

Flagging

The Most Important Job On The Crew

- The lives of all the individuals in the work space depend on YOU!
- Face oncoming traffic-Never turn your back to oncoming traffic
- Flaggers normal station is on the shoulder

INTRODUCTION

To You, the Flagger:

REMEMBER - Your job is the most important one on the crew. The lives of all individuals in and traveling through the work space depend on YOU!

Every flagger should be trained in flagging operations. Check with the road authority for training requirements. This handbook will give you basic guidelines regarding flagging operations. Familiarize yourself with these procedures. If you have any questions or concerns, don't hesitate to ask your supervisor.

For your personal safety as a flagger **NEVER** fully turn your back to or stand in the path of moving traffic.

EQUIPMENT

Clothing

Flaggers shall wear high-visibility clothing meeting ANSI/ISEA 107-2004 (or ANSI/ISEA 107-2010) Performance Class 3 requirements. ANSI/ISEA 107-2015 Type R, Performance Class 3 is also acceptable. The Class 3 requirements shall be met by wearing a Class 2 or Class 3 vest, shirt, or jacket; as well as Class E pants. Clothing shall have an attached original label indicating the Performance Class.

- Clothing background color shall be fluorescent orange-red, fluorescent yellow-green, or a combination of the two.
- Retroreflective material on the clothing shall be orange, yellow, white, silver, yellow-green, or a fluorescent version of these colors. The material shall be visible at a minimum distance of 1000 feet.
- The vest, shirt, or jacket shall be worn such that 360 degree visibility in a horizontal plane of the clothing is maintained.
- A retroreflective hat in the above colors should be worn.
- A retroreflective wrist band in the above colors may be used. The wrist band helps differentiate the flagger from work zone devices.
- A neat appearance and clean clothing shall be maintained in order to help command respect of the drivers.



Tools

- Standard STOP/SLOW (W21-X7) paddle shall be used unless it is not available in an emergency situation or as otherwise specified in this handbook.
 - 18 x 18 inch minimum octagon with legible letters at least 6 inches high.
 - 5 foot minimum staff (to the bottom of the sign), 7 foot is recommended.
 - Fully retroreflectorized in standard colors with minimal abrasions or fading.
- Two-way communication devices should be used for multiple flagger situations.
- A 24 x 24 inch fluorescent red/orange flag or retroreflective red flag to be used only in an emergency or at an intersection.
- Flashlight with red glow cone may be used:
 - to supplement the STOP/SLOW paddle at night,
 - at intersections, and/or
 - for emergency situations.

Flagger stations shall be illuminated at night except in emergency situations.



FLAGGING POSITION

- Be alert, remain standing at all times.
- Face traffic approaching the work zone. NEVER fully turn your back to traffic or stand in the path of any moving vehicle (see Figure 1 below).
- A flagger's normal station is on the shoulder of the road.
- Always have an escape route.
- Park your vehicle off the road and away from your station in order to maintain an escape route and to not be obscured by your vehicle. Stand alone, do not mingle with the work crew or the public.
- Make sure you are visible to oncoming approaching traffic. Consider not standing where the sun is impeding visibility or in a shadow.
- Stand in a location that allows approaching traffic adequate time to respond. Use the Decision Sight Distance (D) in the following chart to determine a location with good visibility. The driver must be able to recognize you as a flagger for at least the Decision Sight Distance (D).
- Make sure YOU can see approaching traffic for the length of the Decision Sight Distance (D).

Decision Sight Distance (D)	
Posted Speed (mph)	Decision Sight Distance (feet)
0 - 30	550
35 - 40	700
45 - 50	900
55	1200
60 - 65	1400
70 - 75	1600

