a cone truck are designed for slow moving work zone operations only; they are not intended for general passenger use.

### **8.22           Operating Maintenance Equipment**

Employees shall be properly licensed, trained, and qualified prior to operating equipment unsupervised. META (Maintenance Equipment Training Academy) guidelines for the Equipment Qualification Program are available in the Division of Maintenance web pages. District META coordinators may be contacted for assistance in locating the nearest qualifier or trainer.

### **8.23           Backing of Vehicles and Equipment**

Backing accidents are the most prevalent type of vehicle accident. Because so many of the tasks Maintenance forces perform involve the backing of vehicles and equipment, the potential for serious accidents exists; therefore, extra emphasis shall be placed on preventing their occurrence.

Methods to avoid backing accidents should be discussed at regularly scheduled crew tailgate safety meetings. Any close calls and accidents that occur should be discussed, along with ways to prevent a recurrence.

8.23.01 Prior to Job/Planning the Work

- Supervisors shall plan work projects to minimize the need for backing of vehicles and equipment whenever possible.
- Design the work space to eliminate or decrease backing and blind spots; when feasible pull trucks into the work zone and let the operation catch up to them.
- At tailgate safety meetings, prior to the job, discuss how and when vehicles will be backing within the work zone and specific measures that will be taken to prevent an accident.
- Assign a spotter who ensures that employees on foot stay out of the work area and in clear view of those who are operating equipment.

8.23.02 Safety at the Worksite

- Maintenance forces on foot should be separate from equipment as much as possible to ensure that employees on foot stay out of the work area and in clear view of those who are operating equipment.
- Minimize the backing distance needed for heavy equipment to gain access to the work area.
- Employees should never move equipment without making positive visual contact with any Maintenance forces on foot around or near the equipment.



- In work zones where moving equipment has the potential to strike a Maintenance force on foot, employees shall not place themselves in or near the path of backing vehicles and should not enter the work area until it is clear for hand work. One person should be designated as a spotter while vehicles/equipment are moving within the work area.
- Every backing situation is new and different. Even if you work at the same location several times a day, you should be watchful for changes and any new obstacles.
- The driver and spotter should use hand signals instead of verbal ones and make sure they understand each other's signals. Don't have the spotter walking backwards while giving instructions.
- During shoulder or pavement rolling operations, make sure all Maintenance forces on foot are clear of the work area before moving any vehicles/equipment.

### 8.23.03 Personal Responsibilities

- Maintenance forces operating vehicles and equipment must be familiar with the blind spots for the particular equipment they are operating. Remember that mirrors can never give the whole picture while backing.
- Train Maintenance forces in appropriate communication methods (e.g., using hand signals and maintaining visual contact) to be used when Maintenance forces on foot are required to be in the same area as equipment.

- Do a walk-around of your vehicle before operating. Check for obstructions, low-hanging trees and wires, and any other potential clearance-related problems.
- On-foot personnel need to make sure they are a safe distance from vehicles in the work area. Do not stand where the operator cannot see you; a vehicle that has the potential to back up could run you over.

#### 8.23.04 Working with Vendors/Contractors

- When working with outside entities, realize that their safety practices and procedures may be different than ours. This becomes especially important when vendor vehicles are backing within your work zone.
- Discuss backing procedures and practices with the affected personnel/vendors before the job begins, if possible. If not, use extra caution when vendor vehicles enter the work area.
- Make sure that vendor trucks and equipment operating in your work area have functioning back alarms. If they don't have a back alarm or it isn't working properly, tell your supervisor immediately and alert others working in the area.
- Designate a lookout to monitor vendor vehicle movements, especially if the task involves backing into an asphalt paver, backing from a staging position, or similar activity where employees are on foot in the work zone.

## **8.24 Working on Machinery and Equipment**

Maintenance forces shall not work on electrical or mechanical equipment unless they are properly trained, and authorized by their supervisor to do so.

During repair, servicing or adjusting work, power driven machines equipped with lockable controls or readily adaptable to lockable controls shall be locked out or positively sealed in the “off ” position. Those not equipped with lockable controls or readily adaptable to lockable controls shall be de-energized or disconnected from its source of power. In all cases, accident prevention signs and/or tags shall be placed on the controls of the machines during repair work. No one shall remove the tag or unlock the switch except the person who placed it.

During repair, machines or equipment shall be effectively blocked or otherwise secured to prevent accidental movement if such movement can cause injury to employees. For example, before working underneath any vehicle and/or equipment to adjust or inspect it, steps shall be taken to ensure that the vehicle cannot move. Shut off the engine, set the brakes, and physically block the wheels with wheel chocks before any work begins.

Remove the keys from the vehicle and place a “Do Not Operate” tag in the ignition switch, on the steering wheel or some other very visible location. When working on a motor grader or other equipment that has implements such as blades, plows or buckets attached, you shall lower them to the ground or block and/or chain them up before working underneath them.

Never get under a vehicle or equipment supported only by a jack or held up only by the equipment’s lifting system. An approved safety stand or

other device designed to support the load shall be used. Do not use makeshift or homemade devices or unstable materials.

Employees shall not work under a raised dump bed or other raised vehicle bed, unless the safety stand is in place. Raise the bed, place the stand in its holder and lower the bed onto the stand before beginning the work.

Air and hydraulic hoses shall be depressurized before working on them. Maintenance forces shall not search for hydraulic leaks with their hands; use a piece of wood or cardboard. Hydraulic fluid or air under pressure could enter your skin and cause serious injury.

Bleed pressure on spray tanks before opening or working on them. This includes chemical spray tanks, emulsion tanks on trucks or trailers, and even Hudson-type pump sprayers.

Before adjusting, cleaning, or repairing brush chippers, read the operators manual and take steps to ensure that all potential energized parts have been locked out. This includes the guillotine guards on those so equipped and all parts of the rotating drum.

Equipment or machinery shall not be operated without the required guards or shields in place.

During adjusting or cleaning operations, never reach into the operating equipment. Use an extension tool or other means of removal if necessary—not your hands.

