Roadside Work Preparation Checklist

Road Safety At Work

Review this checklist with your employees before they begin their work.

- ☐ Do you have a documented work zone layout for the work site? Does it cover site-specific hazards?
- ☐ Do you have the proper traffic control devices (cones, barriers, signs)? Is all equipment in good condition?
- ☐ Do you have safe work procedures for roadside work? For working around mobile equipment and work vehicles?
- ☐ Do you have an emergency plan for the work site?
- ☐ Do all workers have proper high-visibility apparel and other required personal protective equipment (PPE)?
- ☐ Have workers received a safety briefing?
- ☐ Do workers understand:
  - ☐ The work zone layout?
  - ☐ Emergency procedures?
  - ☐ Hazards of the work site, including mobile equipment or work vehicles?
  - ☐ Your safe work procedures for roadside work?
  - ☐ Your safe work procedures for working around mobile equipment and work vehicles?
  - ☐ How to report near misses and other safety incidents?
- ☐ Have you identified a person responsible for the work zone set-up? Do they have the authority to take corrective action as required (i.e., to modify the work zone set-up to address on-site hazards)?
- ☐ Have you identified hazards and controlled risks associated with job activities, in addition to vehicle and traffic hazards?
- ☐ Do you have a plan to regularly inspect the work zone to ensure proper set-up?

If employees do not know their work site in advance:

- ☐ Are their vehicles equipped with the signs, cones, and other traffic control devices they may need?
- ☐ Do they know how to set up a safe work zone, including how to place traffic warning signs and other devices?
- ☐ Do they know how to identify and address vehicle and traffic hazards?

For more information, visit
RoadSafetyAtWork.ca/WorkZone