
FLAGPERSON DUTIES AND RESPONSIBILITIES

Flagpeople have a vital job being the front-line contact with the public. In this capacity, flagpeople must be alert and courteous. Flagpeople must understand their duties and be able to signal to drivers, so that drivers understand their directions.

Flagperson procedures differ between various types of construction projects. The flagperson must continually adapt procedures to accommodate the safe flow of traffic around a construction site.

The following section is a brief overview of flagging procedures, responsibilities and equipment. Any individual who will be acting as a flagperson on a regular basis must be properly trained in flagging. To obtain information regarding the flagperson training course you may contact the Alberta Construction Safety Association (ACSA) or the Safety and Equipment Training Section of the City of Edmonton Transportation Department.

Equipment

A flagperson must wear a hard hat, appropriate clothing and an appropriate safety vest with reflective striping on the front and back. The safety vest should always be worn on the outside of all clothing. Optional white coveralls may be used.

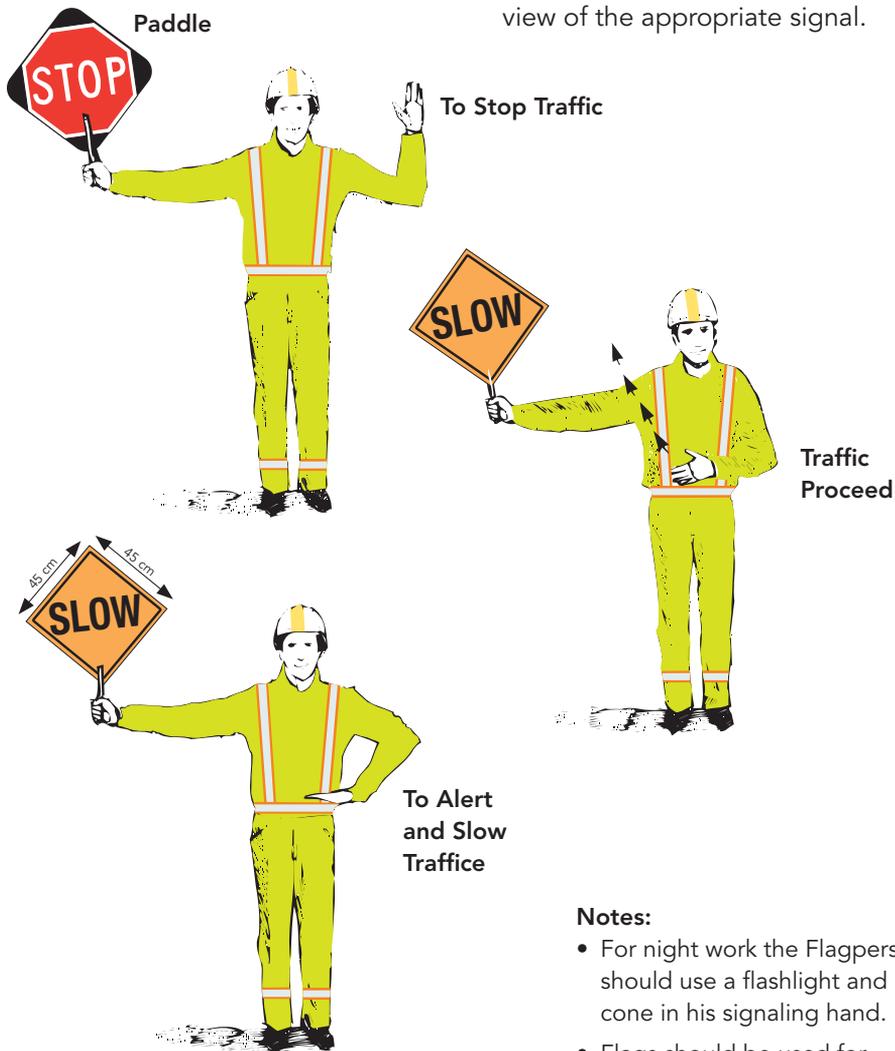
A standard Stop/Slow paddle, either hand held or pole mounted should be used for day time use. For night time work a flashlight with a semi-transparent red cone or an illuminated paddle should be used. Flags should only be used in emergencies.

Communication devices should be used when visual contact between flaggers cannot be maintained.

Signaling Procedures

Signaling equipment shown below must be kept in good condition.

The figures below illustrate the various hand signals to be used by flagperson for controlling traffic. It is important to be clear in your signaling and to stand so that oncoming traffic has a clear view of the appropriate signal.



Notes:

- For night work the Flagperson should use a flashlight and cone in his signaling hand.
- Flags should be used for emergency situations only.

- Keep the stop/slow sign held high, in the line of sight for approaching drivers.
- Make direct eye contact with the driver.
- Use your free hand to signal to the driver. Do not swing or wave the stop/slow sign.
- Give drivers time to react to your signals. Give them more time to react if the speed of the traffic is high or if the weather and/or visibility is less than ideal.
- Never stand directly in front of oncoming traffic. If stopping traffic, move to the centre line after the first vehicle has stopped.
- Never turn your back on traffic.
- Follow the previous illustration on page 25 to stop, slow or release traffic.
- At traffic signals, the traffic should be stopped at the same time as the red signal is showing. Do not stop traffic on a green signal.

Positioning

- Plan your route for escape.
- Stand outside the lane of traffic.
- Stand an appropriate distance from the work zone which will allow you to protect worksite personnel. This position will vary depending on the type of work that is taking place, the speed limit of the road and the weather conditions.

Checklist

- Is the “flagperson” sign up and far enough ahead of the flagperson?
- Have the remainder of the traffic control devices been placed?
- Have arrangements been made for necessary break times?
- Is the equipment clean, visible and in good condition?
- Has an escape route been planned? What about fellow workers?

PROCEDURES FOR PROSECUTION OF VIOLATIONS AGAINST FLAGPERSON

In cases where motorists endanger or threaten flagpeople it is important that as much information as possible be recorded to prosecute the offending party. The Police cannot prosecute these individuals if they do not have sufficient evidence.

1. Gather the following information:
 - Licence plate number
 - Color and make of vehicle
 - Description of driver
 - Time of offence
 - Names and phone numbers of witnesses
2. Contact the Edmonton Police Service at 780-423-4567 or 911 in the event of an emergency and inform them of what happened. If there have been any injuries request that an ambulance be dispatched. The Police will either dispatch a car or have you go to the nearest station to file a complaint.
3. Contact your company or department safety officer and inform him of the offence.
4. Make detailed notes of the incident as soon as possible while the incident is fresh in your memory. These notes will be useful if you are required to testify in court.
5. It will be up to you to file a complaint with the Police. Your department or company cannot do this for you, however your safety officer can accompany you to assist.
6. The Police will determine which charges can be laid and whether or not you have sufficient evidence based on the information that you provide to them. If there is sufficient evidence the Police will lay the appropriate charges against the offender.
7. If the Police lay charges you may be required to attend court to supply evidence.
8. If the Police feel that there is insufficient evidence to lay charges you may proceed with civil action against the offender by contacting the Clerk of the Court. They will arrange to meet with you to discuss your case.
9. If your company or department utilizes a near-miss or accident/incident investigation report complete as required.