This information is provided to help employees comply with the General Industry Safety Orders (GISO), Section 3314, The Control of Hazardous Energy for the Cleaning, Repairing, Servicing, Setting-Up, and

Adjusting Operations of Prime Movers, Machinery and Equipment, Including Lockout/Tagout.

### **8.25 Tailgates of Trucks**

Each year, employees are injured removing debris or rocks from dump truck tailgates. Do not use your hands or fingers to clear debris from the tailgates of dump trucks. Use a shovel, digging bar, or other tool to remove debris.

### **8.26 Compressed Air**

When using compressed air, you shall always wear safety glasses.

Never use compressed air to transfer liquids from one tank to another unless tanks are designed for such service.

At no time shall compressed air be directed toward a person. When compressed air is used, all necessary precautions shall be taken to protect persons from injury. Do not use compressed air to “blow down” clothing or skin. Compressed air nozzles must be of the safety type that limits pressures to 10 psi (pounds per square inch) or less.

Tanks or drums not designed for use as compressed air tanks shall not be filled with compressed air.

Air hoses shall be checked regularly to ensure that they are in good condition. Cracked or leaking hoses shall be removed from service and replaced. Compressed air tanks should be checked and drained weekly or more often if conditions warrant.

Compressed air-tank operating permits should be conspicuously displayed and kept current. Air tanks shall be inspected as required by the Unfired Pressure Vessel Safety Orders, Title 8 CCR Section 461.

All compressed air equipment and plumbing shall meet the requirements of the Unfired Pressure Vessel Safety Orders.

Compressors that start automatically require a warning sign.

### **8.27 Work on Electrical Circuits**

Only qualified and trained persons shall work on electrical equipment or systems. All work performed directly on or in proximity to electrical installations, equipment or systems operating or intended to operate at 600 volts or less shall comply with the Low Voltage Electrical Safety Orders. All work performed on systems operating at more than 600 volts shall comply with the High Voltage Electrical Safety Orders.

The Codes of Safe Operating Practices for work performed on electrical equipment or systems contain more information on the specific hazards and on the proper safety procedures to follow while performing the work. Never work on energized electrical systems unless you are properly equipped and trained to do so.

This section does not apply to installations of conductors and equipment in vehicles operating at less than 50 volts, or to their ignition systems.

#### **8.27.01 Clothing and PPE for Caltrans Electricians and Other Caltrans Employees Working on Electrical Systems**

The standard clothing for Caltrans electrical Maintenance forces shall be (shirts, pants, coveralls, etc.) flame retardant, and a minimum arc-flash

rating of 8 cal/cm<sup>2</sup> (meeting ASTM “American Society for Testing and Materials” F1506 requirements and tested according to ASTM F1959). Shirts/coveralls shall be long sleeve, and be able to close at the neck. Short sleeve shirts are not allowed for electrical Maintenance forces. Leather work boots are required at all times.

Jackets, parkas, rain wear, and other outer garments shall also be flame retardant and rated for a minimum arc-flash rating of 4 cal/cm<sup>2</sup>.

It is recommended that clothing and undergarments (worn under the arc-rated clothing layer) be constructed of fabrics that are either naturally flame resistant or treated to be flame resistant, with only enough synthetic fibers and/or elastic to provide support.

Care and cleaning of this clothing (standard and outer) shall be as recommended by the manufacturer, and not interfere or degrade the flame resistance or arc flash rating of the clothing. The employees shall inspect clothing after every washing and report deficiencies to the supervisor.

In addition to the standard Maintenance force protective clothing, Caltrans electrical Maintenance forces that routinely work on or near energized systems (of over 50 volts to ground) are required to have the following PPE on hand at all times:

- flame retardant reflective vest (meets ANSI Class 3 requirements for reflective clothing)
- insulated gloves w/leather protectors (compliant with ASTM D 120, and ASTM F 696), rated for 500 volts (minimum)
- clean leather work gloves
- arc-rated face shield (minimum arc-flash rating of 8 cal/cm<sup>2</sup>)

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- arc-rated hood sock (or balaclava) (minimum arc-flash rating of 8 cal/cm<sup>2</sup>)
- insulated hand tools (compliant with ASTM F 1505)
- lockout-tagout device and personal lock (the employee and employee's supervisor or designated leadworker shall be the only ones to have keys to the lock at the worksite)

The employee must have this clothing and equipment available at all times when at work. Reporting to work without this clothing and equipment may be grounds for the supervisor to initiate corrective action. Employees are responsible for notifying the supervisor of any damage or deficiency in the assigned PPE as soon as possible, and by the end of that day or shift.

PPE shall be inspected at every safety tailgate meeting. Documentation of inspection may be required. During the inspection, deficiencies shall be noted and replacement equipment shall be ordered and/or provided.

Additional PPE shall be provided on a need basis. High voltage equipment shall be in excess of the equipment listed above.

## **Additional Requirements:**

### Leather Gloves

The following requirements are for leather gloves used in electrical work for energized systems under 250 volts. The use of leather gloves and insulated tools exceed the California Electrical Safety Orders for energized systems 250 volts and under.

- leather gloves shall be of all leather construction.



- leather gloves shall extend at least two inches beyond the end of the sleeve.
- leather gloves shall be clean and dry.
- leather gloves that have been contaminated shall be replaced. Contaminated gloves may be used for other uses (not around energized electrical systems).

