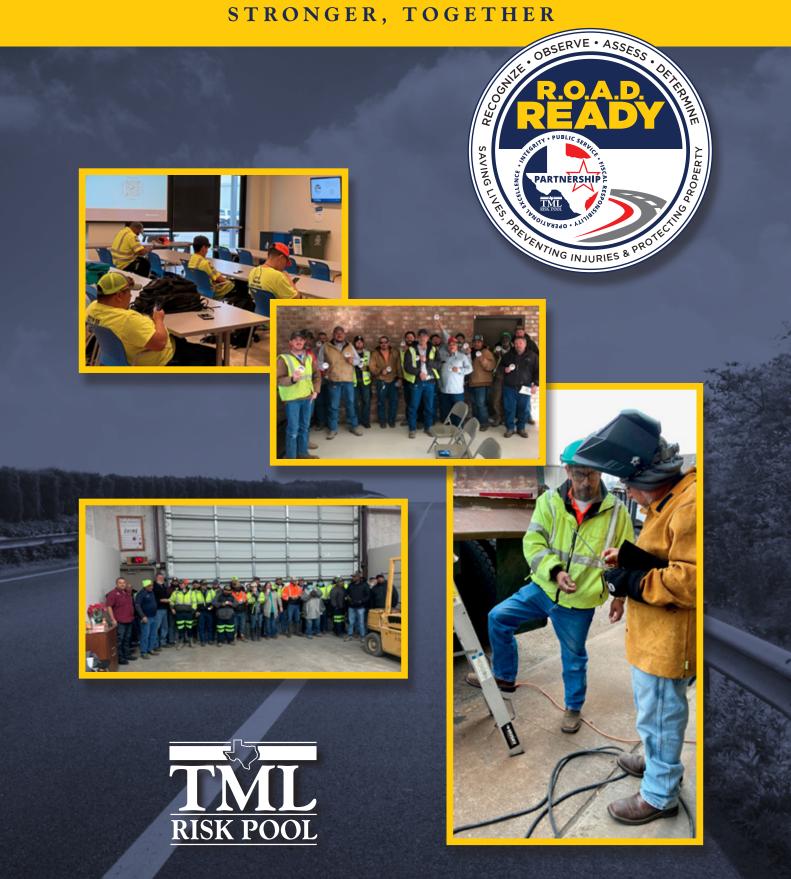
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R.O.A.D. READY MONTH 2023 TOOLKIT



About R.O.A.D. Ready

R.O.A.D. Ready is a Risk Pool program designed to save lives, prevent injuries, and protect property by raising Member awareness of dangers on and near roadways. The Pool will provide participating Members with: (1) specifically designed resources and training to mitigate roadway risks; and (2) promotional materials to show they are R.O.A.D. Ready.

The Pool launched the program in January 2022 and has designated each successive January as R.O.A.D. Ready month. To participate, a Member should: (1) make a commitment to becoming R.O.A.D. Ready by providing internal roadway safety training or using the Pool's resources to do so; and (2) participating in national roadway, vehicle, or work zone programs.

Is your entity R.O.A.D. Ready? Recognize the Hazards; Observe People, Processes, and Equipment; Assess the Risk Level; and Determine the Safest Course of Action.



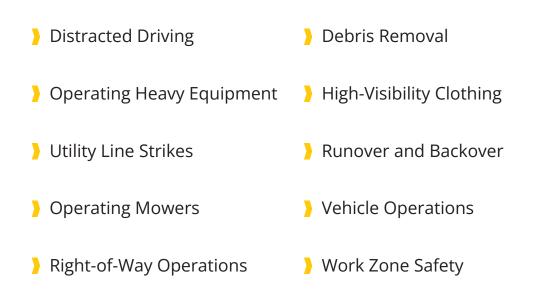


About this toolkit

The TMLIRP team encourages you to celebrate R.O.A.D. Ready Month with us throughout January. This toolkit is designed to help you provide your organization with the tools and resources to learn the basics of how to be R.O.A.D. Ready.

