

APPENDIX C  
MODEL INSTRUCTIONS FOR TRAFFIC CONTROLLERS  
(Informative)

C1 SCOPE

This Appendix sets out model instructions for the establishment of manual traffic control and for the training of a traffic controller.

C2 INSTRUCTIONS

As a traffic controller you must observe the following instructions:

(a) You must wear the high visibility clothing provided. You will normally be provided with a day/night vest, overall or jacket that is fluorescent for daytime visibility and with retroreflective strips for night work or in case you have to work after dusk.

(b) You are responsible for setting up the PREPARE TO STOP sign at the beginning of the shift and taking it away at the end. If you take over traffic control part way through a shift you must check that this sign is in the correct place.

(c) Try to stand where you can see both the end of the work area nearest you and the controller at the other end of the job if there is one. You must also be able to see approaching vehicles at least one and a half times the speed limit in metres (i.e. if the speed limit is 60 km/h, you should be able to see at least 90 m), and they must be able to see you at the same distance. In particular you should take care that you can be seen—

(i) at dawn or dusk;

(ii) against low morning or evening sun on a predominantly east/west road; and

(iii) when in shadow on a sunny day.

(d) Stand facing the traffic but just outside the path of vehicles.

(e) You must make sure you do not obstruct a driver's view of other signs and devices and that you are not yourself partially hidden by one of these.

(f) Work out what you would do if a vehicle came towards you and appeared not to be stopping. Have an escape path ready.

(g) If you are working a single lane section with another controller you will have the responsibility for changing traffic direction if you are next to stop traffic.

(h) Once traffic has stopped, change your position if necessary so that you are clearly visible to further traffic as it arrives; stay at the head of the traffic queue and stand by yourself (do not permit people to congregate at the traffic control station). Make sure your clear escape path is still available.

(i) You must give definite and clear signals as shown in Figure C1 as follows:

(i) To stop a vehicle, turn the bat to STOP and facing the traffic raise other hand into the stop position with the palm towards the traffic.

- (ii) To allow traffic to proceed, wait until all traffic from the other end of the work has passed, move to the side of the road, then turn the bat to SLOW, turn side on to traffic, and with your other hand give the 'to go' signal.
- (iii) To slow traffic, show the SLOW side of the bat, face traffic, extend the free arm and wave it up and down but not above shoulder level.

(iv) To slow traffic at night, you may use an illuminated wand as well as the STOP/SLOW bat if a wand is available. Wave the wand as shown in Figure C2. Except in an emergency you must always use a STOP/SLOW bat. You may also use a temporary hazard marker, temporary barrier or a boom gate if available to help you control traffic.

(j) Make sure you stand clear of traffic before allowing it to proceed.

(k) Take care that you do not inadvertently display a STOP sign to a stream of traffic.

(l) You must remain at your station until directed by the supervisor to leave or be relieved by another employee.

You will be relieved after 2 hours.

(m) Be courteous at all times in dealing with the public. If requested, tell the driver the reason for the delay but be brief. Never let yourself be provoked by a member of the public.

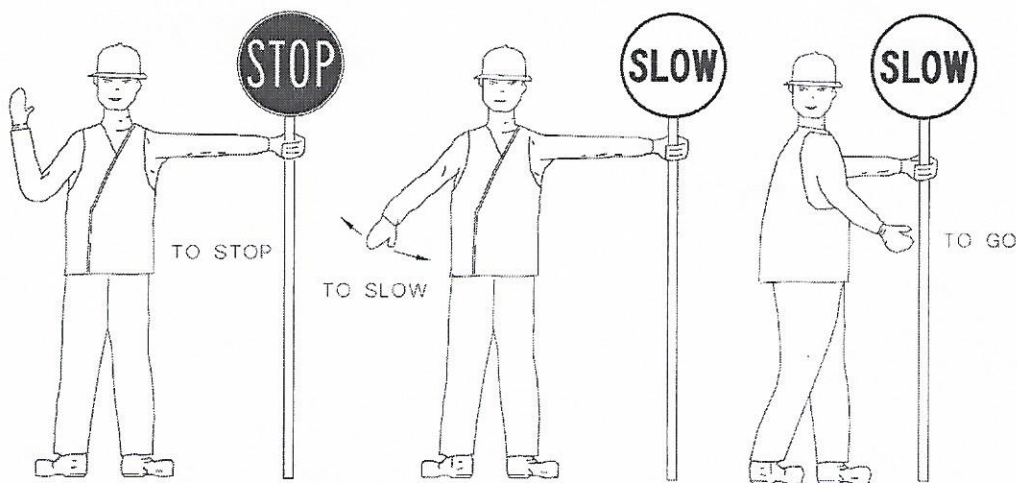


FIGURE C1 SIGNALS BY TRAFFIC CONTROLLER

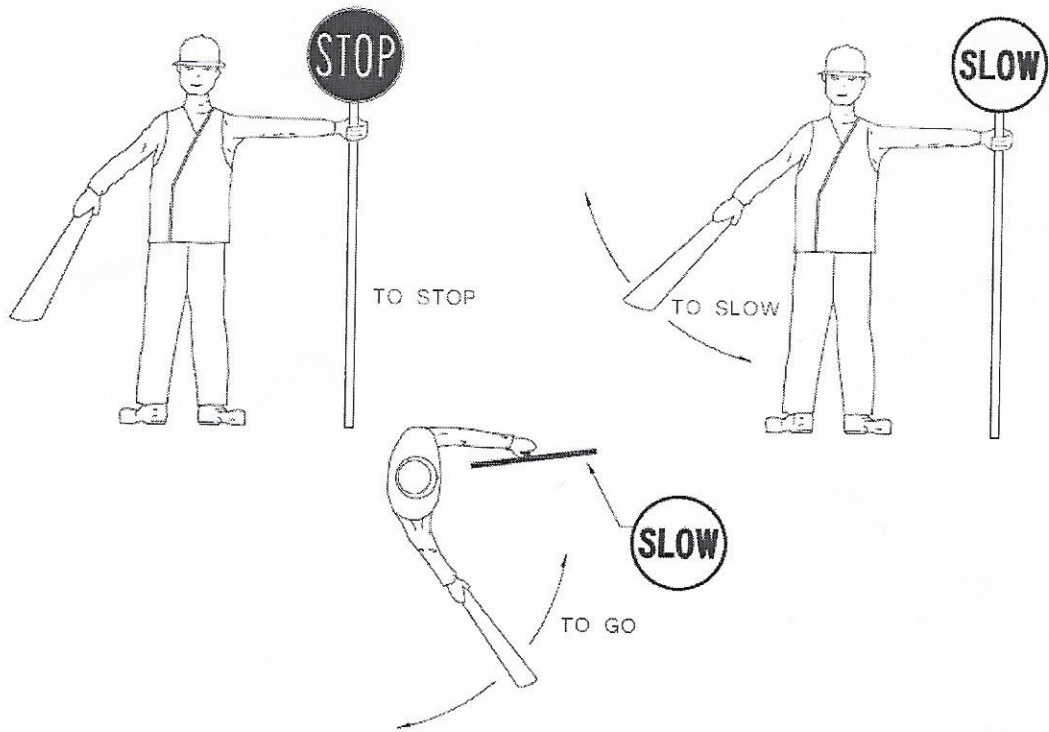


FIGURE C2 USE OF LUMINOUS WAND FOR NIGHT-TIME TRAFFIC CONTROL