

Temporary Traffic Control/Work Zone Safety Requirements

Washington County Right of Way Permit Holders,

Thank you in advance for your efforts to ensure work zone safety compliance is a top priority. The safety of staff and the traveling public are dependent upon the proper work zone configuration, setup, and routine inspections.

Washington County performs “Work Zone Site Inspections” to ensure right-of-way (ROW) compliance requirements are met. The focus of the inspections is to ensure that all users of the County ROW are compliant with the [2018 Minnesota Manual on Uniform Traffic Control Devices](#) (MN MUTCD) Field Manual, and the requirements attached to the permit. Work zone site inspections will be conducted on a random basis with multiple visits for larger projects. The permit requires notification to the permit office of any traffic or pedestrian impacts. It is the permit holder’s responsibility to notify the County’s permit office of any potential traffic/pedestrian impacts at least 2 full business days in advance of any work activities. Working within the ROW without notification may result in work suspension or permit revocation.

Please ensure field supervisors are in possession of a paper copy of the Right of Way Permit. In the event of a non-compliant work zone, or an outdated permit, the on-site permit holder will be notified that a correction is required, and work suspension or permit revocation may result. Please review the permit and requirements with all field staff. All temporary traffic control corrections shall be addressed as soon as possible to avoid non-compliance consequences, which may include project suspension and/or permit revocation. Under no circumstances shall any work impacting roadway/pedestrian routes begin prior to the completion of an approved temporary traffic control plan.

Outlined below are some of the most common non-compliant situations. The MN MUTCD will be the resource/guide to ensure compliance.

- All vehicles operating within 30’ of the drive lane must display a beacon compliant with the MN MUTCD Field Manual. Personal vehicles shall not be parked within the work zone including flagger vehicles unless equipped with compliant beacon. Personal vehicle parking will occur outside the County ROW and in the Contractor’s designated staging area. Construction vehicles/equipment requiring overnight staging must be parked outside of the designated clear zone.
- Flaggers shall be equipped with the proper reflective clothing as provided by the MN MUTCD Field Manual Flagging Handbook 6k-111 thru 6k-123. Flaggers shall be trained in accordance with the MN MUTCD and be in possession of their “Flagger Qualification Card”.
- All temporary traffic control layouts shall follow the MN MUTCD Field Manual. There will be exceptions, as not all applicable layouts are listed. On all projects requiring the partial or full occupation of a driving lane, a traffic control plan shall be required and approved by Washington County at least 1 full business day prior to work beginning.
- All channelizing devices shall be placed in accordance with the Field Manual. Any devices scheduled for use after dusk must conform to reflectivity standards.
- Whenever a traveling lane is temporarily impacted by a permit holder, flagging operations shall be required to ensure safe travel around temporary obstructions, such as loading and unloading of construction equipment and materials.

- Clear zone requirements will be the expectation prior to the end of each workday. The clear zone is generally 30' from the edge of a driving lane. These areas shall be clear of any vehicles or supplies including stockpiles and pipe. In the event the County determines a clear zone infraction poses an immediate danger to the traveling public, the permit holder will be notified and required to correct the situation as soon as possible. If the permit holder is unavailable, Washington County reserves the right to employ County staff to correct the problem. Any and all costs incurred by the County on behalf of the permit holder's non-compliance shall be the sole responsibility of the permit holder.
- In addition to the information listed above, all ROW permit holders shall be in full compliance with all applicable [Occupational Safety and Health Administration](#) (OSHA) guidelines and standards.

Thank you in advance for your cooperation in ensuring this year will be a safe one for you.

Please feel free to contact us with any questions related to work zone safety.

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