### Insulated Tools

- insulated tools shall be used on all energized systems.
- insulated tools shall conform to ASTM F 1505.
- insulated tool kit shall consist of a minimum of: (a minimum of eight tools).
  - (a) lineman pliers
  - (b) needle nose pliers
  - (c) diagonal wire cutters
  - (d) Philips #1 and #2 screw drivers
  - (e) slotted 3/16 and 1/4 screwdrivers
  - (f) wire stripper

## **8.28 Working Near Utilities**

### 8.28.01 Overhead Utilities

Maintenance forces shall not be required or permitted to perform any function in proximity to energized high voltage lines. Any activity where any parts of tools, machinery, or materials that an employee is touching or any part of an employee's body will come closer than the minimum clearances from energized overhead lines set forth in the following table is prohibited. Employees who work in proximity to or will come within the clearances of the table of any overhead lines shall be trained in the hazards and identification of types of overhead lines. If

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lines are low voltage (less than 600 volts) a minimum clearance of 3 feet shall be maintained at all times unless lines are de-energized and grounded. For Tree classifications trained in aerial rescue, refer to the Tree Safety and Aerial Rescue Manual. All overhead lines shall be considered energized unless de-energized and grounded at the site by the utility operating the line.

Boom equipment shall not be operated where the boom could come within the minimum required clearance set forth in this table. Hoisting over energized lines is prohibited.

<b>Nominal Voltage (Phase to Phase)</b>	<b>Minimum Required Clearance (Feet)</b>	<b>Minimum Required Clearance (Meters)</b>
<b>600 .... 50,000</b>	<b>10</b>	<b>3</b>
<b>Over 50,000 .... 75,000</b>	<b>11</b>	<b>3.4</b>
<b>Over 75,000 ... 125,000</b>	<b>13</b>	<b>4</b>
<b>Over 125,000 ...175,000</b>	<b>15</b>	<b>4.6</b>
<b>Over 175,000 ... 250,000</b>	<b>17</b>	<b>5.2</b>
<b>Over 250,000 ... 370,000</b>	<b>21</b>	<b>6.4</b>
<b>Over 370,000 ... 550,000</b>	<b>27</b>	<b>8.2</b>
<b>Over 550,000...1,000,000</b>	<b>42</b>	<b>12.8</b>

Figure 8-2: Overhead Utilities

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If downed power lines are present, Maintenance forces shall not try to move or repair them. They shall stay clear and notify supervisor and/or Dispatch. Wait for the local utility company to respond.

8.28.02    Underground Utilities

Before any digging or excavations are begun, the area shall be checked to determine if there are any buried utilities. California Government Code Sections 4216 through 4217 provide that any person who undertakes an underground excavation project contact Underground Service Alert (USA) prior to work. The Superintendent or supervisor shall notify the appropriate USA Regional Notification Center for operators of subsurface installations at least two (2) working days, but not more than 14 calendar days, prior to commencing any excavation with power tools.

The Regional Notification Centers include but are not limited to the following:

<u>NOTIFICATION CENTER</u>	<u>TELEPHONE</u>
Underground Service Alert Northern California (USA)	1-800-642-2444
Underground Service Alert Southern California (USA)	1-800-422-4133

You may also call 811 from anywhere in the country to be connected to your local Notification Center.

Utility markers or buildings that have no above ground source of power can indicate underground utilities. If the excavation will be conducted in an area which is known, or reasonably should be known, to contain subsurface installations, only hand tools shall be used for digging.

Any person who damages underground services as a result of failure to notify USA is liable for both criminal and civil sanctions. Both individual employees as well as Caltrans can be held liable for negligent or knowing violation of the law. Caltrans will take disciplinary action, up to and including dismissal, on employees who willfully violate notification requirements.

Appendix A includes detailed information regarding USA and requirements for notifications.

If the excavation will be conducted in an area which is known, or reasonably should be known, to contain Caltrans electrical facilities, the Superintendent or supervisor shall notify the Electrical Supervisor for the area, prior to commencing any excavation.

**IN ALL CASES, LOCATION OF UNDERGROUND UTILITIES, OR A CLEARANCE, SHALL TAKE PLACE BEFORE EXCAVATION OR DIGGING BEGINS.**

## **8.29        Ladders**

Ladders shall be maintained in good condition at all times. The joint between the steps and side rails shall be tight, all hardware and fittings securely attached, and the movable parts shall operate freely without binding or undue play.

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Metal ladders shall not be used while working on electrical equipment. All metal ladders shall be marked with a sticker or stencil that clearly states: **“Caution–Do Not Use Around Electrical Equipment.”**

Supervisors shall inspect ladders monthly for wear and damage. All ladders shall be cleaned of oil, grease, or slippery materials. Ladders which have developed defects shall be withdrawn from service for repair and tagged or marked as **“Dangerous, Do Not Use”**. Defective ladders not being repaired shall be destroyed prior to being discarded.

When ascending or descending a ladder, the user shall face the ladder and maintain contact with the ladder at three-points at all times.

The employee shall climb or work with the body near the middle of the step or rung and shall not overreach from this position. When necessary to avoid overreaching, the employee shall descend and reposition the ladder. When it is not practical to work with the body near the middle of the step or rung, the ladder shall be secured to the top support, and the employee shall be protected by a personal fall protection system in accordance with Article 36 of the High-Voltage Electrical Safety Orders, Article 24 of the Construction Safety Orders, Article 12 of the GISO, or Article 1 of the Telecommunication Safety Orders. Operations or conditions not specifically covered by Article 36 of the High-Voltage Electrical Safety Orders, Article 12 of the GISO, or Article 1 of the Telecommunication Safety Orders shall comply with the fall protection provisions of Article 24 of the Construction Safety Orders.

GISO Section 3276 requires that all employees shall be trained in the safe use of ladders. Contact the District or HQ Safety Office for assistance.

**8.30      Fall Protection**

Approved personal fall arrest, personal fall restraint or positioning systems shall be worn by those employees whose work exposes them to falling in excess of 7 1/2 feet from the perimeter of a structure, unprotected sides and edges, leading edges, through shaft ways and openings, sloped roof surfaces steeper than 7:12, or other sloped surfaces steeper than 40 degrees. **All employees using aerial lift equipment shall use a personal fall protection system.**

***§3276. Portable Ladders.***

**(e)(15)(A)**

The employee shall climb or work with the body near the middle of the step or rung and shall not overreach from this position. When necessary to avoid overreaching, the employee shall descend and reposition the ladder. **When it is not practical to work with the body near the middle of the step or rung, the ladder shall be secured to the top support, and the employee shall be protected by a personal fall protection system** in accordance with Article 36 of the High-Voltage Electrical Safety Orders, Article 24 of the Construction Safety Orders, Article 12 of the General Industry Safety Orders, or Article 1 of the Telecommunication Safety Orders. Operations or conditions not specifically covered by Article 36 of the High-Voltage Electrical Safety Orders, Article 12 of the General Industry Safety Orders, or Article 1 of the Telecommunication Safety Orders shall comply with the fall protection provisions of Article 24 of the Construction Safety Orders.

