

APPENDIX E

OMCIAA Traffic Control Permit

OMCIAA Standard Operating Procedure

SOP Name: Traffic Control	SOP#: SAF1017SOP
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Revision:	Description:	Author:	Date Issued:	Approved by:
Revision 1.0	Traffic Control	[REDACTED]	Oct 25/2010	WHSC Committee
Revision 2.0	WHSC Review	NA	May 1, 2014	WHSC Committee
Revision 3.0	19T	19T	19T	19T

1. Foreword	N/A
2. Purpose	This procedure exists to define the requirements to be followed by employees and contractors working on or in close proximity to a roadway or a vehicle corridor on Airport Authority property.
3. Scope	This Standard Operating Procedure (SOP) applies to all Airport Authority personnel and to contractors working on Airport Authority property.
4. Definition	<p>Advance Warning Area The Advanced Warning Area is the first area of warning to drivers that there's work ahead. Traffic cones and warning signs must be displayed at least 50m before the Work Area begins so that drivers can prepare to slow down. If the Work Area is immediately after a curve in the road, traffic cones must be placed 60m in advance for additional advance warning of work around the bend ahead.</p> <p>Approach Area The Approach Area is much closer to where the work is actually taking place. The Approach Area must be clearly marked, notifying of lanes changes / closures, speed reductions, passing restrictions, etc. If the Work Area is immediately after a curve in the road, the Approach Area shall be marked at least 40m in advance for additional warning of work around the bend ahead.</p> <p>Transition Area The Transition Area is where traffic is channeled from the normal path to the new path and must be clearly marked as such. The Transition Area must be kept free of any materials, vehicles, equipment, etc. and must be obvious to drivers. Having a flag-person at the Transition Area is preferred. If a complete lane closure is required, 2 traffic control persons are required to direct the traffic flow from each direction.</p> <p>Work Area The Work Area is the area where the work is actually taking place. Materials, vehicles and equipment can be stored in this area as well. The area could be further shielded with barriers if deemed necessary. This should be determined at the Pre-Start meeting.</p>

	<p>Termination Area The Termination Area is after the Work Area ends and extends from the tail-end of where the work is taking place to where traffic can safely resume to the normal path. This should be at least 40m beyond the work area.</p>
<p>5. Hazard or Occurrence</p>	<p>N/A</p>
<p>6. Responsibilities</p>	<p><u>Vice Presidents, Directors, Managers and Supervisors</u></p> <p>Those who supervise shall ensure a safe and healthy workplace for employees; ensure that all employees are appropriately trained and equipped in order to carry out required tasks.</p> <p><u>Project Managers</u></p> <p>Project Managers shall ensure that contractors of the project they are managing are adhering to the requirements within this procedure.</p> <p><u>Work Permit Process Coordinators</u></p> <p>The coordinator/s of the work permit process shall ensure permit applicants are made aware of the requirements within this procedure, as necessary.</p> <p><u>Employees & Contractors</u></p> <p>Employees and contractors shall comply with the requirements as detailed in this procedure</p>
<p>7. Procedures</p>	<p>This procedure is intended as a practical working reference and must be used in conjunction with the Canada Labor Code, Part II and the regulations supporting this part as well as task-related standard operating procedures and /or the jurisdictional legislation applicable to your organization. The requirements are as follows:</p> <ol style="list-style-type: none"> 1. Pre-start meeting – perform workplace assessment, identify risks, mitigate hazards, define Advance Warning Area, Approach Area, Transition Area, Work Area and Termination Area. 2. Perform task/s during off-peak daylight hours (low volume traffic) – alternatively, tasks may be performed during peak daylight hours (high volume traffic); this would be dependent upon criticality and operational impact. 3. Buddy system – one individual performing the task at the work area (i.e. in an elevating device); and one individual observing; the observer shall be located off road and between the Approach Area and the Transition Area. If a complete lane closure is required, 2 traffic control persons are required to direct the traffic flow from each direction. 4. Should an elevating device be used, the placement of the device must be directly adjacent to the work being performed and within the Work Area.

