

# CONSTRUCTION PROCEDURES HANDBOOK

SECTION VIII

SUBSECTION D

DATE

WORK ZONE SAFETY	<b>WORK ZONE TRAFFIC CONTROL TYPE</b> "A": NJ STATE POLICE CONSTRUCTION UNIT "B": MUNICIPAL/ COUNTY POLICE "C": TRAINED FLAGGER	06/09/2020
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## 1) DESCRIPTION

The purpose of Work Zone Traffic Control is to help provide a safer work site for both construction personnel and the travelling public. Work Zone Traffic Control, unless otherwise specified, shall be supplemental to the TCP and shall not be a substitute for required Traffic Control Devices. The Contractor must be capable of establishing, maintaining, and removing the Traffic Control Devices in the proper manner without the need for Work Zone Traffic Control Type "A" and "B".

The RE is responsible for the interpretation of the Contract with regard to Work Zone Traffic Control and shall properly request the assignment of Work Zone Traffic Control Type "A", Type "B", and/or Type "C". However, NJSPCU Troopers and Municipal Police may take any action necessary to correct an emergency situation and report this immediately to the RE.

Work Zone Traffic Control Type "A": New Jersey State Police Construction Unit, or Type "B": Municipal/County Police is required whenever it is necessary to direct traffic through a signalized intersection, where the integrity of the existing traffic signal system is impacted or where an override of the signal is required or for temporary closure of all lanes on state highways and interstates. Work Zone Traffic Control Type "C"; Trained Flagger, for a flagging operation does not require use of police. Police are not to be used for a flagging operation. Work Zone Traffic Control Type "A" and / or Type "B" shall consist of the use of uniformed Police in accordance with these guidelines and applicable Contract Documents to ensure compliance with the project's Traffic Control Plan (TCP), the Manual on Uniform Traffic Control Devices (MUTCD) and New Jersey Traffic Laws. Members of the New Jersey State Police Construction Unit (NJSPCU) and / or Municipal Police, shall be invited to all safety meetings held with the Contractor.

**NOTE:** If both Type "A" New Jersey State Police Construction Unit and Type "B" Municipal/County Police are used together, the New Jersey State Police Construction Unit has the lead over the Municipal/County Police.

Work Zone Traffic Control Type “C” Trained Flagger shall utilize trained flagger as provided in Subsection 159.09.08 of the Project’s Specifications.

## **2) WORK ZONE TRAFFIC CONTROL TYPE “A” NEW JERSEY STATE POLICE**

State Troopers for Work Zone Traffic Control Type “A” will be assigned by the New Jersey State Police Construction Unit (NJSPCU). This dedicated detachment of the New Jersey State Police has been established to enhance and monitor TCP Work Zone Safety on NJDOT projects and to assist the RE with all traffic control matters. The NJSPCU consists of Troopers who have received specialized Work Zone Safety Training. State Troopers may conduct independent reviews of Work Zones and complete a [Form OCPH-1](#) Safety Improvement Report. (See Attachment “A”)

If improvements are needed, the [Form OCPH-1](#) Safety Improvement Report is submitted to the RE or his/her representative immediately. If no improvements are noted, the report will be submitted within 5 working days. If improvements are needed the RE will in turn provide a copy to the Contractor.

The RE should resolve all safety concerns expeditiously through interpretation of the TCP and Contract requirements. The RE may confer with his/her immediate supervisor, the Office of Capital Project Safety, the Regional Traffic Engineer Work Zone, and the NJSPCU Regional Supervisor.

Work Zone Traffic Control Type “A” (NJSPCU) is a service to the NJDOT and RE, not the Contractor. Their use shall not relieve the Contractor of his responsibility to maintain the TCP and proper Safety Devices on the project. The NJSPCU, with the concurrence of the RE, shall ensure that proper safety procedures are followed on the construction site.

When requests for assistance from the New Jersey State Police Construction Unit are more than the dedicated members of the unit can accommodate, State Troopers from outside the NJSPCU, on overtime, will be assigned to projects, on a priority basis, as per guidelines contained herein.