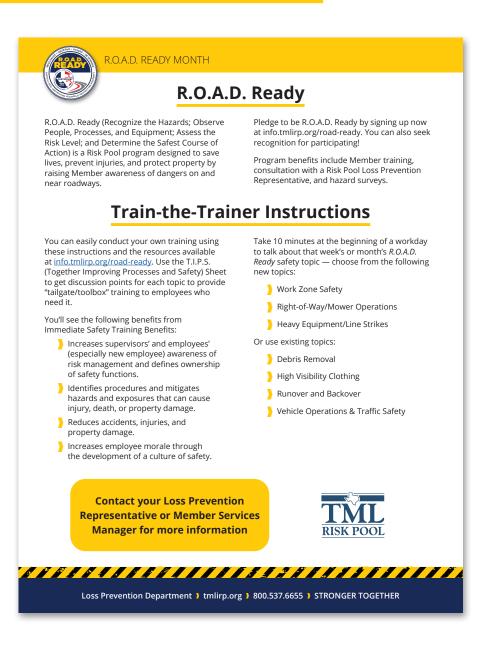
In this toolkit

This toolkit contains a Train-the-Trainer document, and T.I.P.S. sheets and posters on the following topics:





Train-the-Trainer document



Download Train-the-Trainer



Distracted Driving T.I.P.S. sheet



Distracted Driving and Road Rage

Distracted driving is any activity that diverts the driver's attention away from driving. Aggressive driving is unsafe behavior with ill intent or disregard for the safety of other drivers and property. Road Rage is a motorist's uncontrolled anger and is expressed in aggressive or violent behavior towards other drivers. These behaviors are *never* okay. One wrong move can ruin your life, so pay attention and stay safe. Remember the R.O.A.D. Ready acronym:

Recognize the Hazards

- - Anything that diverts attention from driving is distracted driving, including talking or texting on your phone, eating, or drinking.
 - Texting involves three types of distractions, visual, manual, and cognitive. Texting for just 5 seconds at 55 miles-per-hour is like driving the length of a football field with your eyes closed.
 - Speed kills and endangers everyone on the road, including our public safety personnel.



Observe People, Processes, and Equipment

- Are individuals driving while using a cell phone or hands-free device?
- Are people speeding, rolling through stop signs, or running red lights?
 Are vehicles changing lanes without signaling?



Assess the Risk Level

- Distracted or aggressive driving should be assessed before getting behind the wheel.
- Inadequate following distance can increase your risk of rear-end collisions.
- Excessive speed increases the degree of crash severity, which could lead to more severe injuries.



Determine the Safest Course of Action

- Know your route. Adjust your mirrors and set your navigation devices before leaving. These can be as distracting as cell phones.
- Keep your distance when following other vehicles, which gives you more time to react to what is happening in front of you.
- If you are in the left lane and someone wants to pass, move over and let them by.
- Give speeding drivers plenty of space. Speeding drivers increase the risk of accidents or loss of control of their vehicle.
- Adjust your driving accordingly. Speeding is tied to aggressive driving. If a speeding driver is tailgating you or trying to engage you in risky driving, use judgment to safely steer your vehicle out of the way.

Additional Resources:

- Our Driving Concern Traffic Safety Huddles <u>https://txdrivingconcern.org/traffic-safety-huddles/</u>
- TDI Driving Distractions Fact Sheet <u>https://www.tdi.texas.gov/pubs/videoresource/fsdrivdistract.pdf</u>
- TDI Aggressive Driving Fact Sheet <u>https://www.tdi.texas.gov/pubs/videoresource/fsaggressive.pdf</u>
- TMLIRP LocalGovU Defensive Driving Basics & Advanced Driving Techniques <u>https://www.localgovu.com/tmlirp/</u>
 TMLIRP Media Library Distracted Driving How Focused Are You? (Disk # 833) <u>https://www.tmlirp.org/risk-management/multimedia/</u>

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Distracted Driving poster



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Operating Heavy Equipment T.I.P.S. sheet



Heavy Equipment Operations

Operating heavy equipment on or near the road can be hazardous, and Members are encouraged to provide employees with training before they operate any piece of heavy equipment. Training ensures that each operator is competent to operate the equipment safely. Remember the R.O.A.D. Ready acronym:

Recognize the Hazards

- Ensure the equipment is safe to operate by completing a thorough pre-trip inspection.
 Always maintain three points of contact when entering/exiting
- equipment.
 Watch out for co-workers, pedestrians, vehicles, and fixed
- objects.
- When transporting equipment, ensure all tie down points are properly secure, including any attachments.

