1.0 Purpose

Roadway work zones at the University at Buffalo are often times in conflict with the University communities’ need for foot and vehicular traffic. With so much activity in close proximity, roadway work zones must be adequately controlled to ensure campus safety. The *Work Zone Safety: Guidelines for Construction, Maintenance, and Utility Operations, September 2008*, hereinafter the handbook, illustrates the principles of proper work zone traffic control. If situations arise that are beyond the scope of the handbook, the parties involved will need to reference the NYS MUTCD (Manual of Uniform Traffic Control Devices).

Please note that this policy statement contains no specific procedures for compliance as they are contained in the handbook.

2.0 Scope

This policy applies to all entities that perform work related to construction, maintenance, and utility work in and around roadways, except for projects where a traffic control plan is specified in contract documents and managed through a University Facilities Project Manager.

3.0 Emergencies, Alarms, and Police Notifications

Contractors must abide by all alarms and evacuation procedures as established by UB. This information must be included in the contractor’s emergency plan and training. The contractor shall have pre-planned emergency evacuation areas for all worksites and all
personnel shall be directed to check into this area in the event of an emergency. Personnel accountability is critical to emergency responders.

Contractor personnel shall call **UB Police at 716-645-2222** to report any of the following:

- Alarms triggered by the contractor
- Emergencies such as accidents or natural disasters
- Fires (in addition contract personnel should pull nearest fire alarm if possible)
- Requests for emergency medical services
- Police issues such as theft of property or damage to contractor equipment

Contractor personnel should program the University Police number into their cell phones to ensure prompt reporting of emergencies.

**Important UB Telephone Numbers:**

<table>
<thead>
<tr>
<th>All Emergencies (FIRE, EMS, POLICE)</th>
<th>716-645-2222</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Light Emergency Phones</td>
<td>Pick up and speak</td>
</tr>
<tr>
<td>Environment, Health &amp; Safety (EH&amp;S)</td>
<td>716-829-2401</td>
</tr>
<tr>
<td>Facilities Planning and Design</td>
<td>716-645-2612</td>
</tr>
<tr>
<td>Facilities Customer Service</td>
<td>716-645-2025</td>
</tr>
<tr>
<td>Dig Safely New York</td>
<td>811</td>
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</table>

**4.0 Definitions**

**Competent Person** - A person who is capable of identifying existing and predictable hazards in the surroundings or working environments which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. (29 CFR 1926 Subpart C).

**Temporary Traffic Control Plan (TCP)** - This plan describes temporary traffic control measures to be used for facilitating road users through a work zone. The plan may be very detailed or simply reference drawings in either the MUTCD or Work Zone Safety Guidelines booklet or be comprised of specific drawings in contract documents.

**5.0 Responsibilities**

**EH&S**

EH&S shall be responsible for liaison with local emergency responders with respect to road closures and detours, and other circumstances that may render roadways impassable.
University Project Managers

- Shall plan, in conjunction with contractors, the State University Construction Fund, and EH&S, all aspects of roadwork that affect the campus community.

- Shall verify that contractors working on campus have **competent persons** who will be in charge of their activities. Each work zone shall a competent person on site during setup of a work zone and as needed thereafter to ensure that work zones remain safe.

- Will notify the University Police and Campus Parking when significant roadway closures are performed, parking spaces are made inaccessible, or as other significant conditions dictate.

Contractors

- Contract personnel shall set up all work zones per the predetermined plan.

- If work zones are constructed without prior approval of EH&S, FP&D, or SUCF the contractor shall ensure that setup meets the requirements as outlined in this Policy Statement and the handbook.

- The contractor or entity creating the work zone shall provide flaggers as needed and such persons shall be properly trained and equipped.

Facilities Project Managers

- Ensure that contractors creating traffic work zones follow the requirements herein.

Traffic Control Supervisors

- A person designated by the contractor or entity performing the work who assumes overall responsibility for the work zone setup and conformance of the temporary traffic control devices with the temporary traffic control plan.

6.0 Associated Documents

**University Documents:**

*Campus Commitment to Safety*

http://wings.buffalo.edu/services/fac/ehs/committosafety.htm

**Other Documents:**


http://www.clrp.cornell.edu/

Flaggers Handbook, September 2008 by the Cornell Local Roads Program
Related Links:

*Building Safer Highway Work Zones: Measures to Prevent Worker Injuries from Vehicles and Equipment*
http://www.cdc.gov/NIOSH/01-128pd.html

7.0 Important Contact Information

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8.0 Document Revision History:

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<th>Change(s) Made:</th>
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