

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;"><b>Policy and Procedure</b></p>	POLICY AND PROCEDURE NUMBER <b>05.05.015</b>	PAGE  1 of 6
	EFFECTIVE DATE September 2, 2022	
SUBJECT <b>Highway Work Zone Safety and Mobility</b>		SUPERSEDES 05.05.015
		DATED November 18, 2008
CHAPTER <b>Design and Construction</b>	SECTION <b>Highways</b>	APPROVED BY  Signature on File

## PURPOSE

This formalizes the policy and procedure (P&P) of the department on promoting safety and mobility in highway work zones in conformance with the Code of Federal Regulations (CFR), Title 23, Part 630, Subparts J and K.

## POLICY

It is the policy of the department to consider and manage highway work zones for:

1. Safety of road users and workers,
2. Mobility of road users, and
3. Contractor access to the roadway to complete the work.

The department will systematically consider and manage work zone impacts at each stage of highway project development. The department will evaluate the effectiveness of work zone safety and mobility measures and use the results of that evaluation to improve future efforts. The department will give employees training appropriate to the job-related decisions they are required to make.

All parties working on state highways shall comply with this policy.

## PROCEDURE

### A. Project Level Procedures

Guidance for project level procedures for design and construction personnel is published through the *Alaska Highway Preconstruction Manual* (HPCM) and *Alaska Construction Manual* (ACM). Promulgation of this guidance is the responsibility of Statewide Design & Engineering Services (D&ES) staff.

### B. Abbreviated Process for Maintenance and Operations Projects

Implement this policy on projects performed by Maintenance and Operations using the following abbreviated process:

1. Determine whether the project is significant as defined in the HPCM. If so, comply with this policy in its entirety.
2. If not, comply with all the following:
  - a. Coordinate with departmental construction personnel and municipal personnel to minimize work zone impacts from multiple construction projects occurring in the same area.
  - b. Maintain work zone traffic control in accordance with the Alaska Traffic Manual.
  - c. Ensure personnel are trained in accordance with the Training section of this policy.

### **C. MPO Project Mapping**

For the Anchorage and Fairbanks urban areas (and elsewhere when appropriate) the Regional Preconstruction Engineers are responsible for creating and maintaining two maps of “significant” projects and other major projects (including projects being developed by the Fairbanks and Anchorage Metropolitan Area Transportation Systems) for:

1. The current (or upcoming) season (year 1)
2. The construction season after that (year 2)

### **D. Work Zone Crash Data Collection**

Work zone crash data shall be collected and used to manage work zone impacts during project implementation.

Each Regional Traffic and Safety Engineer shall submit an annual work zone crash report to the State Traffic and Safety Engineer by January 15 of the following year.

### **E. Program Evaluation and Review**

1. Joint Traffic Control Review. D&ES shall perform a joint traffic control review in one region each year and each region will be reviewed at least once every three years. Three to five randomly selected projects shall be reviewed. Any project on state highways may be reviewed.

- a. The following personnel should form the core of the Joint Traffic Control Review and recommend others for participation in the review:
  - (1) FHWA Traffic and Safety Operations Engineer
  - (2) DOT&PF Construction Standards Engineer
  - (3) DOT&PF Regional Work Zone Traffic Control Coordinators
- b. The following aspects of work zone traffic control may be evaluated:

- (1) Project Paperwork:
    - (a.) Approved Transportation Management Plan
    - (b.) Quality of daily reviews by DOT&PF and contractor
    - (c.) Contractor staff qualifications
    - (d.) Crashworthy device documentation
    - (e.) Public notices
    - (f.) Law enforcement coordination
    - (g.) Directives on traffic control
  - (2) Traffic Control Plan (TCP) implementation:
    - (a.) Implemented TCPs match approved TCP
    - (b.) Implemented TCPs match daily review forms
    - (c.) Device maintenance
    - (d.) Roadside safety hardware
  - (3) Project impact on road user mobility
    - (a.) Meet the specifications for delay
    - (b.) Pedestrian and ADA impacts
    - (c.) Comments from the public
    - (d.) Coordination and impacts with businesses in project corridor
    - (e.) Coordination with stakeholders (schools, public transit, emergency services, trucking industry, etc.)
  - (4) Project impact on road user and worker safety
    - (a.) Reported crashes
    - (b.) Staff knowledge of near misses
    - (c.) Construction clear zone
  - (5) Inter-project coordination
  - (6) Staff training meets this P&P
  - (7) Other aspects as appropriate
- c. Following evaluation of the visited projects, participants will evaluate:
- (1) findings and recommendations for the visited projects;
  - (2) review summary memos from the other regions;
  - (3) the effectiveness of improvements made in work zone safety and mobility management procedures since the prior year's review;
  - (4) whether findings occur in all regions; and
  - (5) whether findings can be addressed by staff training prior to the next construction season.
- d. D&ES will write a memo and distribute it to the regions and to the FHWA summarizing findings from the review.
- e. The regions where the joint traffic control review was not held are responsible for performing a work zone traffic control review in that region. Three to five randomly selected projects shall be reviewed. Prepare a summary memo of

