
Deputy Directive

Number: DD-103

*Refer to
Director's Policy:* DP-03-R1
Health & Safety
DP-25- Best Practices
DP-29 Communication and
Entertainment in the Work
Zone

Effective Date: 10/16/2012

Supersedes: NEW

TITLE Worker Safety on the State Highway System

POLICY

Safety for all workers is a critical component of all activities performed on the State Highway System (SHS) by the California Department of Transportation (Caltrans) and its partners. Caltrans incorporates many safety strategies into its routine business practices to reduce and/or eliminate the exposure of highway workers in active work zones on the SHS. Achieving a goal of “zero work zone related fatalities” and reduction of work related injuries are primary objectives when considering the planning, designing, construction, maintenance and operation activities on and around the SHS.

DEFINITION/BACKGROUND

Work Zone – For the purposes of this policy, work zone is defined as a designated highway location in which maintenance, construction, survey, and/or other highway work is taking place.

Caltrans utilizes and deploys many proactive measures including the creation of and dissemination of work zone safety education programs, public awareness campaigns and other Department wide activities including:

- Planning and designing the SHS to reduce the need for recurrent maintenance activities through consistent implementation of design and operation strategies, which provide the ability to utilize automated maintenance techniques.
- Locating highway features outside the clear recovery zone or within protected areas; and providing safe access for all highway workers.
- Raising public awareness of the risks taken by highway workers through public education campaigns.
- Targeting and identifying best practices for workers that are conducting work tasks on foot to eliminate their exposure to traffic hazards.

- Ensuring all employees involved in planning and project development processes are properly trained in planning, designing and constructing projects that maximize worker safety.
- Reducing the construction period and worker exposure through innovative implementation techniques.
- Utilizing the latest technology to provide safe travel through work zones to enhance worker safety on the SHS.

RESPONSIBILITIES

Director:

- Employs the use of Caltrans safety stand-downs to educate, prevent, and reduce work related injuries and fatalities on the SHS.
- Establishes and maintains incentive programs that recognize individuals, teams, and projects that enhance worker safety.

Chief Deputy Director:

- Fosters multi-organizational initiatives to improve work zone safety.
- Facilitates the creation, implementation and enforcement of legislation, as appropriate, to enhance work zone safety.
- Supports employee and public awareness campaigns which create awareness of the need for safety within work zones.

Deputy Directors - Project Delivery, Maintenance and Operations, and Planning and Modal Programs:

- Promote cross-functional communication to address work zone safety issues.
- Provide resources needed to accomplish accepted work zone safety activities, including project reviews, training, and programming, deployment of research and technology, and transportation system monitoring.
- Support corridor master planning efforts which address work zone safety issues in a comprehensive manner.
- Establish performance measures that support the development and implementation of work zone safety policies and guidance.

Chiefs - Divisions of Design, Construction, Engineering Services, Environmental Analysis, Project Management, Budgets, Programming, Right of Way and Land Surveys, Transportation Planning, Labor Relations, Local Assistance, Rail, Aeronautics, Mass Transportation, Traffic Operations, Research and Innovation, Transportation System Information, Equipment, Maintenance and Traffic Operations:

- Collaborate to develop strategies to safely construct, maintain, and operate the SHS.

- Recommend and support inclusion of work zone safety concepts and objectives in Regional Transportation Plans; aviation, rail, transit, bicycle and pedestrian plans; other system planning documents and projects on the SHS.
- Develop and disseminate guidance, services, products, tools and training that reflect this Deputy Directive and are consistent with current federal and State safety requirements and strategies.
- Develop guidance to address work zone safety concepts and objectives and include safeguards for achieving such in Purpose and Need Statements; Corridor Master Plans (CMPs); Project Initiation Documents (PIDs); and Environmental Documents (PA&ED) and Plans, Specifications and Estimate (PS&E) contract documents.
- Develop and maintain transportation asset management systems that document built features which contribute to reducing highway worker exposure on the SHS.
- Develop and implement work zone safety training for personnel including contractors and others stakeholders that perform activities on the SHS.
- Utilize post project data to evaluate and determine if work zone safety needs identified in project scoping documents were successfully addressed.
- Develop a consistent approach to attain and disseminate lessons learned and best practices on worker safety issues, processes, and practices.
- Pursue new technology and research to evaluate crash performance, construction methods, operations performance, and materials of roadside safety features, and disseminate information and research results.
- Provide an available, safe, working fleet and equipment for workers to safely accomplish all work tasks on the SHS.