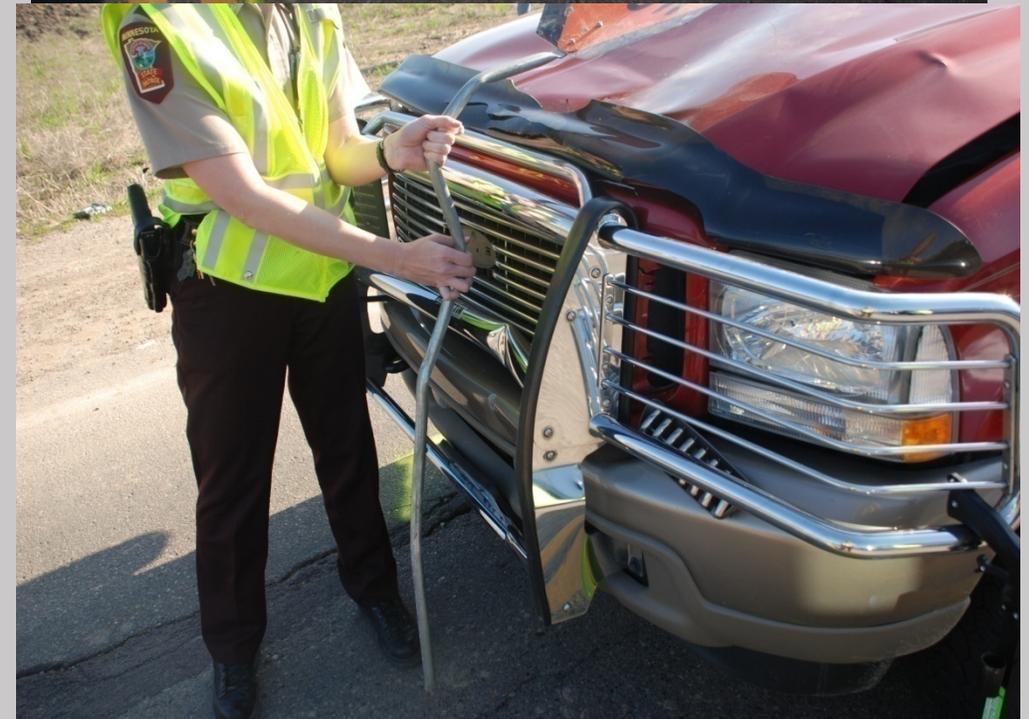


FLAGGING APPLICATIONS

Prior to the start of flagging operations, all signing shall be in place. A good visibility location is one where the sight distance is sufficient and the flagger is clearly visible to approaching motorists.

When the temporary traffic control zone covers a long segment of highway, additional flagger signs may be needed. In high speed areas, the maximum distance from the last sign to the flagger shall not exceed 1 mile. In low speed areas consider reducing the spacing between the flagger and flagger ahead sign to $\frac{1}{2}$ mile or less.

When more than one flagger is being used, all communication procedures should be clear before any flagging begins. If there is a roadway intersection within the flagged area, an additional flagger(s) may be needed to control traffic entering the temporary traffic control zone from the roadway intersection.



Traffic queuing over long distances due to flagging operations may cause potentially dangerous situations. These situations may include traffic backed up through an intersection, up an exit ramp onto a freeway, or stopped prior to the first warning signs. When the flagger observes any of these occurring, they should immediately notify their supervisor. The flagger may be given instructions on how to help maintain a shorter backup of vehicles.

Single Flagger

There are three different applications of the single flagger situation.

1) Temporarily stopping and directing traffic across the center line.

On an intermediate volume road (less than 1500 ADT) with good visibility, a single flagger may be used to control one direction of traffic while the other direction flows free. In this situation, the flagger is positioned in the closed lane at the beginning of the taper. The flagger stops the traffic approaching in the closed lane. When the open lane is clear, the flagger allows traffic to proceed. If the Decision Sight Distance (D) is not available beyond the work space for the flagger to detect oncoming traffic, two flaggers shall be used. Two flaggers may also be required during high peak traffic periods or if there is a major intersection near the activity area.

2) Temporarily stopping and releasing traffic in the same lane.

A single flagger may also be used to stop traffic in a lane while that lane is temporarily closed. An example would be a truck depositing material off the edge of the roadway. In this situation, the flagger would stop traffic in the lane being blocked by the truck while the other lane flows free. When the lane is no longer blocked, the flagger would allow traffic to proceed. After stopped traffic is allowed to proceed, the flagger should turn the flagger paddle parallel to traffic so that no message is displayed to either direction of traffic.

3) Intersections.

For flagging intersections see the "Flagging at Intersections" section in this Handbook.

Two Flaggers

When two flaggers are required, lines of communication must be established prior to the start of flagging operations. The two flaggers must be able to see each other or have two-way communication devices designated for proper communication. One flagger SHALL be the lead flagger and coordinate all activities.

- Be aware of queueing over long distances
 - Through an intersection
 - Up an exit ramp
 - Prior to the first warning sign
- One flagger SHALL be the lead

Intersection Flagging

Only a licensed uniformed law enforcement officer has the authority to override a fully operating traffic control signal system (operating through the green, yellow, red cycle). When traffic signals are set to flash red for all approaches, or turned off and temporary STOP signs are installed, the intersection may be treated as a non-signalized intersection. A flagging operation within a non-signalized intersection may override STOP and YIELD signs in the intersection. Approval from the road authority shall be acquired prior to placing signals into red flash mode or turning signals off.

