TEMPORARY TRAFFIC CONTROL

Record Keeping

Records shall be kept by the jobsite supervisor for any work which is interfering with traffic. These records are required in case of an accident at or near the worksite which could result in legal action against the company performing the work and its workers.

Temporary Traffic Control records should be made at the time of the initial set-up and should include either a sketch, photograph or video of the worksite traffic controls. For jobs which remain in place for more than one day a daily inspection record shall also be maintained.

The Temporary Traffic Control Record should include the following:

- O.S.C.A.M. permit #
- Location
- Weather Conditions
- Start date and time of Temporary Traffic Control set-up
- Time of arrival on site (For detours set by others)
- Job site supervisor’s name and department or company
- Who set up the Temporary Traffic Control (Example: Transportation Operations or yourself)
- Sketch or photograph of the Temporary Traffic Control devices.
- Time of removal of the Temporary Traffic Control. Remember to turn unnecessary advance warning signs away from traffic.

The Daily Inspection Record should include the following:

- Time of arrival on site
- Condition of Temporary Traffic Control at time of arrival
- Note of any damaged or missing traffic control devices
- Steps taken to correct deficiencies (Example: Contacted Transportation Operations for replacement of damaged barricades)
- Time of departure and condition of temporary traffic controls
- Steps taken to secure the worksite.

These records should be kept by anyone who is working in traffic. The records should either be kept in the job site supervisor’s daily log or in a standard record form from your company or department.