Reimbursable credit for non-weather related cancellation of Work Zone Traffic Control Type “A”:

- It is the Contractor’s obligation to notify the RE of all cancellations of scheduled work for which Work Zone Traffic Control Type “A” NJSPCU was requested (per subsection 159.03.08 of the Project Specifications).
- The following procedure, in accordance with the Project’s Specifications, shall be used to charge the Contractor for all non-weather related cancellations occurring within 24 hours of the requested Work Zone Traffic

Control Type "A" (NJSPCU) detail:

- (a) The Contractor is to be notified at the preconstruction conference that cancellation of NJSPCU Trooper Services for non-weather related reasons, shall result in back-charges.
- (b) Whenever the Contractor cancels planned operations for which he requested Work Zone Traffic Control Type "A" (NJSPCU), the RE shall record the date, time, weather conditions, and reasons for the cancellation.
- (c) The day of the cancellation, the RE shall review the reasons for the cancellation. If the cancellation was non-weather related, or not made within the specified time for notification, or was not due to any act of the NJDOT, the RE will generate a [Form DC-144](#) to implement a credit. The RE shall notify the Contractor in writing of the action being taken. The quantity (man-hours charged) shall be a minimum of four hours per NJSPCU Trooper canceled or as otherwise specified.
- (d) The RE will initiate a Change Order to create Extra Work Item 159450M: Police Service Charge. The unit of measurement shall be in dollar. The quantity in Change Order will be the actual (man-hours) times the hourly rate for which State Troopers were canceled and a credit is due. The RE will obtain the cost information from Bureau of Construction Management Coordinator, NJSPCU total amount charged to the Contractor. On Federal Aid projects this credit is applied to the federally participating amount.

### **3) WORK ZONE TRAFFIC CONTROL TYPE "B": MUNICIPAL POLICE**

If so designated in the Special Provisions, Uniformed Police assigned to provide Work Zone Traffic Control Type "B" shall be on-duty Police Officers from the Municipality or County within which the work of the Project is accomplished. The term "Municipal Police" shall mean all Police other than the NJ State Police.

A signed and enacted NJDOT- Municipal Agreement is required prior to any Municipal Police being used on the Project. The Municipality shall be directly reimbursed by the NJDOT for all Municipal Police services, including their vehicles. No payments is to be made by the Contractor to the Municipality for their services. The Agreement shall have provisions stating that all Municipal Police assigned to perform Work Zone Traffic Control, Type "B" shall have completed the NJDOT approved Traffic Control Coordinator Training (TCC instruction).

The Project Manager (PM), at the Pre-Construction Conference, shall provide to the RE, a copy of the Police Agreement indicating the estimated man-hours for Work Zone Traffic Control Type "B". The estimated man-hours for Work Zone Traffic Control Type "C" are included in contract pay item, "Traffic Director, Flagger."

The assignment and use of Municipal Police to the Project will be made on the basis of the Contractor's operations and the needs of the work site, at locations and time designated by the RE and in accordance with section 5 herein. Projections and request for the anticipated use of Municipal Police shall be made at least 72 hours in advance to allow time for Scheduling. Municipal Police reporting for scheduled work shall be reimbursed for a minimum of four hours.

The RE is responsible for monitoring the scheduled times and hours worked by Municipal Police through [Form DC-144](#) reports. After verification by the RE, Municipal Police invoices will be submitted to the PM for approval. Justification for payment will be based upon project [Form DC-144](#) reports. Municipal Police are employees of the Municipality, as a Vendor Service to the State of New Jersey.

It shall be the Contractor's obligation to notify the RE of any cancellations of scheduled operations affecting the assignment of Municipal Police at least 24 hours in advance of when Municipal Police are to start their assignment.

As per reasons outlined in Subsection 159.03.08 of the Project's Specifications, the Contractor is responsible for notifying the RE at least 24 hours before cancellation of a scheduled operation for which Municipal Police are requested. If cancellation is made less than 24 hours before the scheduled request, scheduled Municipal Police may be reimbursed for each officer for a minimum of four hours of work. Payments to Municipal Police resulting in non-weather related cancelled work will be made by the State through an interagency transfer and the amount will be deducted from Contractor's monthly estimate.

#### **4) WORK ZONE TRAFFIC CONTROL TYPE "C" TRAINED FLAGGERS**

Trained Flaggers shall be competent persons fulfilling the requirements set forth in Subsection 159.03.08 of the Project Specifications.