Observe People, Processes, and Equipment

- As the operator of equipment or a vehicle, you have the right to call a "Safety Time Out" if the equipment
 or vehicle is not safe to drive or operate. Contact your supervisor immediately to correct any deficiencies
 prior to operation.
- You also have the right to call a "Safety Time Out" if you observe present or evolving roadway hazards at a worksite.
- Double check that all overhead power lines and low clearance obstructions have been identified.
- Check that underground utilities, such as water, gas, sewer, fiber optic, and electric lines have been located.
- Observe how visible you, co-workers, equipment, and the worksite are to motorists.
 Observe how much advance notice of your worksite motorists have.

Assess the Risk Level

- If loading or unloading in the street, are you placing people and equipment in unprotected areas?
- Are employees standing within danger zones of equipment?
- Have you performed a 360-degree walk around?
- Are drivers unaware that you or a worksite is present?
- Is there effective traffic control for roadway exposures?

Determine the Safest Course of Action

- When operating heavy equipment, create a sphere of safety by eliminating hazards above, below, and
 around the equipment.
- Let drivers know in advance that you and a worksite are present.
- Help drivers see you with high visibility clothing.
- Use effective traffic control devices to tell drivers you are ahead, and what you want them to do as they
 operate their vehicles near your equipment and crews.
- Use an internal traffic control plan to help avoid pedestrian accidents.

Additional Resources:

- Texas Department of Insurance Workplace Safety Videos <u>Workplace Safety Videos (state.tx.us)</u>

 Construction Safety Several Titles Under "Struck-by Accidents"; Heavy Equipment Safety Several Titles Under
- This Topic; Trailer Safety "Trailer Safety Checklist"; Work Zone Safety Several Titles Under This Topic TMLIRP's Media Library contains multiple DVD's related to this topic that are Department specific:
- https://www.tmlirp.org/risk-management/multimedia/

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Operating Heavy Equipment poster



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Utility Line Strikes T.I.P.S. sheet



Line strikes are common during excavation and right-of-way work, and they are usually caused by the failure to locate buried utilities and/or maintain required clearance of overhead lines. Line strikes have the risk of injury, death, and property damage, so ensure you take adequate precautions to avoid line strikes and traffic hazards. Remember the R.O.A.D. Ready acronym:

Recognize the Hazards

- Overhead hazards may be easier to mitigate because of the ability to see overhead cables.
- Underground gas, water, sewer, and communication cables require extra care. Contact Texas 811 for nocost utility locates.
- If your equipment and worksite is on or near a roadway, recognize the risk to you, equipment, and motorists.

Observe People, Processes, and Equipment

- Crews should practice situational awareness, which requires knowing what is going on around us. This
 should be addressed prior to commencing any work by discussing overhead and underground utilities
 during the job site briefing.
- Locates are made by owners or representatives hired to mark buried cables, conduit, and pipe. Utilities are
 identified with specific paint markings on the ground, as well as flags indicating the type and location of
 buried utilities.
- · Observe how visible you, co-workers, equipment, and the worksite are to motorists.

Assess the Risk Level

- Safe clearance is required when working around high voltage lines and buried gas pipes. Contact with high
 voltage lines or buried gas pipe during excavation can cause arcing, fires, and explosions.
- When working around utilities in your work area, knowing the what and where of lines is crucial. Every effort should be made to locate and avoid damaging or encountering these lines.
- Are drivers unaware there is a worksite with people and equipment ahead of them?

Determine the Safest Course of Action:

- Know what is in the vicinity of your work area and ensure you take adequate precautions to avoid accidental
 contact. When in doubt, back out and reassess the project.
- Use an internal traffic control plan to help reduce risk to crews, drivers, and equipment.
- Use traffic control devices when necessary and wear high visibility clothing.
- When excavating always create a sphere of safety by eliminating hazards above, below, and around the equipment.

