



**TRANSPORTATION CABINET**

Frankfort, Kentucky 40622  
www.transportation.ky.gov/

**Steven L. Beshear**  
Governor

**Michael W. Hancock, P.E.**  
Secretary

TO: Steve Waddle, P.E. *SW*  
State Highway Engineer

THROUGH: Edward M. Merryman, P.E. *EMM*  
Interim Executive Director Office of  
Project Delivery and Preservation

Nancy B. Albright, P.E. *Nancy*  
Director Division of Maintenance

FROM: Donald L. Smith, P.E. *DLS*  
Branch Manager Permits

DATE: December 1, 2010

SUBJECT: Work Zone Safety Policy

As required by the FHWA, The Transportation Cabinet developed a policy for Work Zone Safety. Permits will now be following the policy. The Work Zone Safety Policy as written is tailored toward construction. We have adapted the policy as approved by the FHWA to make it applicable to permits. The following guidance has been developed by the Central Office Permits Branch to help district personnel apply the new regulations to permits.

Thanks

Attachments

DLS





**TRANSPORTATION CABINET**


Frankfort, Kentucky 40622  
www.transportation.ky.gov/

**Steven L. Beshear**  
Governor

**Michael W. Hancock, P.E.**  
Secretary

MEMORANDUM

TO: Chief District Engineers

FROM: Steve Waddle, PE   
Acting State Highway Engineer

DATE: December 1, 2010

SUBJECT Work Zone Safety Policy

This memorandum is to notify all Kentucky Transportation Cabinet personnel of the following change to meet the federal requirements for Work Zone Safety. Effective immediately, the districts shall begin using the Work Zone Safety Policy Guidance attached to this memorandum. This policy change will be incorporated in the Permits Policy Manual upon its next revision.



## **Work Zone Safety Requirements on Permit Projects**

### **When is a Temporary Traffic Control Plan (TTCP) required?**

All projects identified below;

1. Interstates,
2. Parkways, or
3. Work in the clear zone of
  - a. multilane facilities, or
  - b. other roadways designated by the District.

### **What Training is Required?**

1. The Cabinet will require qualification for
  - a. Traffic Control Supervisor  
<http://transportation.ky.gov/materials/KQTL.htm>
  - b. Traffic Control Technician  
<http://transportation.ky.gov/materials/KQTL.htm>
  - c. All flaggers shall be trained in current MUTCD flagging procedures.
  - d. Proof of training must be available for review at the Department's request. Qualifications must be current within the last 5 years.

If the applicant does not have qualified personnel, they must either obtain the services of someone who is qualified or obtain the qualifications before a TTCP can be submitted and approved.

### **What is required in a TTCP?**

1. The TTCP must be prepared by a Traffic Control Supervisor.
2. Qualified personnel and contact information shall be provided in the TTCP. Emergency contacts must be provided that will be available 24 hours a day.
3. A qualified Traffic control Supervisor in the District must approve the TTCP.
4. All changes to the TTCP must be approved by the District.

5. The applicant must designate the supervisor or technician who has the primary responsibility and sufficient authority for implementing the TTCP and other safety and mobility aspects of the permit.
6. The following information must be in the TTCP so that the District Public Information Officer can do the Public Information Plan when necessary;
  - a. Work schedule
  - b. Exact date and time supplied to the district a week before the event.
7. The requirements of the Guidelines for Rolling Road Block (when applicable)
8. The TTCP shall be developed using the current editions of the Standard Specifications, Standard Drawings, MUTCD, and other references as necessary. Only those requirements not provided in the Standard Specifications required for maintaining and controlling traffic are to be written into the TTCP.
9. Total closures of a segment should not be considered unless there is a detour available that can handle the expected increased traffic. Alternate travel routing should not exceed 10 miles.
10. In developing and implementing the TTCP, it is required that pre-existing roadside safety hardware be maintained at an equivalent or better level than existed prior to project implementation.
11. District approval of the TTCP is required before any work is performed on right-of-way. Any work performed without an approved TMP will result in the immediate suspension of the permit. No additional work may be performed until the Cabinet is satisfied that additional measures have been taken to make sure that the applicant can execute the project within the stipulations in the permit.