



Safety Protocol for the Installation and Removal of Automatic Vehicle Traffic Counters

During each data collection season (typically May – October), The Strafford Regional Planning Commission (SRPC) conducts anywhere from 100 to 130 traffic counts throughout the region using Automatic Traffic Recorders (ATR). This traffic data is used by a variety of organizations during decision making processes as it provides tangible evidence of transportation system conditions.

The task of installing and removing automatic vehicle traffic counters requires employees to operate in, or in close proximity to, roadways. This activity requires the interaction of employees with vehicular traffic moving at various posted speed limits. The interaction with moving traffic creates a potentially high-risk situation for both employees and motorists. The following policies, therefore, are intended to minimize risks and help prevent damage or injury to employees and motorists. It should be noted that any traffic related equipment and signage must be MUTCD (Manual of Uniform Traffic Control Devices – 2009 Edition) compliant.

Before field data collection activities commence, all field personnel will be provided a copy of the Strafford Regional Planning Commission Wellness and Safety Plan (January 20, 2017). Below is a list of some critical safety precautions, as listed, in the plan adapted for traffic count data collection practices.

1. Staffing

A data collection team of at least two employees and required equipment must be present during the installation and removal of automatic vehicle traffic counters. All field personnel are to carry identification.

2. Personal Protective Equipment

All employees involved with the installation or removal of vehicle traffic counters must wear/ possess all proper personnel protective equipment (PPE) including:

- A: **Traffic Vests** – High Visibility /Breakaway style-ANSI Class 2 minimum (Meets ANSI/ISEA 107) as illustrated in the photo below.
- B: **Sturdy Closed Toed Shoes** (NO FLIP FLOPS OR SANDALS)
- C: **First Aid Kit** – Ensure that the first aid kit is well stocked prior to field work and notify the staff member in charge of ordering supplies when needed.
- D: **Hard Hat** – with adjustable ratchet suspension.



Optional but encouraged equipment includes:

- E: Work Gloves
- F: Sunscreen/ Bug Spray
- G: Water bottle

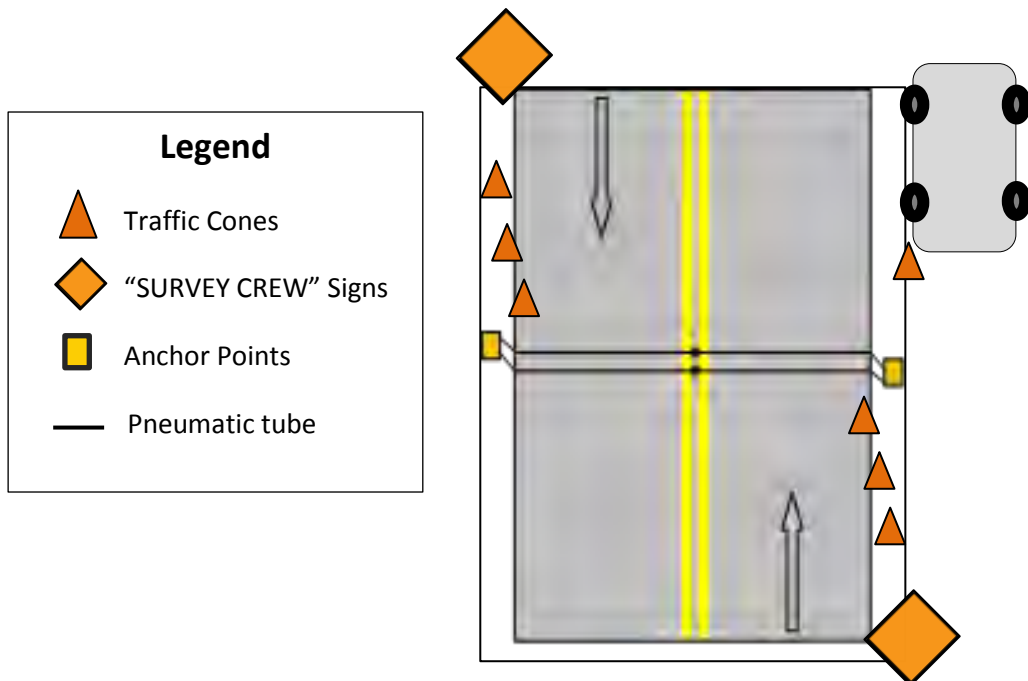
3. Roadside Safety Equipment

- A: **Traffic Cones** – MUTCD Approved / Min. 28” Tall with 6” over 4” dual reflective bands must be deployed as shown in Section 4E. Example of an approved cone illustrated.
- B: **Roadside Signage** – MUTCD Approved, must be installed as shown in Section 4E. Example of approved signage illustrated.
- C: **Vehicle Rooftop Beacon Light** – An amber beacon light it so be mounted on the vehicle rooftop to add visibility when parked alongside the road.