When flagging within an intersection, consider the following:

- High-volume intersections, large intersections, roundabouts, or complicated situations may require additional flaggers. When multiple flaggers are used, a lead flagger shall be designated to coordinate flagging operations.
- The flagger(s) should use hand signals with a flag or flashlight with red glow cone to control traffic movements rather than the typical STOP/SLOW paddle.
- The flagger(s) may direct vehicles to proceed through a STOP sign controlled condition while holding traffic on other approaches. Although the flagger may urge motorists to continue through the STOP sign, the flagger has no authority to prevent traffic from stopping and must allow for stopping within the operation.
- The flagger(s) should be aware of traffic conditions at adjacent intersections and coordinate operations to minimize traffic backups and conflicts.

- Only a uniformed law enforcement officer can override a fully operating traffic signal
- Turn signal to red flash
- Flaggers should be aware of traffic conditions at adjacent intersections

FLAGGING PROCEDURES

To Stop Traffic

Stand on the shoulder of the road, away from moving traffic. Face traffic and extend the STOP paddle in a stationary position with your arm extended horizontally away from your body. Your free arm should be raised with the palm of your hand toward approaching traffic. Look directly at the approaching driver. Make sure that you make direct eye contact with this driver!

Remain on the shoulder of the road after the first vehicle has stopped. Always make certain that the flagger and the paddle are visible to the drivers of all stopped vehicles. The flagger should never stand in the traffic lane unless, in the flagger's opinion, the drivers of the stopped vehicles are unaware of the flagger's presence. If it is necessary for the flagger to stand in the traffic lane, the flagger may only stand near the centerline and never cross it. When the flagger is satisfied that the drivers of all stopped vehicles are aware of his/her presence, the flagger should return to the shoulder of the road.

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- Stand on the shoulder
- Face traffic
- Make eye contact with approaching driver
- Flagger should never stand in traffic lane unless drivers are unaware of flaggers presence
- Do not cross centerline

Proper Conduct

- Do not abandon your post for any reason until the work is finished or a replacement flagger arrives.
- Do not put yourself in danger.
- Do not engage in extended conversations with motorists or lean on vehicles. Be polite, but brief.
- Do not argue with a motorist. Be courteous.
- If a driver refuses to obey instructions, record a description of the car, driver, license plate, and the circumstances. Report this information to your supervisor as soon as possible.
- Remove, turn, or cover all signs indicating the presence of a flagger when a flagger is not actually flagging. This includes lunch and breaks. This also includes situations in which flagging is intermittent, such as allowing trucks entering and exiting construction sites.
- Be alert for emergency vehicles. They have priority rights. Allow them to pass as quickly as possible.



The Use of Hand Signaling Devices by a Flagger

To Stop Traffic



To Release Traffic



To Alert and Slow Traffic



Preferred Flagging Method Using a Paddle.

Preferred Flagging Method Using a Flag.

Nighttime Flagging with Glow Cone.

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CHECKLIST FOR FLAGGER TRAINING

- Remember your job is the most important one on the crew. The lives of all individuals in and traveling through the work space depend on **YOU**.
- For your personal safety as a flagger **NEVER** fully turn your back on or stand in the path of moving traffic.
- Clothing
 - Flaggers shall wear appropriate high-visibility apparel.
- Tools
 - Standard STOP/SLOW paddle shall be used unless it is not available in an emergency situation or as otherwise specified in this Handbook.
 - Two-way communication devices should be used for multiple flagger situations.
 - A 24 x 24 inch fluorescent red/orange flag or retroreflective red flag to be used only in an emergency or at an intersection.
 - Flashlight with red glow cone may be used:
 - to supplement the STOP/SLOW paddle at night,
 - at intersections, and/or
 - for emergency situations.
 - Flagger stations shall be illuminated at night except in emergency situations.
- Flagging position on the road way:
 - Be alert, remain **STANDING** at all times.
 - Face oncoming traffic. **NEVER** fully turn your back to oncoming traffic or stand in the path of moving traffic.
 - A flagger's normal station is on the shoulder of the road.
 - **Plan your escape route.** Park your vehicle off the road, away from your station. A flagger is difficult to see when next to a vehicle. Never sit in or on your vehicle while flagging.
 - Know proper hand and flag signals as shown in the Minnesota Flagging Handbook.
 - Stand alone, do not mingle with the work crew or motorists.
 - Make sure you are visible to approaching traffic. Consider not standing where the sun is impeding visibility or in a shadow.
 - Review the Decision Sight Distance (D) Chart in the Minnesota Flagging Handbook. Drivers should be able to recognize you as a flagger for at least the Decision Sight Distance (D). This means **YOU** should be able to see vehicles at the Decision Sight Distance (D). Avoid blind spots past curves in the roadway or just over hills.
 - Emergency vehicles have priority rights. Allow them to pass as safely and quickly as possible.

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- Emergency vehicles have priority rights



What's Wrong Here?



What's Wrong Here?



What's Wrong Here?



What's Wrong Here?

