

# CONSTRUCTION PROCEDURES HANDBOOK

SECTION VIII	SUBSECTION C	DATE
WORK ZONE SAFETY	RESPONSIBILITIES OF THE PERSON PERFORMING THE DAILY TRAFFIC CONTROL PLAN INSPECTION	12/20/2022

**IMPORTANT:** The Traffic Control Plan and its devices protect you. Assign responsible people and insure correct installation for the protection of the work zone.

## REQUIREMENTS OF THE PERSON DESIGNATED TO PERFORM THE TRAFFIC CONTROL PLAN (TCP) INSPECTION

The RE will designate a member of the inspection staff as the person responsible for the daily safety inspection of the TCP. This person will work with the Contractor's designated Traffic Control Coordinator (TCC). In the absence of personnel, the RE will assume the duty. The designated person should have:

- a. Completed the Rutgers four-day Traffic Control Coordinator Course.
- b. A thorough knowledge of the project's TCP.
- c. Thorough knowledge of the implementation of the project TCP, the locations of signs and devices, messages, and the Contractor's program for maintaining the TCP.
- d. A thorough knowledge of what is acceptable and what is not acceptable for the condition and maintenance of TCP devices.

Use the American Traffic Safety Services Association (ATSSA) booklet "Quality Standards for Work Zone Traffic Control Devices" as a guide. Devices must be in new condition but do not have to be new. Devices that can be described as marginal or unacceptable must be replaced. Observe each device on its own. A well-maintained TCP set up is not an average of the overall condition of the TCP set up. Each device stands on its own and serves a purpose in the setup.

## CONTRACTOR'S TCC

Prior to the start of the project, the RE and his designee will meet with the Contractor's TCC to establish the day-to-day working process that will maintain the TCP and the traffic control devices. At this meeting, the duties of the Contractor's TCC, as outlined in Subsection

159.03.01 of the Specifications, will be discussed along with other traffic safety issues pertinent to the project. The Contractor's must provide documentation verifying the TCC has been certified as having successfully completed the Rutgers CAIT Traffic Control Coordinator Program or an equivalent course as approved by the NJDOT Office of Capital Project Safety in accordance with the requirements of Subsection 159.03.01 of the Specifications.

#### DAILY TCP INSPECTION REPORTS

As long as traffic control devices are needed on the project, the designated person will be responsible for reporting the status of the TCP and devices each workday by making a minimum of one project tour per workday and documenting the findings on a Daily Work Zone Inspection Report [DC-189A](#). Devices will be checked the day they are installed for conformance to the TCP and the Standard Details. TCP surveillance will also include periodic night and weekend inspections and reporting, as conditions warrant. Standard Details apply to all NJDOT projects and developer agreements. A copy of each daily report for traffic safety that cites needed improvements will be given to the Contractor the same day. The Contractor will, in accordance with Subsection 159.03.01 of the Specifications, correct the deficiencies of the traffic control devices within two hours of the discovery or notification by the RE. The designee is responsible to insure that the deficiencies are corrected within the allotted two-hour time frame and is to note in the Daily Inspector's Report the Contractor's performance in making the corrections.

If the Contractor fails to make the improvements within the time allotted by Specifications, notify the RE. A report documenting the failure to perform will be sent to the Contractor and a copy of both reports (initial inspection and failure to perform) will be sent to the Contractor's insurance company. Repeated lack of performance in this area will result in a meeting with the Contractor and the stoppage of work to correct the lack of action. The RE will keep a separate file for these incidents and all pertinent information (reports, photographs, etc.) is to be placed in the file.

#### TCP DEVICES

The motorist will have an easier time traveling through the work zone when the TCP devices are in good condition, well-ordered and well-maintained. Signs, traffic cones and drums

## ATTACHMENT "I"

are straightforward items to install. They are placed as designated on the TCP. The installation of signposts is very specific and requires specific breakaway feature hardware. Signpost erection details are found in the Standard Details CD-612-4 and CD-612-5. Signs used in the flagger set up and detours, must be covered/removed when the signed activity is not occurring. Tree limbs and brush must be kept trimmed to enable the motorist to read the signs as they approach them. Static and variable message signs which advise the public of impending or ongoing construction activities will contain appropriate messages, and the messages will be updated as activities progress. If an advisory sign is no longer required, it is to be removed.

**ATTENUATORS (Refer to 159.03.02 -5 &6 of Standard Specifications)**

The correct installation of truck mounted attenuators (**TMA's**) and temporary crash cushions requires attention to the specifications. Manufacturers publish instructions for the installation and use of these devices. Directions for mounting Ground Mounted Attenuators (GMA's) are very specific and can vary for temporary and permanent installations. These devices have been crash tested for approval. They are to be installed as required in order to perform as designed should a crash occur. [DC-189B, DC-189C, DC-189D, and DC-189F](#) as a guide for installation and approval of these devices prior to making payment for the items and attach the completed checklist to the item inspection report. Attention should be given to current updates for Attenuators.

**CONSTRUCTION BARRIER CURB (CBC) (Refer to 159.03.02 2 . of the Standard Specifications)**

CBC is to be installed according to the Standard Details CD-159-3, 159-4, and 159-5. CBC sections are to be in new condition. If at all possible, they should be inspected prior to arrival on the project. After connecting one piece to another the slack is to be taken out between the two units. Read the Construction Plan notes to determine the type of joint to be used. Use the construction details to determine anchor rod or anchor bolt length. Do not place anchor rods in anchor bolt holes. Use checklist [DC-189I](#) as a guide for installation and approval of these devices prior to making payment for the items and attach the completed checklist to the item inspection report.