## **Standard Guardrails**

These are the preferred method of fall protection. They prevent the employee from falling.

1. Standard guardrails consist of a top rail and mid rail, must be between 42 to 45 inches high, and must protect the edge on all open sides.
2. Refer to 8CCR § 3209 for specific construction requirements.

## **Personal Fall Restraint System**

A personal fall restraint system consists of:

1. A body belt (or body harness with side D-rings).
2. An anchorage point capable of supporting 4 times the intended load.
3. A 2-foot lanyard (for situations where a 2-foot lanyard is too short for the employee to reach their work, a longer lanyard may be used but must be rigged to prevent the employee from falling).
4. If the fall restraint cannot be rigged in such a way to prevent a fall, a personal fall arrest system is required.

## **Personal Fall Arrest System**

A personal fall arrest system consists of:

1. A body harness with D-ring at the center of the back.

2. A decelerating/shock-absorbing lanyard rigged to limit a maximum free fall to 6 feet; or a self retracting lifeline.
3. Adequate clearance to ensure the employee cannot contact the ground, obstructions below, passing traffic, etc. in case of a fall.

**Note:** A shock- absorbing lanyard will lengthen approx. 4 feet during a fall, for a total length of approx. 8 feet (if rigged to allow for only a 4-foot fall as required). If the employee is 6 feet tall, at least 14 feet of clearance is required.

4. An anchorage point designed to hold a minimum of 5000 pounds, 3000 pounds for a self retracting lifeline or, installed as part of a complete personal fall protection system designed under the supervision of a professional engineer with a safety factor of at least two.

**Note:** Fall arrest systems cannot be utilized when working in aerial equipment unless that equipment is designed to support at least 5000 pounds or it can maintain a safety factor of at least two. Because most aerial equipment cannot support this load, personal fall restraint is the preferred fall protection system in aerial equipment.

### **Additional Fall Protection Requirements**

1. Fall arrest system use requirements
  - a. Make provisions for prompt rescue in case of a fall. At least one additional person on site, trained in use of fall arrest equipment, aerial lift, emergency lowering procedures, and the



- emergency rescue plan shall be provided. If an outside agency (i.e. fire department) will provide rescue, advance contact to confirm availability is required.
- b. Position equipment to allow adequate clearance. Park the vehicle so that it will not interfere with passing traffic.
  - c. If working over a traffic lane, the lane must be closed if you are using fall arrest.
  - d. Employees shall be secured from falls at all times.
2. Standard guardrails are not an acceptable anchorage point for personal fall restraint or fall arrest systems, unless designed for that purpose. **(Standard guardrails mounted on Caltrans sign structures are not designed for that purpose.)**
  3. Knots tied in lanyards to shorten the length are not permitted.
  4. Lanyards shall not be clipped together.
  5. All personal fall protection equipment shall be inspected daily, before each use, and defective equipment shall not be used.
  6. All personal fall protection equipment must meet ANSI standard A10.14-1991, or Z359.1-1992.

See the Safety Manual Chapter 12, section 12.16 for additional specific information, and requirements on equipment used when working in trees and on cut slopes.

### **8.31        Confined Spaces**

Maintenance forces need to be aware of confined spaces and their hazards.

A confined space is any location where:

- (a) an employee can physically enter, and
- (b) has limited or restricted means of entry or exit, and
- (c) is not designated for continuous employee occupancy.

For Caltrans employees, confined spaces include, but are not limited to locations such as tanks, sumps, drain inlets, bridge cells, shafts, pits, bins, tunnels, tubes, pipelines, trenches, vaults, vats, pump houses or compartments, sewage lift stations, culverts, or similar type locations. No person shall be allowed to enter a confined space unless they have completed Confined Space Training. Refer to Caltrans Confined Space Program (Chapter 14 of the Caltrans Safety Manual), and the Maintenance Confined Space Entry Procedures (Appendix B in the Maintenance CSOP). Additionally, no entry will be permitted unless the necessary air monitoring has been done.

All employees whose job description requires entry into a confined space on a routine basis shall be trained in Confined Space Training annually.

### **8.32 Trench and Excavation Safety**

Employees shall review Appendix D, “Trench and Excavation Safety Guidelines”, in the Maintenance CSOP before digging, drilling, or working in or near trenches or excavations. Supervisors shall ensure employees understand and follow these guidelines.

Caltrans Maintenance forces shall not enter any trench or excavation until a Supervisor or Superintendent has inspected the trench/excavation and the surrounding area to identify and/or correct any hazards. The Supervisor or Superintendent shall be competent and knowledgeable about soil classification, shoring/sloping techniques and requirements, access requirements, and the hazards of underground work. A job hazard assessment should be conducted and documented.

All trenches/excavations 5 feet or more in depth shall be shored or sloped. Shallower trenches/excavations shall be shored or sloped if needed. Also, a proper means of access (ladder, ramp, etc.) shall be required for all trenches/excavations.

If there is any doubt about the safety of an excavation, DO NOT ENTER. Obtain an engineering opinion and/or safety review before any work starts.

All work in trenches/excavations shall comply with the Construction Safety Orders, Article 6, Excavations (Title 8 CCR Sections 1540-1543).

### **8.33 Use of Recycled Water**

Before employees use recycled water, they should be told about the potential health hazards involved with contact or accidental ingestion of recycled water. They should also be trained how to properly clean up after using it.