Trained Flagger shall not be NJSP or Municipal Police working in uniform, or in any other official status, on behalf of the Contractor. Trained Flaggers shall be employees of the Contractor or of an approved Subcontractor, as indicated on the Contractor or Subcontractor's certified payroll, submitted to the RE.

If the RE determines the need for Trained Flaggers on the Project and there is no item in the proposal, the New Work Item must be created by issuing a Change

Order. The New Work Item, "Traffic Director Flagger", must be approved, prior to their use on the project.

For all planned Flagging operations, Trained Flaggers shall be competent workers, properly attired in a hardhat, a 360 degree high-visibility retroreflective orange safety garment meeting ANSI/ISEA Class 3, Level 2 standards,, work shoes, etc., and shall only be allowed to stop and release traffic. Trained Flaggers shall use 24 inches x 24 inches STOP/SLOW Paddles and shall work within a properly implemented Flagger Station setup.

All trained Flagger shall be trained in Flagging Operations and the proper use of the STOP/Slow Paddle.

The RE is reminded that special attention and provisions are to be made for Nighttime Flagging Operations as follows:

- Flagger Stations must be properly illuminated and the illumination must be verified by the night lighting demonstration.
- Flagger must wear a 360 degree high-visibility retroreflective orange safety garment meeting ANSI/ISEA Class 3, Level 2 standards and hardhat with retro-reflective tape or decals.
- Flagger must be equipped with retro-reflective 24 inches x 24 inches STOP/SLOW paddle with a 7 feet handle. That long from road to bottom of the sign.
- Flagger must be equipped with flashlight, glow sticks, flares, emergency lights, etc.as the situation warrants.
- Flagger should wear light colored clothing.

#### **5) GUIDELINES AND RECOMMENDATIONS GOVERNING THE NEED AND USE OF WORK ZONE TRAFFIC CONTROL, TYPE "A" AND TYPE "B"**

Police presence on the job site is an enhancement of TCP. The RE should only consider the use of Municipal Police or NJSPCU when circumstances on the project or the specific construction operations may require their assignment. The RE is not responsible for any isolated traffic related instances, which may occur during times when there is no police presence, providing that the requirements of the project TCP and the MUTCD are properly enforced.

Noting the police presence, on other than the required situations to "Direct Traffic", is an enhancement to the Traffic Control Plan (TCP), the determining factors for their use will vary from project to project, even of the same type.

Therefore, due to project priority, limited manpower resources, scheduling conflicts, and overtime considerations, requests for police assistance must be weighed against the actual benefit to safety in the Work Zone that the police presence may provide. Police use should be constantly evaluated in order to maximize assignment coverage.

In many cases, the flashing lights on an NJSPCU vehicle provide the desired effect of maintaining traffic speed and conduct through the work zone. However, this is not the primary goal or use of NJ State Police.

Municipal Police should mainly be considered and used on lower volume, lower speed, and "local" roadways of little work zone complexity. Urban construction site locations may require using several officers with longer-term assignments.

The NJSPCU should be considered for projects with more complex Traffic Control Plans. It is not a requirement to have NJSPCU personnel on any project. The Contractor should be able to perform all the functions needed to setup and remove the Traffic Control Devices within the Work Zone without the NJSPCU.

Members of the NJSPCU, due to their specific Work Zone Training, will be assigned to "priority projects", if additional NJ State Police are needed, overtime State Troopers will be assigned to fill the remaining requests. Most overtime State Troopers have Work Zone experience and are given a NJSPCU "Supplemental Construction Overtime Program Briefing Sheet" by the NJSPCU Supervisor.

- The decision to use Work Zone Traffic Control Type "A" and/or Type "B" on the project shall be as determined and directed by the RE. The RE should only consider the use of Municipal Police or NJSPCU when circumstance on the project or the specific job operations warrants their assignment. There is an inherent risk associated with all construction activity and police presence will not eliminate the risk. Due to limited manpower resources, schedule conflicts, overtime considerations and priority, the request for police assistance must be weighed against the actual benefit to the Work Zone Safety that the police presence may provide.
- Activities for which the RE could consider Work Zone Traffic Control Type "A" and/or Type "B" may include:

**REQUIRED:**

- (a) Traffic direction through signalized intersections, where the integrity of the existing traffic signal system is impacted or where an override of the signal is required.
- (b) To perform temporary closure of all lanes on state highways and

interstates.

