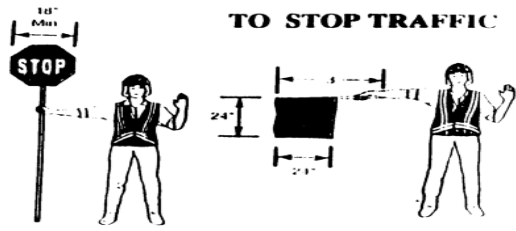


2. A flagger can maintain continuous traffic flow, at reduced speeds, past a work site to help protect the work crew.



TO STOP TRAFFIC

USING A STOP/SLOW SIGN PADDLE: Hold the “STOP” paddle sign erect and away from your body. Look directly at the approaching driver. With your free arm upraised in the “halt” position, bring the first approaching vehicle to a full stop. **DO NOT** wave the paddle.

Never stand in the path of an approaching vehicle, and never turn your back on traffic. Also, since a motorist requires considerable time to see and understand your signals, make clear and precise signals.

If you are using one of the new flashing STOP/SLOW paddles, activate the flashing light(s) as the first driver is approaching the stop position. **DO NOT** leave the flashing light(s) activated more than necessary to stop the vehicle. As other drivers approach the work area, you may want to repeat a short phase of the flashing mode, but do not leave the lights flashing. This will overtax the batteries and reduce the effectiveness of the flashing lights as a means of attracting the attention of a driver.

Louisiana LTAP Center
4099 Gourrier Avenue
Baton Rouge, LA 70808
(225) 767-9117
www.louisianaltap.org



USING A RED FLAG: Stand on the shoulder or roadside facing traffic. Extend the flag horizontally across the traffic lane. Hold the flag still and make sure that the full area of the flag is visible hanging below the staff. Look directly at the approaching driver. For greater emphasis, give the halt” command with your free hand.

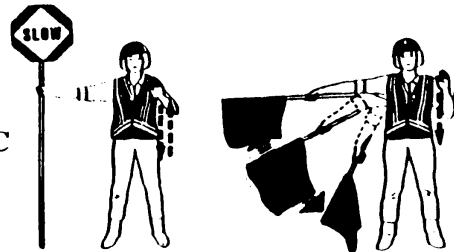
TO RELEASE TRAFFIC



USING A STOP/SLOW SIGN PADDLE: While standing to the front and right of stopped traffic, turn the “SLOW” side of the sign paddle to face traffic. With your free arm, signal the driver to proceed. **DO NOT** wave or rock the paddle.

USING A RED FLAG: Stand to the front and right of stopped traffic parallel to the roadway. Lower the flag so that it is hidden behind your body as much as possible. With your free arm, motion traffic to proceed. **Do Not** motion traffic to proceed by waving the flag.

TO SLOW TRAFFIC



USING A STOP/SLOW SIGN PADDLE: Stand on the shoulder or roadside out of the traffic lane. Hold the sign paddle sign erect and away from your body with the “SLOW” sign facing approaching drivers. **DO NOT** wave or rock the paddle. *For added emphasis, the free hand, palm down, may be slowly raised and lowered.*

USING A RED FLAG: Stand on the shoulder or roadside out of the travel lanes. Face traffic and slowly wave the flag in a sweeping motion (from the 6 o’clock to the 9 o’clock position and back to the 6 o’clock position) **Do Not** raise the flag above a horizontal position.

TO THE SUPERVISOR.

The *Manual on Uniform Traffic Control Devices* states that flagging “...should only be employed when required to control traffic or when all other methods of traffic control are inadequate to warn and direct drivers.” This means that flagging should never be used as a means to reduce the level of traffic control at a work site. Instead, in the interest of safety, it should be used to supplement signs, barricades, and other appropriate traffic control devices.

Flagging is probably the single most important traffic control assignment on a job site. It is also one of the most difficult and dangerous assignments. Flagging requires special training, constant attention, and quick thinking. It is monotonous and physically tiring. For these reasons, never assign the flagging duties to an individual simply because he or she is the newest or least productive worker. Select an individual who has the following characteristics:

- Responsible and dependable
- Courteous, but firm manner
- Alert
- Calm under pressure
- Neat in appearance
- Quick reflexes and quick thinking
- Concerned for others’ safety and well-being
- Good physical condition including good eyesight and hearing

In addition, every flagger should be trained in proper flagging techniques and basic safety practices. New flaggers should have an introductory training session before they attempt to handle traffic, and all flaggers should have periodic refresher sessions on proper techniques. Close and positive flagger supervision is also critical. Flaggers should know exactly what is expected of them and how best to accomplish their job at a particular work site.

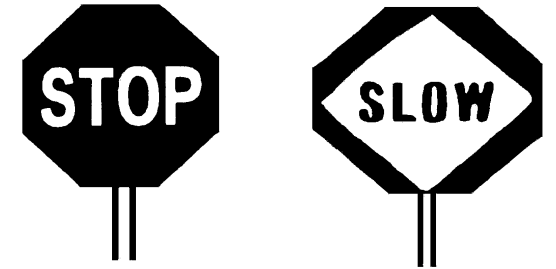
FLAGGING TIPS

Revised March 2016

TO THE FLAGGER:

As a flagger at a construction, maintenance, or utility work zone (or for incident management), the safety of the motoring public is in your hands. Drivers and pedestrians look to you for warnings and guidance. They expect clear and timely instructions, with minimum delay and inconvenience.

To the work crew, you represent their first line of defense. The workers rely on you for their personal safety and to keep traffic out of their way so the work can be completed.