Contact with recycled water shall be kept to a minimum. Maintenance forces shall use impermeable (rubber) gloves and appropriate protective clothing. Supervisors should contact the local supplier to determine what other specific precautions should be taken.

Employees shall have clean water and soap available at the work site when using recycled water. Maintenance forces shall be instructed to wash their hands thoroughly before eating, drinking, smoking, or going to the bathroom.

More information on the use of recycled water is found in the Maintenance CSOP, Using Recycled Water.

### **8.34 Handling Chemicals and Hazardous Substances**

Employees handling or exposed to hazardous materials shall be trained in the hazards, proper handling, use, and disposal of the material before use. The Safety Data Sheet (SDS) shall be reviewed and readily available. See Chapter 16, “Hazardous Materials Communication Program” of the Caltrans Safety Manual for specific requirements.

Employees responding to highway spills will follow Chapter D5 of the Maintenance Manual, Volume 1, the First Responder Operations Student Manual, and the Emergency Operations Plan.

All disposal and storage of waste shall comply with the Maintenance Hazardous Waste Manual.

Use of pesticides/herbicides shall comply with Chapter C2, Vegetation Control, of the Maintenance Manual, Volume 1.

Contact the supervisor, safety office, Maintenance Hazardous Materials Coordinator, or Maintenance Landscape Specialist, for additional help or assistance.

### **8.35      Radioactive Incidents**

See Chapter D5, Spills of Substances on Highway Rights of Way and the First Responder Operational Student Manual.

### **8.36      Explosives**

Care in handling and storing explosives are specified in Chapter 5, Blasting.

### **8.37      Working in Railroad/Transit Right of Way**

- Employees performing work on a railroad, transit, or trolley line in which either:
  - (a) equipment or materials will enter the right of way, or;
  - (b) special hazards are present (i.e., limited visibility or frequent train movements) shall not enter the area unless all of the following occur:
    - (1) Permission (oral or written) from the controlling entity (usually a railroad or transit company) has been granted.
    - (2) Caltrans employees have received a safety briefing from the controlling entity. (A safety briefing is the minimal amount of training required to access a rail or transit right of way. Some entities will require completion of a formal training program or orientation specific to the rail/transit company's safety and operational procedures. In other situations, Roadway Worker Protection (RWP)<sup>1</sup>

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<sup>1</sup> Most railroad crossings allow public access, but only for the purpose of crossing the tracks when safe to do so.

training will likely be required as determined by the controlling entity. These can be viewed as three progressively higher levels of training—a briefing, an orientation, and an orientation in combination with RWP training.)

- (3) Caltrans employees are accompanied by a railroad or transit employee. (The railroad/transit representative usually referred to as a flag person or lookout watches for conflicting train movement that would endanger the crew or crews working in the foul of the tracks. The lookout will notify our crew each time there is a need to move personnel and equipment to a designated clearance area.)
- Employees performing work which requires entering a railroad or transit right of way where:
    - (a) no equipment or materials will enter that right of way, and;
    - (b) no special hazards are present, may enter provided the following safety procedures are carried out:
      - (1) The person in charge has developed a work plan and conducted a safety briefing. The briefing shall include a review of this section with all employees who will be working on the railroad/transit right of way. The plan shall include a designated person to look out for trains when conditions warrant it.
      - (2) Wear Caltrans Personal Protection Equipment for working in a right of way.

- (3) Minimize their time in the right of way, and stay clear of tracks whenever possible.
- (4) Obey instructions given by railroad/transit personnel encountered at the worksite and carry a Caltrans identification badge or card.
- (5) Use designated entry points whenever possible. Do not climb over or under fences or walls. Do not pass through any holes in fences.
- (6) Watch for moving equipment on tracks. Trains or other equipment may operate on any track, in either direction, at any time.
- (7) When a train is approaching or passing by, seek to stand at least 50 feet from the tracks.
- (8) In multiple track territory, do not stand on or close to one track while a train is passing on another track.
- (9) Avoid walking or standing on a track. If it is necessary to walk or work on a track, do so along the outside of the track whenever possible. Look back frequently for on-track equipment to ensure adequate time to walk away from the tracks. When there is a good line of sight to see approaching trains, adequate time means that Maintenance forces can be clear of inbound trains 15 seconds before a train moving at the maximum operating speed on that track can pass the location of the Maintenance forces.

- (10) Look in both directions before stepping onto a track, crossing a track, or walking around visual obstructions near a track.
- (11) Do not step or walk on top of rails, frogs, switches, guard rails, etc.
- (12) Keep at least 20 feet from standing equipment. Do not cross between cars or other on-track equipment standing on the same track unless they are separated by at least 50 feet.

Supervisors are responsible for requesting permission from the rail entity and ensuring that the procedures listed above are fulfilled. In order to secure an on-site railroad/transit representative, contact the railroad or transit entity as soon as possible and a minimum of three days prior to the planned work. The Caltrans District Right of Way office can provide contact information for railroad/transit entities in their area.

Caltrans railroad/transit safety procedures apply equally to all work in railroad right of ways, railroad crossings<sup>1</sup> and to work on or near rail, transit, or trolley lines that run within our right of way when the work is in the “fouling distance” of the rail line. (The fouling distance is any area in which personnel, equipment or materials could be struck by the widest vehicle that could operate on that track or in any case is within 4 feet of the field side of the near running rail.)

These are basic procedures. If the work will involve frequent access and/or work in many different rail/transit company right of ways, the supervisor should require specialized railroad safety training for each

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<sup>1</sup> Most railroad crossings allow public access, but only for the purpose of crossing the tracks when safe to do so.



employee to include RWP<sup>1</sup> and safety orientations by the railroad/transit entities owning the right of ways.

**Note:** Federal railroad safety laws are enforced by the Federal Railroad Administration (FRA). RWP information is covered in 49CFR214.  
The California Public Utilities Commission (CPUC) regulates freight, commuter, and transit in the State of California. Their authority is based in State law and both the FRA and the Federal Transit Administration delegate Federal Authority.  
Supervisors should take advantage of the safety training resources available on the FRA and CPUC websites.

