



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

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October 19, 2007

MEMO TO: Work Zone Qualifications and Training Committee Members
FROM: Meredith McDiarmid, PE, Work Zone Traffic Control Project Engineer
SUBJECT: Minutes for Meeting on Work Zone Qualification & Training Program

The above listed met on September 26, 2007 at 10am in the Century Center Work Zone Traffic Control Conference Room in Raleigh to discuss requirements of a Work Zone Qualification and Training Program. **Action items are recorded in bold.**

Meredith McDiarmid began the meeting asking for comments on 3 documents:

- Draft detailed training requirements for Work Zone Flagger courses (Document #6)
- Draft detailed training requirements for Work Zone Installer courses (Document #7)
- Draft detailed training requirements for Work Zone Supervisor courses (Document #8)

Each document was discussed and these comments were made:

Document #6:

- Considerable amounts of training requirements were deleted from this document as a result of the committee's discussion in the July meeting.
- Include educating flaggers about the image they relay to the motorist. Courteousness is required when dealing with the public. No matter whom the flagger is employed by, the entire transportation industry is represented in that exchange.

Document #7:

- In addition, educate installers concerning:
 - the necessity of coordinating with work zones within the network.
 - the importance of adjusting the work zone installation according to the changes in operations throughout the duration of the activity.
 - peak volume times that should be avoided to reduce exposure to the motorist and worker.
 - the result of misuse of traffic control devices and methods. Misuse breeds lack of motorist confidence in our work zones, reduces the effectiveness of the work zone, and decreases the transportation industry's credibility.
 - The use of Changeable Message Signs according to our NCDOT CMS Policy.

Document #8:

- Include:
 - everything suggested as additions to the flagger and installer courses.
 - information about the proper clothing for workers
 - interpreting temporary traffic control plans (phasing, ICTs, time restrictions, etc.)
 - tools that can be used to mitigate queues
 - resources for knowledge (DOT contacts, industry associations, company safety director, etc.)
- Elaborate on Device Maintenance (schedules for maintenance, when devices should be replaced, etc.)

The WZTCU will consider these comments and report back to the committee. Committee members are asked to distribute these draft documents accordingly and respond back with comments by October 31 so the committee can constructively discuss any issues at our next meeting.

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In addition to these discussions, **the committee is encouraged to provide small rental company information to Meredith McDiarmid so she can relay that information to the AGC. The AGC will then work with those members to educate them about upcoming requirements.**

After lengthy discussion, the committee had these recommendations:

- **NCDOT develop a summary document of all work zone traffic control device requirements to serve as a tool for the industry, especially smaller companies that may not be as familiar with the requirements.**
- **NCDOT develop a documentation protocol for major changes to a temporary traffic control plan.**
- All NCDOT inspectors (including CEIs) be required to have work zone traffic control supervisor status when working on a significant project.

Meredith reminded the committee that the American Traffic Safety Services Association (ATSSA) will be offering their What Everyone Should Know (WESK) Course on November 13. For more information, visit www.atssa.com.

Currently, the proposed implementation dates for the Work Zone Qualifications and Training Program are:

- July 2009 Let:** Require properly qualified and trained Work Zone Flaggers on all projects, including encroachments
- January 2010 Let:** Require properly qualified and trained Work Zone Traffic Control Installers on all projects, including encroachments
- July 2010 Let:** Require properly qualified and trained Work Zone Traffic Control Supervisors on all Significant Projects and Encroachments

The group agreed to continue to meet to address these and other issues. Please review these minutes and be prepared to discuss these issues and others at the next meeting on November 14, 2007 at 10:00am in the Traffic Control Conference Room in the Century Center in Raleigh. If you have questions or comments on these minutes, feel free to contact me at (919) 250-4159.

MMM

cc: Steve Varnedoe, PE
(Attn: Jon Nance, PE)
(Attn: Lacy Love, PE)
Jennifer Brandenburg, PE
Debbie Barbour, PE
Division Engineers
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Division Maintenance Engineers
Division Operation Engineers