	<p>5. There must be a vehicle parked in front of the Work Area; this vehicle must be in the direction of oncoming traffic with flashers on; if the vehicle is equipped with a beacon, this too shall be operational.</p> <p>6. Signage & pylons – warning signage “work ahead” must be visible at the Advance Warning Area, at least 50m prior to the start of the work area with directional arrows and pylons indicating vehicles to merge to adjacent lane. If the Work Area is immediately after a curve in the road, the pylons shall be placed at least 60m in advance. As well, while 50m is suggested, the most appropriate risk mitigating distance shall be determined in the pre-start meeting. This shall be discussed and agreed upon prior to any work being performed (i.e. work overhead, immediately after a curve in the road, etc.); pylons shall be placed in a fashion to detour vehicles and pedestrian traffic away from the Work Area. These pylons should start at the Advance Warning Area.</p> <p>7. Should an elevating device be used, the operator must adhere to applicable safe operating procedures and associated training must be current.</p> <p>8. Personal Protective Equipment (PPE) – applicable PPE shall be discussed and agreed upon in the Pre-start Meeting. Essential PPE includes:</p> <ul style="list-style-type: none">✓ Reflective safety vests✓ Safety helmet✓ Steel-toe footwear <p>Additional PPE is task dependent and may include:</p> <ul style="list-style-type: none">✓ Fall protection gear / bucket operator✓ Hard hat / safety gloves / safety glasses, etc.✓ Confined space equipment <p>9. Please refer to Figures 1, 2, 3 and 4 on the following pages, which represent the intended approach to be taken for 4-lane traffic control, 2-lane traffic control and complete lane closure traffic control as well as alternative signage to be used (project dependent).</p> <p>Additional precautions are project dependent and shall be addressed and agreed upon at the Pre-start Meeting.</p>
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Figure 1 – 4 lane traffic control (single lane work, keeping the other lane open)