### **8.38 Caltrans Injury and Illness Prevention Program (IIPP)**

Caltrans is committed to maintaining a safe and healthful working environment. Management will provide all necessary safeguards, programs, and equipment to reduce the potential for accidents and injuries.

Caltrans policy is to conduct business in the safest manner possible adhering to all applicable State and Federal laws, rules and regulations relating to occupational safety and health. The IIPP provides the procedures for complying with the requirements of Cal/OSHA's CCR Title 8, Subchapter 7, GISO, §3203, Injury and Illness Prevention Program. The IIPP is an authoritative source of information to assist managers, supervisors and employees in promoting the health and safety of all Caltrans staff.

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<sup>1</sup> On-track safety procedures prescribed under Federal RWP Regulation 49 CFR, Part 214, Subpart C.

The IIPP is designed to prevent workplace incidents, injuries, and illnesses. Each employee is responsible to support the safety program and perform their duties in a manner that assures his or her own personal safety and the safety of others. To be successful in this endeavor, all employees must adopt proper and cooperative attitudes towards injury and illness prevention.

#### 8.38.01 Responsibilities

A successful IIPP can only be achieved and maintained when there is active interest, participation, and accountability at all levels of the organization. The Director has the authority and responsibility to ensure that an IIPP is implemented and all managers and supervisors have delegated responsibility for implementing and ensuring compliance with the IIPP in their work areas and for answering employee questions about the Program.

For a list of responsibilities in this program, please refer to Director's Policy DP-03, Safety and Health.

#### 8.38.02 Compliance

Managers and supervisors ensure compliance with the IIPP by:

- effectively communicating and ensuring that all safety and health laws, rules, policies and procedures are understood by all employees, and enforcing those laws, rules, policies and procedures;
- investigating and documenting all injuries, illnesses and unsafe work conditions and maintaining records of the inspections;
- evaluating the safety performance of all employees;

- recognizing employees who perform safe and healthful work practices in an exceptional manner;
- informing employees of the IIPP;
- evaluating the safety performance of employees and providing training to employees whose safety performance is deficient.

Failure or neglect of duty may be cause for discipline in accordance with the provisions described in California Government Code § 19572.

All employees comply with the IIPP by:

- maintaining a safe and secure work environment by adhering to all employee responsibilities;
- complying with policies, procedures, and safe work practices.

Failure or neglect of duty may be cause for discipline in accordance with the provisions described in California Government Code § 19572.

### 8.38.03 Communication

Caltrans is dedicated to maintaining open, two-way communication between management and employees on matters pertaining to health and safety. Caltrans values and encourages active participation in the safety program.

#### Supervisors

It is the supervisor's responsibility to communicate to employees all health and safety information that is necessary to complete their job duties in a safe manner. The following system of communication is designed to facilitate a continuous flow of health and safety information

between management and employees in a form that is readily understandable and consists of one or more of the following:

- Maintenance Employee Safety Orientation (MESO), LMS (Learning Management System) course number 100358
- Review of the IIPP
- Instruct employees on how to locate and review the Caltrans Safety Manual
- Conduct and document safety meetings (“tailgate safety meeting”) to discuss health and safety matters, specific workplace hazards, and encourage open discussions on employee concerns without fear of reprisal. The required frequency of safety meetings are:
  - (a) Quarterly for office workers
  - (b) Every ten working days for field employees
- Post and distribute health and safety information
- Each building in which employees are located shall have a Safety Bulletin Board installed in a place that is visible to employees. The Bulletin Board shall meet the legal posting requirements of the Cal/OSHA, U.S. Department of Labor, and other state and federal regulatory posting requirements.

#### 8.38.04 Hazard Assessment and Correction

Safety inspections identify and evaluate workplace hazards and conditions that could result in illness, injury, or property damage if not corrected. Safety inspections are required at all Caltrans owned, rented, or leased facilities and include the grounds, parking lots, loading docks, driveways, and perimeter fence areas adjacent to Caltrans facilities.

All employees are encouraged to report existing or potentially hazardous work conditions or unsafe work practices promptly. Safety concerns or safety suggestions may be made:

- during safety meetings, safety stand downs, or individually to a supervisor;
- by email to the Office of Health and Safety at [Safety.Suggestions.HQ@dot.ca.gov](mailto:Safety.Suggestions.HQ@dot.ca.gov);
- by anonymously calling the local District Safety Office;
- by anonymously calling the Headquarters Office of Health and Safety toll free number at 855-836-3652 or main office phone number at 916-227-2640.

Building managers, District Safety Officers or individuals responsible for the operation of a Caltrans facility are to establish an inspection schedule for each facility under their jurisdiction. Inspections shall be conducted and documented on form ADM-4020 (Facility Safety Inspection Program) whenever conditions warrant, but no less than once a year.

Managers, supervisors and employees are expected to cooperate with building managers, District Safety Officers or facility personnel during safety inspections. The District or Headquarters Health and Safety staff are available to assist and/or participate in conducting formal safety inspections.

Inspections shall be made to identify and evaluate hazards:

- whenever new substances, processes, procedures, or equipment which present potential new hazards are introduced into the workplace;
- when new or previously unidentified hazards are recognized;
- as a result of a safety suggestion;
- when occupational injuries or illnesses occur;

- when employees are hired and/or reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted;
- whenever workplace conditions warrant an inspection.

Building managers, District Safety Officers or individuals responsible for the operation of a Caltrans facility are responsible for maintaining safety inspection records and reports for that facility as required in Caltrans Safety and Health Manual, Section 1.08 Recordkeeping.

#### 8.38.05 Hazard Correction

Hazard levels range from being imminently dangerous to relatively low risk. Corrective actions or plans, including a suitable estimation date for completion, are the responsibility of the Program/Division where the hazard is located.

Corrective actions or plans must be appropriate for the severity of the hazard and must be documented.