4. Roadside Safety Protocols and Methods

- A: **Conditions and Hazards** – Know the hazards on and around the roadway. Be aware of cars, ditches, and other road hazards. Consider weather conditions, visibility, stopping distance for drivers, and time of day while practicing maximum caution while working on the roadway.
- B: **Police Department Assistance** – Staff should request the local police to control traffic at sites that they determine may be hazardous. Details are to be scheduled at least 4 days in advance.
- C: **Travel** – When traveling to and from field locations, employees will wear their seatbelts until they reach their destination. Do not use cellular phones while driving or working in the roadway.
- D: **Posted – No Trespassing – Keep Out** – Obey all posted “No Trespassing” signs.
- E: **Signage Placement** – Strategic placement of signage to warn motorists of what to expect. The distance for sign placement from the “traffic counter installation site” will vary depending on the posted speed limit. The MUTCD manual describes in detail, the proper spacing distance of warning signs based on speed limits.
 - a) Configuration I: A typical two (2) lane roadway is illustrated below. It should be noted that all equipment and signs placement are not to scale. The MUTCD (2009 Edition) manual is to be the primary reference to determine proper sign placement and distance based on posted speed limits.



b) Configuration II: Staff deploys the “SURVEY CREW” signs behind the work vehicle to warn approaching traffic. Staff deploys a cone on the perpendicular face of the work vehicle facing oncoming traffic. Configuration II will only be utilized on a limited basis for low volume, low speed roads with good visibility.

F: **Accidental Injury** – If an accidental injury occurs while at work, it must be reported immediately to the Executive Director or other designated administrative employee. All injuries must be reported whether they are minor, require minimal first aid, or are more serious and result in seeking immediate attention by a Health Care Provider. The executive director is responsible for reporting all workplace injuries in accordance with the requirements of the New Hampshire Worker’s Compensation Law. Failure to report workplace accidents is a serious matter as it may preclude an employee’s coverage under Worker’s Compensation Insurance.

5. Schedule

- A: **Assessment of Count Locations** – At the beginning of the season all traffic count locations will be evaluated to identify locations with speeds over 50mph and Average Daily Traffic (ADT) counts of 20,000 or more. Additionally, count locations will be reviewed to identify sites with limited or low visibility (as determined by reviewing aerial imagery, road configuration, and topographic data). High speed (>50mph), high volume (>20,000 ADT) or low visibility count locations will be scheduled during off peak hours to maximize staff safety and/or may have a scheduled police detail to increase staff safety.
- B: **Lower speed, Lower Volume, and Good Visibility Locations** – Counts will typically be set during SRPC business hours on Mondays and picked up on Fridays. Checks will be performed by a single staff person on Wednesdays to confirm it is still set properly. Given poor weather conditions alternative timelines may be followed under the circumstance that the traffic counters are set, and data is collected for three uninterrupted, non-holiday weekdays.
- C: **High Speed, High Volume, or Poor Visibility Locations** – Counts in these instances will either be set and removed on weekdays at 6 AM or between 7 AM and 2 PM on Sundays. Those locations that pose the greatest safety risk for staff will be bundled together and a police detail hired for the days staff are to be in the field to set and remove counters.

No safety protocol or procedure can take the place of common sense and wherewithall when in the field.

**Acknowledgement of Receipt of
Strafford Regional Planning Commission
Safety Protocol for the Installation and Removal of
Automatic Vehicle Traffic Counters**

This will acknowledge that I have received a copy of the Strafford Regional Planning Commission's **Safety Protocol for the Installation and Removal of Automatic Vehicle Traffic Counters**. I acknowledge my obligation to acquaint myself with the provisions of this Policy and any future amendments thereto. I further acknowledge that I have read, understand, and will comply with, the provisions of this policy.

Signature

Printed Name

Date