Locate Links

- Tx811 Portal <u>https://txgc.texas811.org/geocall/portal</u>
- Damage Prevention Council of Texas 811 <u>https://dpcoftexas.org</u>

Additional Resources:

- TMLIRP Media Library https://www.tmlirp.org/risk-management/multimedia/
 - Seeing is Believing--Safely Exposing Buried Utilities (DVD) 2001
 - URD and Excavation Site Safety (DVD) 2003

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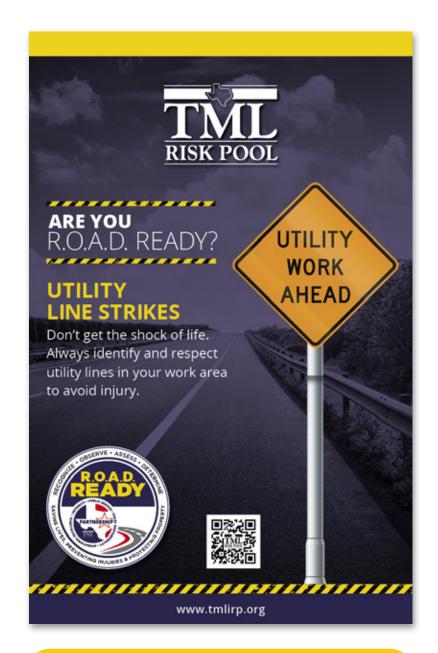
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Line Strikes



Utility Line Strikes poster



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Operating Mowers T.I.P.S. sheet



Mowing Operations

Mowing operations carry risks from exposure to the weather, operating on slopes, and hidden dangers such as tree stumps. Mowing operations near roadways add additional dangers and requires traffic control measures to ensure motorists know you are ahead, can easily see you, and are protected from debris being thrown from the mower. Ensuring that you and the mower unit are highly visible to drivers is very important. Remember the R.O.A.D Ready acronym:



<u>R</u>ecognize the Hazards

- Review the weather and traffic conditions prior to mowing.
- Visually inspect the area before mowing. Check for washouts and debris.
- Are the mowers equipped with slow moving vehicle signs and orange flags or pennants on a whip to show the location of the tractor in high grass or over the edge of slopes?

Observe People, Processes, and Equipment

- Are the mowers in good working condition?
 - Are the mowers equipped with a roll-over-protection system (ROPS)?
- If mowers have a ROPS system, are seatbelts always worn?
- What type of training do employees receive prior to operating mowers near roadways?

Assess the Risk Level

- Steep slopes increase the risk of mower accidents.
- Is it possible to perform mowing tasks safely with the current equipment, weather conditions, and other factors?
 - Are drivers aware you and mowing equipment are ahead of them?
- Is there effective traffic control for roadway exposures?

Determine the Safest Course of Action

- Mow in the direction of oncoming traffic. It results in less impact if debris is thrown out and provides better visibility.
 - Head lights should always be on.
 - Wear the appropriate personal protective equipment, including safety glasses, hearing
 protection, hard hats, and reflective clothing.
 - Be sure that the appropriate signs, such as "mowing ahead" or "road work ahead" are placed along the roadway.

Additional Resources:

- TMLIRP Media Library <u>https://www.tmlirp.org/risk-management/multimedia/</u>
 - Right-of-Way Mowing Safety (DVD)
 Safety Procedures for Lawn Mower Operations (DVD)
 - Safety Procedures for Lawn Mower Operations (DVD)
 National Ag Safety Database: Mowing and Trimming Safety <u>NASD Mowing and Trimming Safety</u>
 - (nasdonline.org) OSHA Dangers of Roll-Overs of Riding Mowers Dangers of Roll-Overs of Riding Mowers | Occupational
- Safety and Health Administration (osha.gov)
- Texas Department of Insurance Workplace Safety Videos Workplace Safety Videos (state.tx.us)
- Landscape Safety Toro Zero Turn Operator Safety Training

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Operating Mowers poster



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Right-of-Way Operations T.I.P.S. sheet