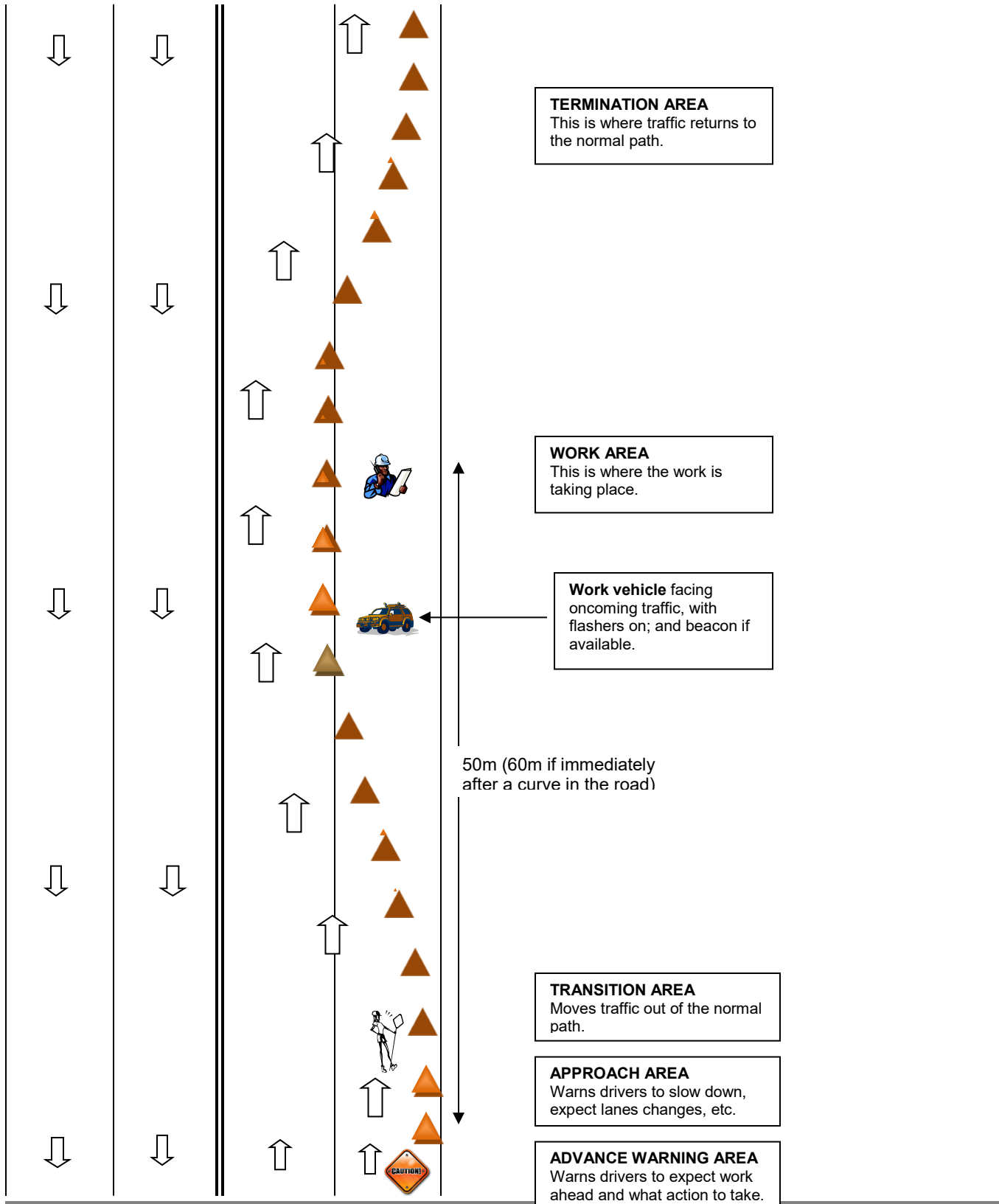


Figure 2 – 2 lane traffic control (roadside work, keeping both lanes open)