review findings and transmit the memo to the DOT&PF State Traffic and Safety Engineer prior to the joint traffic control review.

- f. Regions shall bring issues identified in the statewide and regional summary memos to the attention of construction personnel in accordance with regional policy.

2. Process Review. D&ES shall perform a multidisciplinary process review at least every 5 years. The process review should be scheduled to occur following the Joint Traffic Control Review.

- a. The following personnel should form the core of the Process Review and recommend others for participation in the review:
  - (1) FHWA Traffic and Safety Operations Engineer
  - (2) DOT&PF Construction Standards Engineer
  - (3) DOT&PF State Traffic and Safety Engineer
  - (4) DOT&PF Regional Traffic and Safety Engineers
  - (5) DOT&PF Regional Work Zone Traffic Control Coordinators

Other parties that should be considered to participate include:

- (1) Regional Construction Management
- (2) Regional Design Management
- (3) M&O Management

The process review consists of:

- a. A review of this P&P for adequacy and alignment with current practice.
- b. Evaluation of:
  - (1) the effectiveness of improvements made in work zone safety and mobility management procedures since the prior 5-year review cycle;
  - (2) the previous 5 years of annual work zone crash reporting for systemic trends;
  - (2) the previous 5 years of joint traffic control reviews for identification of re-occurring findings of a systemic nature; and
  - (3) policy, guidance, or training opportunities that may reduce the systemic nature of the findings.
- c. D&ES shall include in the process review summary memo any findings of a systemic nature, the proposed changes to address the systemic findings, and include a timeline for implementing proposed changes.

**F. Traffic Control Device Rates**

D&ES will lead the process for updating contingent sum prices for traffic control devices and flagging, with support from regional construction sections and with input from the contracting community.

Traffic control device contingent sum unit prices should be reviewed every two years and updated when necessary to ensure they accurately reflect market conditions. Traffic control device contingent sum price reviews should evaluate replacement cost and equipment life to determine a daily rate acceptable to the department.

Hourly rates for flagging should be reviewed and updated when Department of Labor and Workforce Development, Division of Labor Standards and Safety Pamphlet 600 prevailing wage rates change by \$1.00 or more.

**G. Training**

Personnel involved in the development, design, implementation, operation, inspection, and enforcement of work zone related transportation management and traffic control shall be trained and periodically retrained, appropriate to the job decisions each individual is required to make and to reflect changing industry practices, processes and procedures.

Personnel shall successfully complete the training listed, or an equivalent:

<b>Activity</b>	<b>Training</b>	<b>Frequency</b>
Traffic Control Trainer	Worksite Traffic Supervisor Trainer Worksite Traffic Technician Trainer Flagger Instructor Trainer	Every 4 years
Regional Traffic Subject Matter Experts	Roadside Safety Design and Worksite Traffic Control Design or Worksite Traffic Supervisor	Every 4 years
Project Supervision	Worksite Traffic Supervisor	Every 4 years
Inspection of Traffic Control	Worksite Traffic Technician	Once
	Worksite Traffic Supervisor	Every 4 years
Design of Traffic Control Plans	Roadside Safety Design and Worksite Traffic Control Design or Worksite Traffic Supervisor	Every 4 years
Flagging	Flagger Certification Training	Every 4 years

## **AUTHORITY**

23 CFR 630 Subpart J, Work Zone Safety and Mobility  
23 CFR 630 Subpart K, Temporary Traffic Control Devices  
AS 19.10.240  
17 AAC 20.020

## **IMPLEMENTATION RESPONSIBILITY**

Statewide D&ES, regional directors, regional preconstruction engineers, regional construction engineers, and regional M&O chiefs.

## **DISTRIBUTION**

All department employees via the DOT&PF website.