The following tips were gathered recognizing the importance of you, the flagger. These tips will help you do the best job possible while complying with state and federal requirements.

FLAGGING EQUIPMENT.

Flaggers should be equipped with either a STOP/SLOW sign paddle, red flag, and/or flashlight/lantern depending on the situation.

1. Sign paddles are the recommended flagger signaling device for most situations. Unlike a waving flag, a STOP/SLOW sign paddle gives approaching drivers specific and easy to understand information. Sign paddles should be at least 18” wide with letters at least 6” high and mounted on a rigid handle. Some prefer larger paddles on high-speed roadways where drivers need more reading time.

The sign paddle should bear clear messages, on opposite sides, “STOP” and “SLOW”. The background of the “STOP” face

must be red with white letters and border. The background of the "SLOW" face must be orange with black letters and border. When used at night, sign paddles must be retroreflectorized in the same manner as signs.

2. Experience has shown that it is very difficult to guide and direct motorists by waving a flag. Thus the use of a flag should be limited to emergency situations and work sites where a STOP/SLOW sign paddle would cause motorist confusion (e.g. at a work site in the middle of an intersection, or where one flagger is controlling traffic from both directions on a low-volume facility). When used, flags must be red and should be at least 24" square and mounted on a staff about 36" long.

3. For daytime work, the flagger's vest, shirt, or jacket shall be orange, yellow, strong yellow-green, or fluorescent versions of these colors. For nighttime work, similar outside garments shall be retroreflective. The retroreflective material shall be one of the above-named colors and visible for 1,000 feet. The reflective clothing shall be designed to identify clearly the wearer as a person and be visible through the full range of body motions.

A hard-hat headgear adds an "official look" to the flagger and offers protection from the summer sun and winter cold.

Generally, nighttime flagging should be avoided for safety reasons, but if necessary, flood lights should be provided to mark flagger stations.

4. At work sites where companion flaggers are far apart, they must be able to see each other.



Walkie-talkies or radios are sometimes used on construction sites for flaggers who are far apart. It is helpful for a distant flagger to be in radio contact with the work crew supervisor. The flagger and foreman can share information about traffic conditions, work progress, and any special problems that arise.

SIGNING FOR FLAGGERS.

The "advance flagger" sign should generally be used to notify and warn drivers that a flagger is present. An advance flagger sign probably would not be needed if the flagger were going to flag for just a few minutes at a site. Both the flagger symbol sign and word message sign are acceptable for use. An appropriate distance message may be displayed on a plaque below either of these signs to give drivers specific information about the location of the flagger.

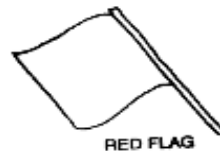
Whenever an advance flagger sign is used, it must be promptly removed, covered, or turned to face away from the roadway as soon as the flagger leaves his/her station. The responsibility of placing and removing the "advance flagger" sign should be assigned to a specific responsible person.

BEFORE YOU START.

Before you attempt to flag at a particular work site, you should be provided some training.

FLAGGER POSITION.

While on duty as a flagger, you must be on your feet facing oncoming traffic. Always stand in a highly visible location away from the work activity, parked vehicles, machinery, or anything which might "hide" you from approaching drivers and/or block your "escape" route.



Also be careful not to stand in shadows, and never stand directly in the path of an approaching vehicle. **DO NOT** stand in a travel-lane being used by traffic.

Approaching traffic must be able to see you in plenty of time to react safely. Generally, flagger stations should be located 200-300 feet in advance of the work site. However, lines of sight, the speed and volume of approaching traffic, road conditions, and the type of work being done should be considered to determine the best location.



WORD MESSAGE SIGN

WHO'S THE BOSS.

At long or complex work zones, two or more flaggers are often used. In these situations, one of them should be designated as chief flagger. The chief flagger's job is to coordinate the flagger operations to avoid conflicts and confusion.

RULES OF CONDUCT.

Each flagging job is a little different. A flagger must therefore adjust to the conditions and requirements at a particular site. There are, however, some general rules of conduct which should always be followed:

- \$ Wear proper clothing and use proper equipment.
- \$ Be neat in appearance.
- \$ Pay attention to your job at all times.
- \$ Be courteous and never engage in arguments with motorists.
- \$ Be consistent in your flagging gestures, and follow recommended procedures.



500 FEET SYMBOL SIGN

\$ Stand alone. Never mingle with others. You must be visible to motorists to be effective.

\$ Always face oncoming traffic and never stand directly in the path of an approaching vehicle.

\$ After stopping the first vehicle, move to a position where other approaching vehicles can see you and the stop sign.

\$ If you must stop drivers, tell only the first driver the reason for the delay.

\$ Never lean on the stopped vehicles while talking to the occupants, but do be polite and friendly.

\$ Proper traffic control is mandatory and legally required at all work zones.

\$ All traffic control devices on every work site must conform to the MUTCD.

\$ Remove or cover all signs indicating a flagger is on duty as soon as the flagger stops flagging.

FLAGGING PROCEDURES.

NOTE: "Flagging Tips" is a guide to flagging operations and safety. Good judgment and common sense are necessary to apply these tips to specific cases. In addition, all flaggers must conform to the *Manual on Uniform Traffic Control Devices (MUTCD)*, Louisiana state laws, and Louisiana Department of Transportation and

The MUTCD identifies two basic functions a flagger may perform and gives recommended procedures for each one:

1. A flagger can stop and release traffic intermittently as required by the work activity or regulate flow through a one-lane work zone.