- All hazards should be corrected promptly.
- If an imminently dangerous hazard exists, work in the area must cease, and the appropriate supervisor or responsible person in charge be contacted. If the hazard cannot be immediately corrected without endangering employees or property, specific actions may include stopping a work activity or taking any other measures necessary to protect employees, the public, the facility, and/or equipment. The hazard must be corrected and unsafe condition abated.

### 8.38.06 Incident/Exposure Investigations

An incident is an unplanned event which results in an injury, illness, property damage and/or the interruption of a process. It also includes near-miss events that did not result in an accident, injury, illness, or damage. Incidents are reported and investigated to implement procedures to reduce the likelihood of future occurrences.

Caltrans makes every effort to provide a safe working environment for employees and strives to eliminate avoidable occupational incidents. If an incident occurs, it is the employee's responsibility to immediately report the incident to their supervisor, if possible. Other employees that witness the incident also have the responsibility to report it to their supervisor.

Investigation of workplace incidents, hazardous substance exposures and near-miss incidents will be done by supervisors and/or District or Headquarters Safety Officers and will include:

- Visit the scene as soon as possible.
- Interview affected Maintenance forces and witnesses.
- Examine the workplace for factors associated with the incident/exposure/near-incident.
- Determine the causes of the incident/exposure/near-incident.
- Take corrective action to prevent the accident/exposure/near-accident from reoccurring.
- Record the findings and corrective actions taken.

### 8.38.07 Training

Cal/OSHA mandates that all employees participate in periodic safety training when topics relevant to the workplace are reviewed and

discussed. Safety training meetings can include status reports on safety inspections, hazard mitigation projects, incident investigation results, and employee safety suggestions.

Safety trainings can be incorporated into staff meetings, presented during “tailgate” meetings, or conducted via one-on-one coaching. The duration of safety meetings can vary based on the subject matter and training format.

Training and instruction is provided:

- When the IIPP is updated
- To all new employees
- To all employees given new job assignments for which training has not been previously provided
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and present a new hazard
- To supervisors to familiarize them with the safety and health hazards to which Maintenance forces under their immediate direction and control may be exposed
- To all employees with respect to hazards specific to their job assignment
- As a result of an occupational incident or near-miss

Safety training topics include, but are not limited to:

- Explanation of the IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed
- Availability of toilet, hand-washing, and drinking water facilities



- Provisions for medical services and first aid/CPR/AED (Automated External Defibrillator), including emergency procedures
- Proper housekeeping , such as keeping stairways and aisles clear, work areas neat and orderly, and cleaning up spills promptly
- Prohibition of horseplay, scuffling, or other acts that adversely affect safety
- Proper storage to prevent stacking goods in an unstable manner, storing materials and goods against doors, exits, fire extinguishing equipment and electrical panels
- Heat Illness Prevention Plan
- Specific instructions to Maintenance forces regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training
- Where applicable our training may also include:
  - Prevention of musculoskeletal disorders, including proper lifting techniques
  - Use of appropriate clothing, including gloves, footwear, and PPE
  - Information about chemical hazards to which employees could be exposed and other hazard communication program information
  - Proper food and beverage storage to prevent contamination
  - Hazard instruction on new or previously unrecognized hazards
  - Hazardous Communication Program

Employee training must be provided at no cost to the employee during the employee's normal working hours. Safety training may be provided by a knowledgeable supervisor or competent person, or by representatives from other relevant divisions, or approved vendors.

All safety training must be documented and kept on file. To document training, access PM-S-0110, Safety Meeting Report at <http://cefs.dot.ca.gov/jsp/forms.jsp>. The documentation must include all of the following:

- Date and hours of training
- Name of trainer(s)
- Title of trainer/Trainer affiliation
- Topic(s) covered
- Title of video(s) viewed, if any
- Printed name, “s” number and signature of each attendee and their program/division
- An outline and/or training handout/pamphlet of safety topic covered
- LMS “G” code if available

### 8.38.08 Recordkeeping

Cal/OSHA regulations require that records for safety inspections and hazard corrections, safety training, incident investigation, occupational injuries and illnesses, medical surveillance, exposure monitoring, and other safety activities be maintained for specific periods of time. Records must be retained for this period of time and Caltrans must present them to Cal/OSHA or other regulatory agency representatives, if requested.

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The following records must be kept on file by the Manger/Supervisor for the minimum times indicated below:

<b>TYPE OF RECORD</b>	<b>RECORD RETENTION</b>
Safety Inspection Forms	1 year
Incident Investigation Forms	1 year
<b>Employee Training Forms</b>	
Personnel Records	Duration of employment
Training Sign-up Sheets	1 year
<b>Records Relating to Employee Communication and Enforcement</b>	
Safety Meetings Sign-up Sheets	3 years
Employee Suggestion/Question and Responses	3 years
Disciplinary Actions due to lack of safety compliance	3 years
All other safety records	3 years
*Employee Exposure Records (Subject to Title 8 CCR §3204)	30 years
*Medical Records (Subject to Title 8 CCR §3204)	Duration of Employment Plus 30 Years
<b>The Office of Health and Safety will retain:</b>	
The Written IIPP	Indefinitely
OSHA Log 300 Forms	5 years

\*Access to employee medical records will be limited in accordance to Caltrans policies and state and federal mandates.

## 8.39 Accident Response and Reporting

Should an accident occur involving a state Maintenance force or equipment, those Maintenance forces present should immediately:

- Assure appropriate medical needs are taken care of
- Notify the first line supervisor and the local Transportation Management Center
- Secure the site to minimize the risk of additional accidents.

Follow-up reporting will be needed when an accident involves an employee or equipment. The first line supervisor is responsible to be sure all needed reports are completed and submitted on time. For further details on reporting accident see Caltrans Safety and Health Manual, Chapter 4 “Accident Investigation and Analysis”.

#### **8.40        The Use of Road Flares**

No activities that have the potential of starting a fire should begin before Maintenance staff consult daily distribution of Caltrans Daily Fire Danger Ratings and localized weather reports to ensure that all parameters of this policy are followed.