**NOT-REQUIRED:**

- (a) When starting a new project during the initial setup of a long term work zone, placing construction concrete barrier, or when changing traffic patterns or detours.

NOTE: USE OF WORK ZONE TRAFFIC CONTROL TYPE "A" FOR OTHER ACTIVITIES WILL BE DETERMINED AFTER CONSULTATION WITH RE, FM, NJSPCU COORDINATOR, OCPS REGIONAL REPRESENTATIVE AND RCE AS NEEDED.

**6) SCHEDULING**

The RE shall review the Contractor's request for Work Zone Traffic Control Type "A" and/or Type "B" referencing the guidelines in section 5.

When work Zone Traffic Control Type "A" is to be requested, the RE shall consult with Bureau of Construction Management NJSPCU Coordinator before submitting the request.

All police requests must be made via E-mail on [Form TO-100](#) (See Attachment "B"); or Email the request, [Form TO-100](#), to the NJSPCU scheduling Sergeant, Traffic Operations, Bureau of Construction Management NJSPCU Coordinator and the Regional OCPS Representative. Schedule a week's work at a time when possible.

All requests should include the following information:

- Project name, location, job number and funding.
- Field office location and telephone number.
- Date and time for which assistance is requested.
- Number of Police Officers requested.
- Type and location of Contractor activity.
- Time and place to meet project personnel.
- RE/Project personnel name and cell number.

The proposed assignment request must include one of the reasons taken from the guidelines in section 5, Required and Not-Required, to assist scheduling personnel in prioritizing assignments.

Request confirmation of the request from the NJSPCU scheduling Sergeant.

The Bureau of Construction Management NJSPCU coordinator/Regional OCPS representative shall

- Provide RE with telephone numbers, fax numbers, and the other

pertinent NJSPCU information.

## 7) MONITORING WORK ZONE TRAFFIC CONTROL TYPE "A" (and/or) TYPE "B"

When a State Trooper or Police Officer arrives on the project for a scheduled assignment, the RE or his/her Safety representative shall:

- Meet with the Officer at the time and location scheduled and brief the Officer on the day's operations and the nature of the assistance.
- Familiarize the Officer with the Traffic Control Plans (TCP).
- Provide the 7-digit job number for time charges and recording purposes.
- Record the Officer's name, badge number, cell phone, and vehicle number.
- Provide the Officer with the appropriate contact numbers (field office, cellphone, etc.,) where the RE and the Contractor's designated Traffic Control Coordinator (TCC) can be reached and where to submit any [Form OCPH-1](#) Safety Improvements Reports.
- Record the total number of hours scheduled and the total hours worked for each Officer assigned to the project on [Form DC-144](#) daily reports.

Upon receipt of an [Form OCPH-1](#) Safety Improvement Report, the RE or his/her safety representative shall:

- Review the information in the [Form OCPH-1](#) Safety Improvement Report.
- Direct the Contractor to make any needed improvements promptly and follow up with written documentation on a copy of the Safety Improvement Report.
- Maintain a file with copies of the Safety Improvement Reports at the project field office.
- A copy shall be sent to the RCE and Regional OCPS representative by the RE to document any actions taken.

Keep the Traffic Interference Report/State Police Request, [Form TO-100/Form TO-101](#) (See Attachment "C"), on file for NJSPCU request verification.

The OCPS will contact NJSPCU Headquarters and NJSPCU Regional Supervisors periodically to Monitor, Compare and Audit project time charges with the State Trooper's timesheet and NJSPCU invoices.



ATTACHMENT "A"

Form OCPH-1 11/2019

**STATE OF NEW JERSEY  
HIGHWAY CONSTRUCTION SAFETY IMPROVEMENT REPORT**

<b>ROUTE:</b>	<b>SECTION:</b>	<b>LOCATION OF WORK ZONE:</b>	<b>JOB NO:</b>
<b>MILE POST:</b> FROM ____ TO ____	<b>WEATHER CONDITIONS:</b>	<b>ROAD SURFACE CONDITION:</b>	
<b>DATE:</b>	<b>RESIDENT ENGINEER:</b>	<b>CONTRACTOR:</b>	

**TYPE OF WORK**

SHOULDER CLOSURE     LANE CLOSURE     RAMP CLOSURE     DETOUR     INTERSECTION     OTHER

OBSERVED BY		TOTAL HOURS	OBSERVATION TIME		WORK or ACCESS SUSPENSION (If Applicable)		NUMBER OF PEOPLE EFFECTED
			BEGIN	END	STOP	RESUME	
STATE POLICE	N.J.D.O.T.						