Chief, Legal Counsel:

- Disseminates lessons learned related to worker and work zone safety.
- Advises on measures to mitigate potential tort liability issues related to worker and work zone safety.

Public Information Officer:

- Incorporates work zone safety messaging into all phases of Caltrans projects and maintenance efforts as necessary.
- Communicates the need for work zone safety through work zone safety campaigns to both the internal and external audiences and stakeholders.

District Directors:

- Partner with other transportation and planning agencies to enhance the ability to safely plan, resource, design, construct, maintain and operate the SHS.
- Collaborate with other State and local agencies, including the California Highway Patrol, to address work zone safety issues.

- Ensure planning and project delivery activities include multidisciplinary stakeholder input to address worker safety for all projects on the SHS.
- Foster awareness of guidance for district staff, partners and stakeholders which addresses worker safety concepts and objectives in, CMPs, PIDs, PA&ED and PS&E contract documents and construction activities.
- Ensure safety procedures and safe work zone practices are shared as best practices.

Deputy District Directors - Design, Project Management, Environmental Planning, Right of Way and Land Surveys, Construction, Transportation Planning, Traffic Operations, Administration, and Maintenance:

- Recommend and support inclusion of worker safety concepts and objectives in CMPs; Regional Transportation Plans; aviation, rail, transit, bicycle and pedestrian plans; and other system planning documents.
- Identify and document SHS locations requiring recurrent repair, and ensure projects are planned, designed and constructed to meet identified worker safety needs and minimize worker exposure to traffic.
- Ensure consistent application of guidance by district staff, partners and stakeholders to address worker safety concepts and objectives in PIDs PA&ED and PS&E contract documents, contract change orders and other construction activities.
- Encourage and support the use of current technology to reduce worker exposure through innovative techniques, tools and equipment.
- Employ the use of work zone safety related research results as appropriate.
- Evaluate and monitor worker safety procedures, processes, and strategies; provide feedback to incorporate lessons into guidance and policy.
- Ensure employees are adequately trained to identify worker exposure issues and contribute toward implementing strategies to meet safety objectives.
- Ensure implementation of highway worker safety awareness programs.
- Communicate highway construction and maintenance safety information to travelers and the media.

Supervisors and Managers:

- Ensure transportation improvement projects are collaboratively planned, designed, constructed and maintained to eliminate or minimize worker exposure.
- Ensure employees perform work within the work zone in a safe manner.
- Ensure highway worker safety training, awareness practices, and discussions are relevant and effective for non-field and field personnel.
- Encourage feedback, suggestions, and/or recommendations from employees on highway worker safety issues.
- Develop and implement safety awareness programs that include annual review of worker safety procedures used in the field, update employee Emergency

Notification forms, and consideration of employee suggestions and/or recommendations to provide a safer environment in all transportation corridors.

- Ensure that all “close call” incidents are reported to the Headquarters Safety Office and that these incidents and prevention opportunities are discussed at weekly tailgate safety meetings for field employees and at regularly scheduled safety meetings for office workers.
- Conduct an investigation into any incident as outlined in Chapter 4 of the Caltrans Safety Manual.
- Provide appropriate Personal Protective Equipment (PPE) to employees and assure that each employee is trained and uses PPE in accordance with the manufacturer’s instructions.

All Employees:

- Apply relevant guidance to address worker safety concepts and objectives in CMPs, PIDs, PA&ED and PS&E contract documents.
- Conduct all highway work activities in a safe manner.
- Ensure their own safety as well as the safety of co-workers and the traveling public by being aware of surroundings, while working on the SHS.
- Identify and elevate suggestions and/or recommendations related to worker safety.
- Comply with safety practices and procedures.
- Actively participate in safety meetings and safety related trainings.
- Use appropriate PPEs as directed.

APPLICABILITY

All Caltrans employees, contractors and stakeholders that engage in work-related activities within work zones along the SHS.

Original signed by Richard Land

October 16, 2012

RICHARD D. LAND
Chief Deputy Director

Date Signed