



Tailgate Meeting Guide

When is Traffic Control Required for Towing and Recovery?

Roadside work can be dangerous due to moving traffic. One of the best ways to reduce the risk of injury is to build an effective traffic control zone to separate your work area from passing vehicles. To determine what traffic control measures may be needed, you first need to assess the risk. Print this information and give it to drivers. It applies to:

- **Emergent work:** (requiring less than 5 minutes, such as a vehicle needing a jumpstart or fuel)
- **Brief duration work:** (requiring less than 15 minutes, such as a stalled vehicle)

1. Assess the risk

a) Work duration: Will the work take less than 15 minutes?

YES / NO

b) Sight distance (length of roadway ahead visible to a driver): For the posted speed limit, is the minimum sight distance met?

| | |
|-------------|------------|
| 50-70 kmh | 100 metres |
| 80-90 kmh | 170 metres |
| 100-110 kmh | 250 metres |
| 120 kmh | 300 metres |

YES / NO

c) Traffic volume: Is the estimated traffic volume in the lane(s) you'll be entering fewer than 5 vehicles per lane per minute?

YES / NO

c) Environmental conditions: Is visibility unrestricted (no fog, heavy rain, blowing snow, etc.) and/or are road conditions good (not slippery)?

YES / NO

2. Determine if traffic control measures are required

- *If **Yes** to all 4 questions:* No traffic control measures required.
- *If **No** to 1 or 2 questions:* Traffic control measures may be required.
- *If **No** to 3 or 4 questions:* Additional traffic control measures required.

3. Determine appropriate traffic control measures

Traffic control measures include temporary traffic control devices such as cones, message signs, flashing arrow boards, rumble strips, and traffic control persons (TCPs).

If you determine that a traffic control measure is required:

- Follow the requirements of [Part 18 of the Occupational Health and Safety Regulation](#).
- Ensure you have the correct traffic control devices for the work zone layout, as specified in the [2020 Traffic Management Manual for Work on Roadways \(TMM\)](#).
- Set up your work zone according to layouts specified in the TMM.
- Inform your supervisor if you do not have the correct equipment or are unsure of the required layout.
- Inform your supervisor if a TCP is required (e.g. available traffic control devices do not meet the minimum requirements in Part 18 and the TMM or if single lane alternating traffic is required).
- Delay work until the appropriate traffic control devices are positioned and any other required measures are in place.

Control your exposure. Do as much work away from passing vehicles as possible. For more information visit the ConeZoneBC.com employer and supervisor section.

Project: _____ Address: _____

Employer: _____ Supervisor: _____

Date: _____ Time: _____ Shift: _____

Number on Shift: _____ Number Attending: _____

Other safety issues or suggestions made by attendees:

Record of those attending:

| Name (please print) | Signature | Company |
|---------------------|-----------|---------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
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| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | | |
| 15. | | |

Manager/supervisor remarks:

Manager: _____ Supervisor: _____

(signature)

(signature)