**CONDITIONS OBSERVED: (Place and X through the numbered box (es) where improvement is recommended)**

1 <input type="checkbox"/> CONSTRUCTION EQUIPMENT	8 <input type="checkbox"/> CONSTRUCTION SIGNS	15 <input type="checkbox"/> SIGNS
2 <input type="checkbox"/> BREAKAWAY BARRICADES	9 <input type="checkbox"/> DRUMS	16 <input type="checkbox"/> CONES
3 <input type="checkbox"/> HIGH INTENSITY FLASHING LIGHT	10 <input type="checkbox"/> FLASHING ARROW BOARD	17 <input type="checkbox"/> REFLECTORS ON CONCRETE BARRIER
4 <input type="checkbox"/> PRECAST CONCRETE BARRIER	11 <input type="checkbox"/> IMPACT ATTENUATORS	18 <input type="checkbox"/> TRUCK MOUNTED ATTENUATOR (TMA)
5 <input type="checkbox"/> TRAFFIC CONTROL TRUCK	12 <input type="checkbox"/> TRAFFIC DIRECTORS	19 <input type="checkbox"/> EXISTING TRAFFIC STRIPES
6 <input type="checkbox"/> TEMPORARY TRAFFIC STRIPE	13 <input type="checkbox"/> BUFFER ZONE	20 <input type="checkbox"/> SAFETY VESTS, HARDHATS AND SHOES
7 <input type="checkbox"/> CLEAR ZONE	14 <input type="checkbox"/> RAISED PAVEMENT MARKERS	21 <input type="checkbox"/> WORKSITE (PUBLIC, OSHA ETC.)

**REMARKS: (List Conditions, or/and Work Activities effected by the Safety Improvement Inspection or State "No Activities" need Improvement)**

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**WAS THE SAFETY IMPROVEMENT IMPLEMENTED**     YES     NO

**EXPLAIN: (YES or NO)** .....

.....  
.....  
.....

Name of person notified	Title	Signature	Date
Observer Name	Title	Signature	Date

COPY to RE — COPY to FM — COPY to RCE

ATTACHEMNT "B"

Form TO-100 (08/2016)

TRAFFIC OPERATIONS WEEKLY LANE CLOSURE REQUEST												
<b>TRAFFIC OPERATIONS NORTH</b> COUNTIES: BERGEN, ESSEX, HUDSON, HUNTERDON, MIDDLESEX, MORRIS, PASSAIC, SOMERSET, SUSSEX, UNION, WARREN  PHONE: (732) 697-7360 EMAIL: TOC.North@dot.nj.gov						<b>TRAFFIC OPERATIONS SOUTH</b> COUNTIES: ATLANTIC, BURLINGTON, CAMDEN, CAPE MAY, CUMBERLAND, MERCER, MONMOUTH, OCEAN, SALEM  PHONE: (856) 486-6650 EMAIL: TOC.South@dot.nj.gov						
<b>1. RESIDENT ENGINEER/CREW SUPERVISOR INFO</b> NAME: _____ OFFICE: _____ FAX: _____ CELL: _____			<b>2. AFTER HOURS FIELD CONTACT INFO</b> NAME: _____ CELL: _____			<b>3. FORM PREPARED BY</b> NAME: _____ DATE RPREPARED: _____						
<b>5. PROJECT DESCRIPTION</b> PROJECT NAME: _____ SECTION: _____ JOB #: _____ FED JOB #: _____ MUNICIPALITY: _____ COUNTY: _____ REGION: _____ CONTRACTOR: _____ <b>STATE POLICE CONTACT INFO.</b> NAME: _____ PHONE NUMBER: _____			<b>6. NJSP SERVICE REQUEST SECTION</b>									
			DATE	#NJSP	TOTAL HOURS	FULL TIME	Drive Through	Speed Enforcement	DESCRIPTION OF WORK			
<b>LANE CLOSURE TYPE</b> (R) = RIGHT LN (L) = LEFT LN (GR) = 2 RIGHT LNS (GL) = 2 LEFT LNS (GRL) = 3 RIGHT LNS (GLL) = 3 LEFT LNS (4R) = 4 RIGHT LNS (4L) = 4 LEFT LNS (LTL) = LEFT TURN LN (RTL) = RIGHT TURN LN (ACL) = ACCEL LN (DCL) = DECEL LN (DET) = DETOUR (TS) = TRAFFIC SHIFT (AT) ALTERNATING TRAFFIC (S) = SHOULDER (N) = NONE												
<b>8. WEEKLY LANE CLOSURE REQUEST INFORMATION SECTION</b>												
DATE	ROUTE	DIRECTION	MP/CROSS STREET	LANE CLOSURE TYPE	EXPRESS	LOCAL	NUMBER OF LANES CLOSED	TOTAL NUMBER OF LANES	PER/TEMP P=PERM T=TEMP	CLOSURE HOURS (LIST)	APPROVED HOURS (YES/NO)	
				▼								
				▼								
				▼								
				▼								
				▼								
				▼								
				▼								
				▼								
<b>9. COMMENTS:</b> _____ _____ _____												