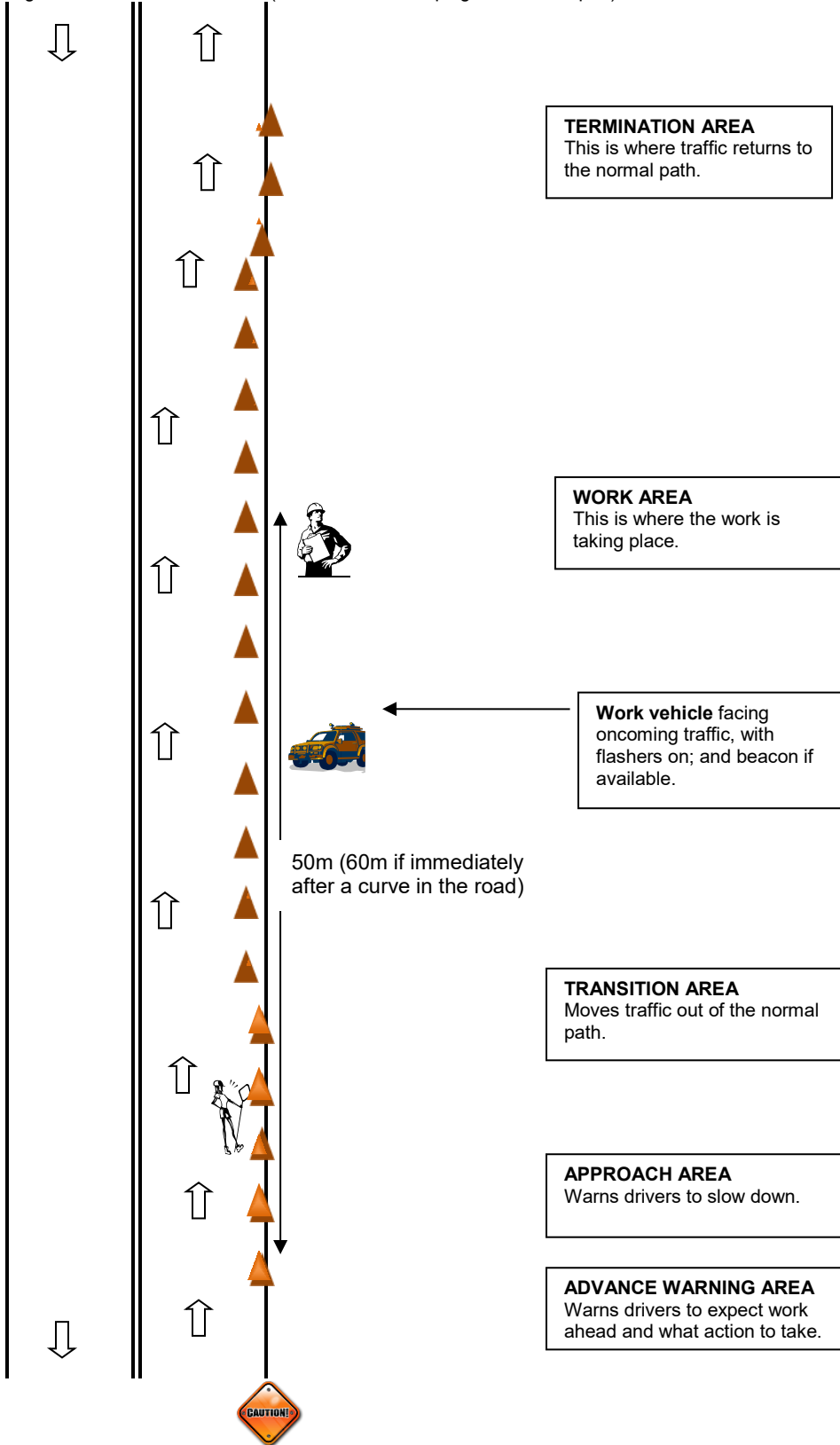


Figure 3 – 2 lane traffic control (1 complete lane closure - 2 traffic control persons required)

