

WORKER AND WORK ZONE SAFETY

CONTRACT ADMINISTRATION MANUAL

5-591.220

The procedures, standards and guidelines for work zone traffic control are contained in Part VI of the Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD), and Chapter 8 of the Traffic Engineering Manual.

Personal Injury and Motor Vehicle Accidents

Personal injury or motor vehicle accidents involving state employees or state vehicles are to be reported promptly to their supervisor. In accidents involving other vehicles, the employee and the other vehicle operator are required to exchange names, addresses, description, and license number of their vehicles, and the name of the owner of each vehicle. No other information should be given unless requested by a law enforcement officer at the scene. Employees should contact their supervisor for the proper forms and procedures.

Construction Site Safety

While inspection and enforcement of safety and health regulations are the responsibility of OSHA and other organizations, the regulations must be followed the same as other contract requirements. To fulfill safety responsibilities and to ensure that insofar as possible, no employee on the project is in danger, the following actions are to be taken:

1. Engineers and Inspectors are to familiarize themselves with safety and health regulations appropriate to the project. The Districts have been sent copies of the regulations and the periodic revisions.
2. Discuss safety at the pre-construction conference. District Safety Administrators should be used as a resource for this part of the conference.
3. Monitor contractor's operations. Where conditions of operations are observed that may be hazardous either to state or contractor employees, the Engineer will notify the contractor's Safety Designee, orally or in writing as the situation warrants, that a suspected violation of the standards exists and request that corrective action be taken. Under no conditions will a contractor be given instructions on how to correct a deficiency. If the deficiency is corrected, no further action is necessary.
4. If a contractor fails or refuses to take corrective action, the Engineer should notify the District Safety Administrator of the suspected violation. The Safety Administrator will inspect the situation. If a violation exists, the contractor should be directed by the Engineer to correct the situation. If the Contractor refuses to do so, the events and actions should be put in writing, a copy sent to the Contractor, and the District Safety Administrator should contact the proper enforcement agency for action to be taken against the Contractor.

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5. The Contractor is fully responsible for the development, implementation, and enforcement of all safety requirements on the project. If a situation is observed where continued operations have the potential for the loss of life or limb of project personnel or the public (e.g. un-shored or un-sloped excavations requiring the presence of an inspector within the excavation), the Engineer will order that such hazard and /or those exposed to the hazard, be promptly removed from the area until the situation is corrected. The Engineer will then follow the procedures in the preceding paragraph and immediately notify the Assistant District Engineer of the action taken. No employees will return to the hazardous area until an inspector of the agency responsible for the safety inspection and enforcement has inspected the area and found it safe for resumption or continuation of operations. A monetary deduction (per incident) may be assessed by Mn/DOT in accordance with the "Monetary Deduction Record for Safety Violation" form. (An example of a completed form is shown at the end of this section). Whenever possible, photographs should be taken documenting all safety violations.

<http://www.dot.state.mn.us/const/tools/documents/monetarydeductionform.doc>

6. No state employee will knowingly violate, or permit a person under their supervision to violate, a safety or health regulation.

Reporting Fatalities on Construction Projects

The Engineer or Inspector should notify the appropriate law enforcement agencies as soon as possible when an accident involving an injury or fatality occurs on a highway construction project. The Engineer should also notify the Assistant District Engineer, District Traffic Engineer, and the District Safety Administrator.

[Mn/DOT Safety Contacts](#) (Internal)

Work Zone Traffic Control

The procedures for work zone traffic control are outlined in the Mn/DOT Field Manual, which is part of the Minnesota Manual on Uniform Traffic Control Devices for streets and highways.

In addition, Mn/DOT has an agreement with the Department of Public Safety and other law enforcement agencies to hire off-duty officers to enforce traffic regulations in construction/maintenance work zones. See section 5-591.210 of this manual for Extra Enforcement procedures.

The Engineer should report all work zone traffic accidents to the State Construction Work Zone Safety Coordinator in addition to anyone else required by District policy.

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MONETARY DEDUCTION RECORD FOR SAFETY VIOLATION	
S.P. <u>8915-22</u>	Specification Reference <u>1706 BACK UP ALARM</u>
Number of Previously Charged Violations This Item 	
Description and Location of Violation: <u>FORD TANDEM AXLE DUMP TRUCK, MN LK.# Y46234 WAS BEING OPERATED AT INTERSECTION OF T.H. 99 & T.H. 119 DUMPING FILL MATERIAL WITHOUT AN OPERATIONAL BACK-UP ALARM OR A SIGNAL PERSON AND HAVING AN OBSTRUCTED VIEW TO THE REAR. DRIVER AND CONTRACTOR'S SAFETY DESIGNEE WERE WARNED THE DAY BEFORE FOR THE SAME VIOLATION. ACTION WAS PROMISED BUT THE SAME VIOLATION OCCURED AGAIN THE NEXT DAY.</u>	
Date and Time of Violation Notification: <u>TUES. JUNE 20, 2006 10:45 AM</u>	
Name of Contractor's Representative: <u>JOE JOHNSON ABC CONTRACTING</u>	
Corrective Action Taken by Contractor: <u>UPON NOTIFICATION THAT THIS WAS THE SECOND VIOLATION IN TWO DAYS AND THAT A MONETARY DEDUCTION WAS BEING ASSESSED, THE CONTRACTOR IMMEDIATELY REMOVED TRUCK FROM THE PROJECT UNTIL THE BACK-UP ALARM COULD BE REPAIRED OR REPLACED.</u> <p style="text-align: right;">Date and Time of Corrective Action <u>TUES. JUNE 20, 2006 10:45 AM</u></p>	
Amount of Monetary Deduction: <u>\$ 500.00</u>	
Date <u>JUN. 20, 2006</u> Project Engineer/Supervisor <u>CHUCK EDWARDS</u>	

CC: Contractor
Inspector
Project Engineer/File

Rev. 5/12/06