ATTACHMENT "C"

Form TO-101 (05/2015)

NEW JERSEY DEPARTMENT OF TRANSPORTATION  
DIVISION OF TRAFFIC OPERATIONS

DAILY LANE AND SHOULDER CLOSURE REQUEST

TOC NORTH  
TEL: (732) 697-7360  
FAX: (732) 324-6217  
[TOC.North@dot.nj.gov](mailto:TOC.North@dot.nj.gov)

TOC SOUTH  
TEL: (856) 486-6650  
FAX: (856) 486-6802  
[TOC.South@dot.nj.gov](mailto:TOC.South@dot.nj.gov)

RE:	CREW NUMBER:
OFFICE PHONE #:	PROJECT NAME:
OFFICE FAX #:	JOB NUMBER:
CELL #:	DATE OF REQUEST:

ROUTE:	MP:	INTERSECTION OR LIMIT:
MUNICIPALITY:	COUNTY:	REGION:
DATE OF WORK:	DAY OF WORK:	WORK HOURS:

**TYPE OF WORK:**

<input type="checkbox"/> BRIDGE WORK	<input type="checkbox"/> MAINTENANCE	<input type="checkbox"/> POTHOLE REPAIRS
<input type="checkbox"/> DRAINAGE WORK	<input type="checkbox"/> SWEEPING	<input type="checkbox"/> MILLING & PAVING
<input type="checkbox"/> ELECTRIC WORK	<input type="checkbox"/> TREE TRIMMING	<input type="checkbox"/> STRIPING
<input type="checkbox"/> OTHER:		

**DIRECTION**

<input type="checkbox"/> NB
<input type="checkbox"/> SB
<input type="checkbox"/> EB
<input type="checkbox"/> WB

**LANES CLOSED**

<input type="checkbox"/> SHOULDER	<input type="checkbox"/> ALTERNATING TRAFFIC
<input type="checkbox"/> SLOW LANE	<input type="checkbox"/> STAGING CHANGE
<input type="checkbox"/> CENTER LANE	<input type="checkbox"/> SLOW DOWN
<input type="checkbox"/> SPEED LANE	<input type="checkbox"/> MOVING OPERATION
<input type="checkbox"/> RAMP	<input type="checkbox"/> OTHER (USE COMMENTS BOX)
<input type="checkbox"/> DETOUR	

TOTAL NUMBER OF LANES:	NUMBER OF LANES CLOSED:
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PORTABLE VMS USE: <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, LOCATION:
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COMMENTS:

<input type="checkbox"/> ABOVE WORK IS BEING CANCELED
<input type="checkbox"/> LANE CLOSURE HOURS AS PER PLANS
<input type="checkbox"/> LANE CLOSURE HOURS APPROVED BY MOBILITY AND SYSTEMS ENGINEERING

Disapproved by Traffic Operations:  Date

For more information on planned construction related lane closures, log onto: [www.njconstruction.com](http://www.njconstruction.com)