Right-of-Way Maintenance Operations

The "right-of-way" (ROW) generally refers to streets, sidewalks, utilities, and lands designated for public use. Maintenance of these areas typically involves vegetation control, tree and brush removal, utility locating and repairing, graffiti abatement, litter control, sidewalk repair, and other activities. These activities place you on or near roadways with vehicular traffic. Remember the R.O.A.D. Ready acronym:



Recognize the Hazard

- Workers can be at risk of being struck by distracted drivers, heavy equipment, and mobile equipment.
 When tree trimming, ensure ground personnel are not within the "drop zone."
- Onlookers, whether crews or the public, are at risk if they are "close in" to the cutting operation area.
 - When mowing, dust and debris can limit visibility and the detection of steep slopes or hidden hazards.
- Dust and debris from mowers or tractors can obscure the visibility of motorists who may not see workers.

Observe People, Processes, and Equipment

- Are employees maintaining appropriate separation distance from traffic?
- If employees are near roadways, are motorists warned employees are working ahead?
- Are work vehicles and equipment parked away from the road in a designated area?
- Are employees visible throughout the work activities, especially with high dust or airborne debris?

Assess the Risk Level

- Are employees working alone?
- Can maintenance activities wait until after peak traffic times?
- Will employees be working in the same area that heavy equipment is operating?
- Will employees need to remove debris from the shoulder or roadway?

Determine the Safest Course of Action

- Conduct a pre-job briefing to ensure that all workers are informed of their duties, safety, and of the designated
 work area.
- All workers within the right-of-way should wear a minimum of an ANSI Class 2 apparel; Class 3 is recommended at night.
- Consider traffic spotters or "lookouts."
- When feasible, consider creating a temporary traffic control plan that allows for the closure of a lane for extra workspace.
- Use the work vehicle as protection and warning signs whenever possible.
- Find the safest available location to park or unload equipment.

Traffic Control Devices Link

Texas MUTCD, Temporary Traffic Control https://ftp.dot.state.tx.us/pub/txdot-info/trf/tmutcd/2011-rev-2/6.pdf

Additional Resources:

- Work Zone Safety for Local Governments: TMLIRP Online learning center: <u>https://www.localgovu.com/tmlirp/</u>
- TMLIRP Safer in Seconds: Mobile Equipment Pre-Trip Inspections and Mowing Safety Series
- TMLIRP Media Library DVD's <u>https://www.tmlirp.org/risk-management/multimedia/</u>
 - \circ $\;$ Bucket Truck Safety DVD Disk # 572, #420; Right-of-Way Mowing Safety DVD Disk #67 $\;$

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Right-of-Way Operations poster

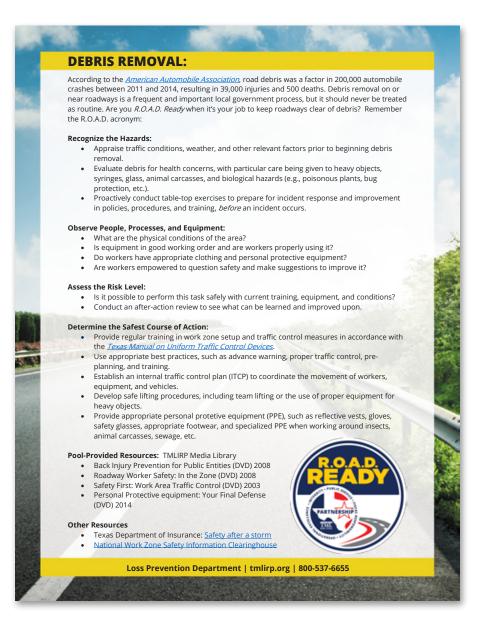


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Debris Removal T.I.P.S. sheet