##### 8.40.01    Before Road Flare Use

For static operations, consider alternative products such as electronic flares.

For moving operations/closures, consider Maintenance Zone Enhanced Enforcement Program (MAZEED), additional shadow vehicles or Portable Changeable Message Signs (PCMS) instead of flares.

Managers and Supervisors shall ensure employees are familiar with their Districts’ Fire Risk Management Plan.

The Maintenance Superintendent and Supervisor shall ensure that each member of the Maintenance crew has received instruction on the proper inspection, deployment, and disposal of road flares before use on the job. Please refer to the latest Code of Safe Operation Practices (CSOP) “Use of Road Flares”.

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If using a Truck Mounted Fusee Igniter, ensure the Maintenance crew is familiar with the “Truck Mounted Fusee Igniter” CSOP.

Road flares should be inspected prior to their use.

Loose caps should be tightened.

Road flares that are wet, leaking, expired, missing any portion of the paperboard covering, cap or cap wings, or otherwise damaged should not be used.

Separate damaged road flares for immediate disposal.

Dispose of damaged road flares in hazardous waste storage for proper disposal of perchlorate-containing substances, in accordance with the Caltrans Memorandum, "Perchlorate Best Management Practices," (May 2006).

## 8.40.02 During Road Flare Use

Use the least amount of road flares as possible without compromising safety.

Consider the use of alternative, non-flammable signal aids in lieu of road flares where practicable and safety is not compromised. Crews are authorized and encouraged to request CHP assistance.

When road flares are used, Maintenance Supervisor shall ensure that the job site is patrolled and monitored to ensure that road flares remain on the pavement and are extinguished.

Partially-burned flares that are extinguished before they burn out completely as manufactured may contain perchlorate and should be safely removed from the job site where possible and disposed of in hazardous waste storage.

Where possible, Maintenance Supervisors, Superintendents, and/or Managers should monitor weather conditions by accessing local National Oceanic and Atmospheric Administration (NOAA) weather data.

8.40.03 In areas with combustible materials<sup>1</sup> adjacent to the roadway, except in emergencies:

- During extreme (red flag) Fire Weather Conditions, the use of road flares is prohibited. Planned activities that need road flares shall be canceled.
- During high (yellow flag) and very high (orange flag) Fire Weather Conditions, operations shall include a skid-mounted or similar self-contained pump and tank unit. This unit shall be mounted on a vehicle and capable of carrying and pumping 200 gallons of water, per the “Fire Prevention Guidelines”. Personnel at each work location must be able to report fires or emergencies from the scene by either two-way radio or cellular phone, and the entire activity area must be patrolled and directly monitored for 30 minutes following cessation of work operations.

If road flare use is necessary for emergencies during these weather events, a vehicle equipped with fire-extinguishing equipment shall be

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<sup>1</sup> Combustible material includes trees, brush, grasses, and other vegetation in sufficient quantity to start and maintain a fire.

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used in order to monitor and address flares until they have been entirely extinguished.

Call 9-1-1 and radio the local Traffic Management Center (TMC) to inform dispatch and request emergency fire response when a fire incident occurs that cannot be immediately resolved with fire suppression equipment readily available to the crew.

**APPENDIX A**

**Instructions for Use of Underground Service Alert (USA)**

USA is a free notification service for persons who plan to dig, blast, trench, drill, or conduct any other underground excavation project that has the potential to disturb underground pipelines or utilities. USA will identify if there are utilities or pipelines underground in the area of planned work.

**1. How USA Works**

The person planning an excavation calls USA at least 2 days in advance of planned work. A USA operator will take the location request information, verify the location, and send it to all USA members that may be involved at the proposed excavation site.

The USA members that are notified will check their records to determine if they have underground facilities at the site.

The caller will be advised by telephone that the USA member does not have facilities at the excavation site.

If a USA member does have facilities at the site, one of its employees will respond to the caller. The employee will provide information about the member's facilities, or will stake and mark the horizontal path of the facilities.

**2. Advance Notice**

The Underground Service Alert Center is designed for planned work operations. Each location request is good for a period of



14 calendar days. Contact USA at least two (2) working days prior to the start of actual work operations.

3. USA Northern California Service Area

Underground Service Alert (USA)  
4005 Port Chicago Hwy., Suite 100  
Concord, CA 94520  
811 / (800) 642-2444, [www.usanorth811.org](http://www.usanorth811.org)

Contact Center hours of operation: 24/7

Serves the following counties in Northern & Central California:

Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Kern, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, and Yuba.

4. USA Southern California Service  
Area Underground Service Alert

811 / (800) 422-4133, [www.digalert.org](http://www.digalert.org)

Serves the following counties in Southern California:

Imperial, Inyo, Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, and Ventura

Contact Center hours of operation: Monday–Friday, 6 a.m.–7 p.m., excluding holidays.

USA Holidays include the following:

New Year's Day  
Martin Luther King Jr. Day  
Lincoln's Birthday  
Presidents Day  
Cesar Chavez Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day (and the Friday after)  
Christmas Day

#### 5. Emergency Excavations

Emergencies during normal working hours of the Center will be processed as promptly as possible. Emergencies after hours should be called directly to the organizations whose facilities are involved.

#### 6. Color Code for Excavations

Paint outline of proposed excavation area with white dotted line.

## 7. Color Coded Surface Marks Used by USA Members

Marks and markers indicate the name, initials or logo of the company that owns or operates the line, and width of the facility if it is greater than 2" (50 mm).

The following indicates the color code used by USA members:

- Red: electric power lines, cables, conduit and lighting cables
- Orange: telecommunication, alarm or signal lines, cables or conduit
- Yellow: natural gas, oil, steam, petroleum or other flammables
- Green: sewers and drain lines
- Blue: drinking water
- Purple: reclaimed water, irrigation and slurry lines
- Pink: temporary survey markings, unknown/unidentified facilities
- White: proposed excavation limits or routes

Contact USA directly with any questions regarding the color coding system or markers used by USA members.