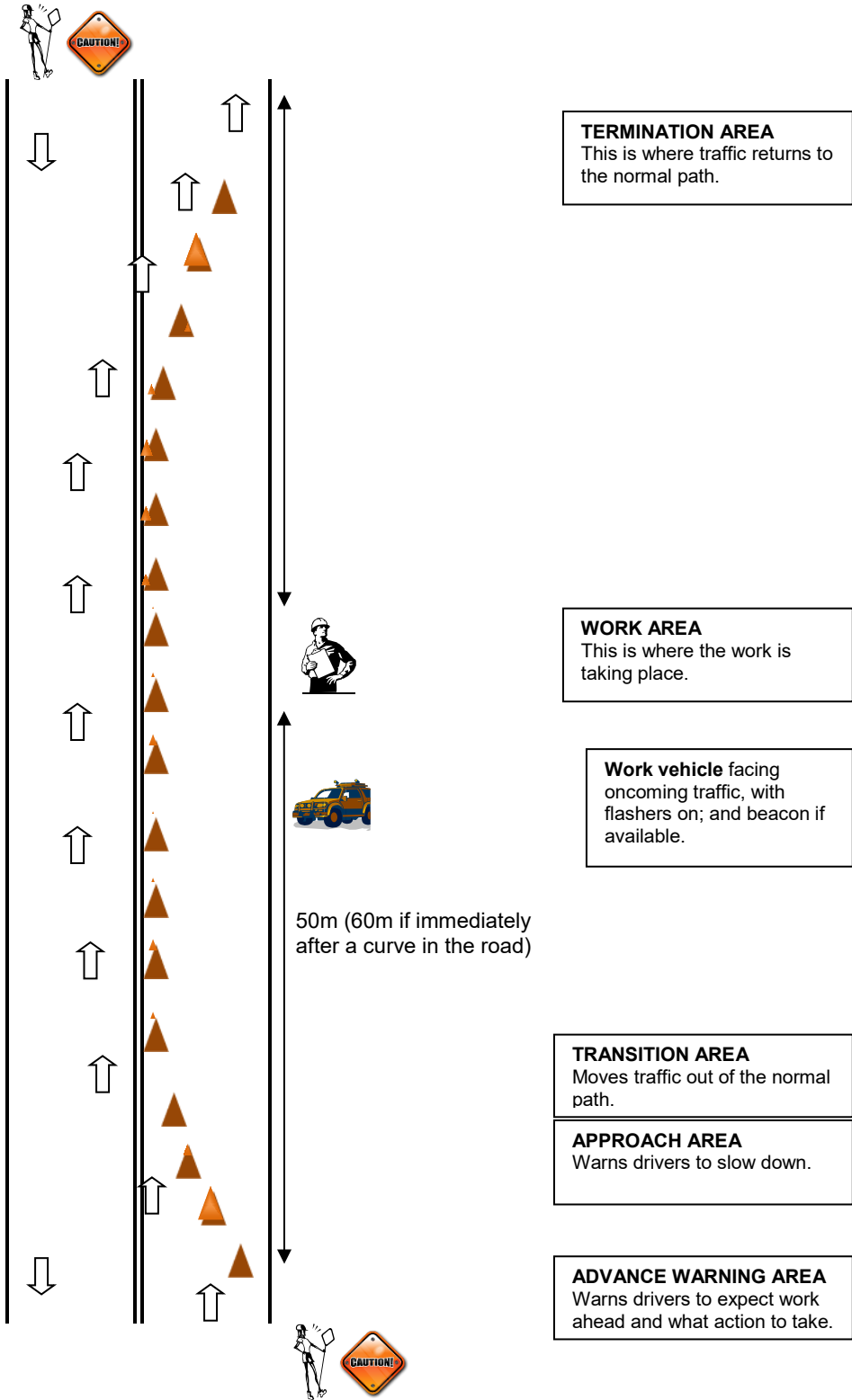
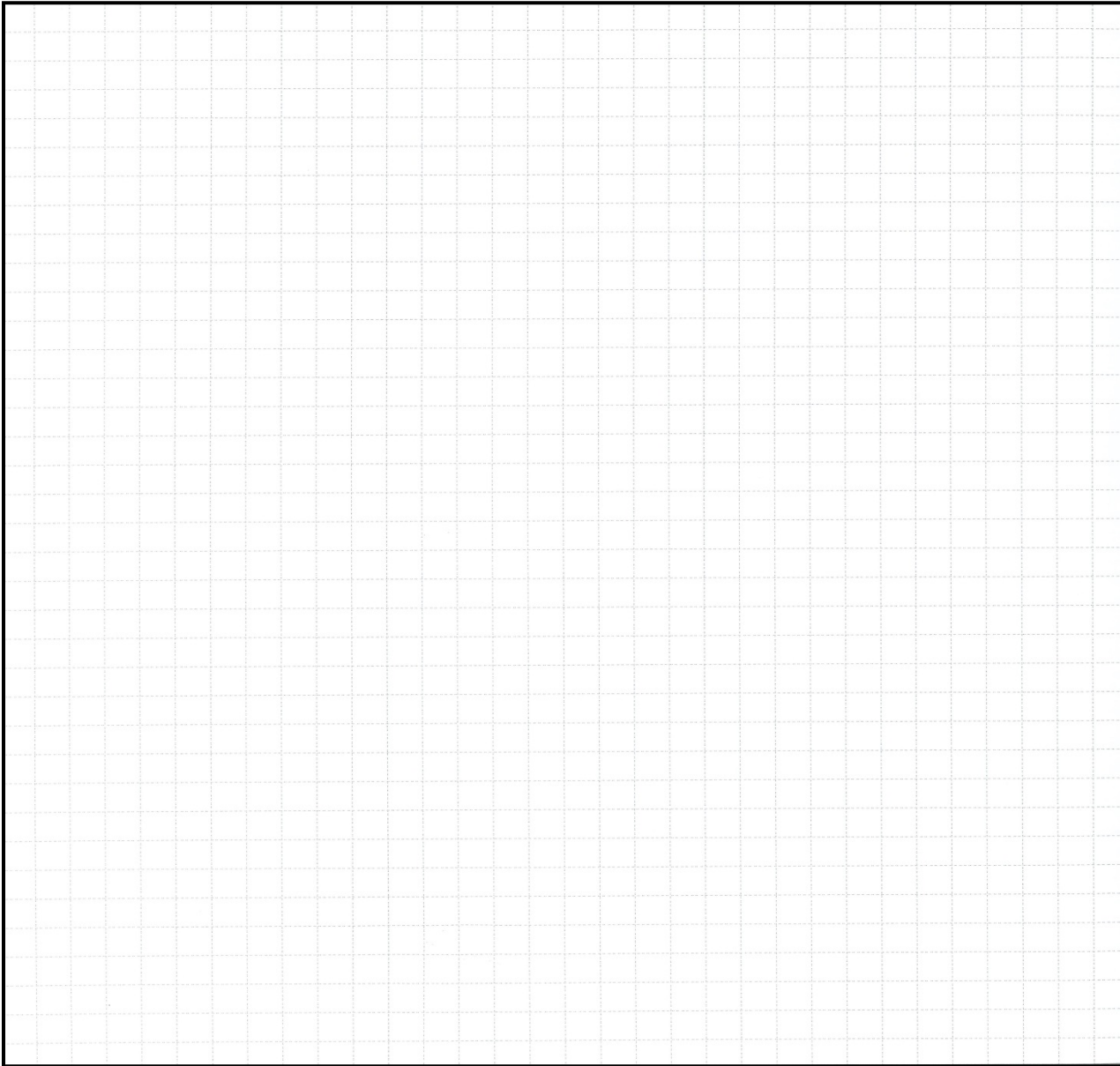