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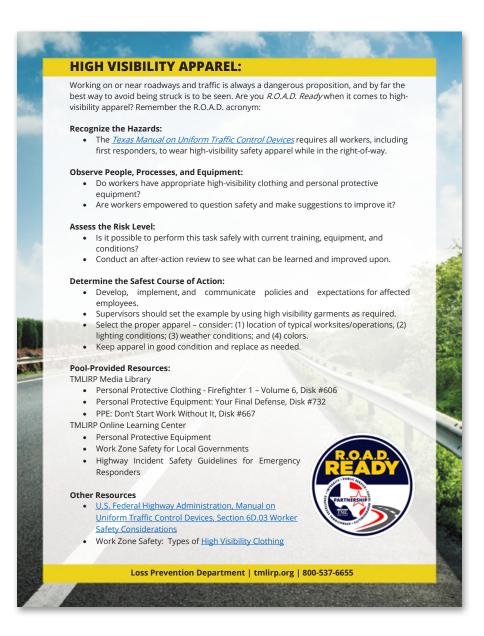
Debris Removal poster



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High-Visibility Clothing T.I.P.S. sheet



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High-Visibility Clothing poster

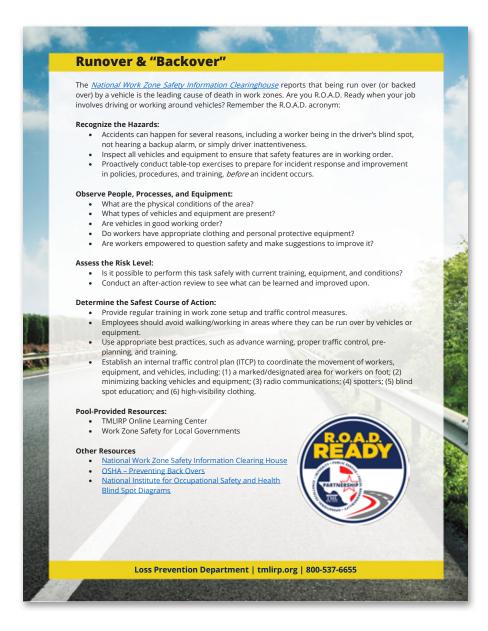


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Runover and Backover T.I.P.S. sheet



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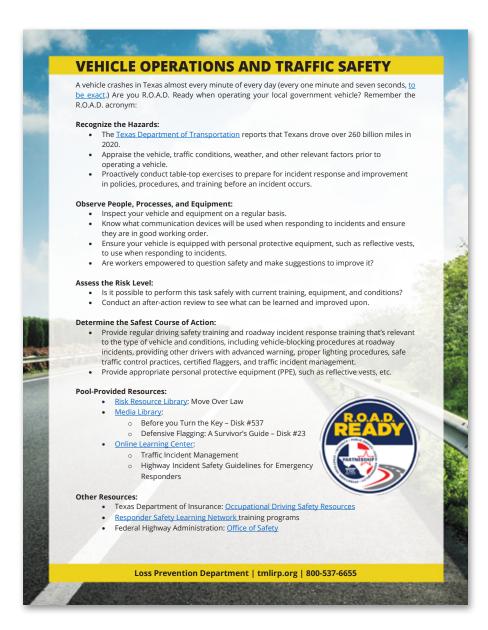
Runover and Backover poster



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Vehicle Operations & Traffic Safety T.I.P.S. sheet



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Vehicle Operations & Traffic Safety poster



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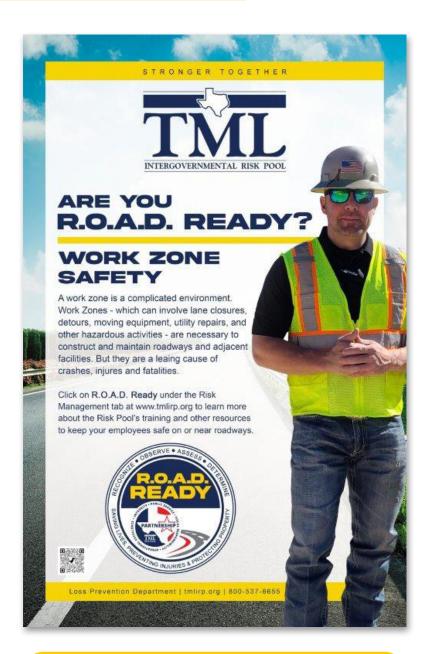
Work Zone Safety T.I.P.S. sheet



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Work Zone Safety poster



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