Figure 4 – Examples of alternative signs (project dependent)



**TRAFFIC PROTECTION PLAN
SITE SKETCH**



Drawn by: _____

Supervisor: _____
Print Sign

Date: _____

INSTRUCTIONS FOR TRAFFIC CONTROL PERSON(S)

Traffic control person (s) (TCP) shall wear a hard hat, safety boots, shirt, pants, and reflective safety vest with tear away sides, shoulders and front, at all times while directing traffic.

Hand signals shall be used in conjunction with a slow/stop sign to control traffic.

Stand on the right side of the lane you will be directing, facing across the roadway so that you can see traffic from both ways and the other TCP (if 2nd TCP is required for the task).

Ensure you have placed yourself in an area that will allow you to escape from any erratic driving or accident.

TCPs working without radios must signal each other when they are going to change direction of traffic flow.

When you have learned that emergency vehicles are approaching, traffic must be stopped both ways to allow for a clear path for any emergency vehicle to pass.

TCP shall not engage in any other work while controlling traffic.

If any vehicles refuse to stop or are driving in a reckless manner, the TCP shall make every attempt to take down the license plate number, a description of the vehicle and report it to your on site Supervisor or directly to the Security Operations Centre (SOC) at 613-248-2111.

All TCP's should have with them a small note book and pencil for any note taking.

If you are confronted by any driver or pedestrian contact your Supervisor or SOC and ask for assistance. Never threaten physical violence or give verbal abuse to anyone.

Traffic Control Person(s):

Supervisor:

TCP #1: _____
Print name

Print name: _____

TCP #2: _____
(if applicable) Print name

Signature: _____

Signature: _____
TCP #1

Date: _____

Signature: _____
TCP #2 (if applicable)

Date: _____