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R.O.A.D. READY MONTH 2024 **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:

- › Flagging Operations
- › Navigating Intersections
- › Solid Waste Vehicles and Rider Safety
- › Traffic Control Planning
- › Traffic Incident Management



Train-the-Trainer document

**R.O.A.D. READY MONTH**

R.O.A.D. Ready

R.O.A.D. Ready (Recognize the Hazards; Observe People, Processes, and Equipment; Assess the Risk Level; and Determine the Safest Course of Action) is a Risk Pool program designed to save lives, prevent injuries, and protect property by raising Member awareness of dangers on and near roadways.

Pledge to be R.O.A.D. Ready by signing up now at info.tmlrp.org/road-ready. You can also seek recognition for participating!

Program benefits include Member training, consultation with a Risk Pool Safety and Loss Control Consultant, and hazard surveys.

Train-the-Trainer Instructions

You can easily conduct your own training using these instructions and the resources available at info.tmlrp.org/road-ready. Use the T.I.P.S. (Together Improving Processes and Safety) Sheet to get discussion points for each topic to provide "tailgate/toolbox" training to employees who need it.

You'll see the following benefits from Immediate Safety Training Benefits:

- Increases supervisors' and employees' (especially new employee) awareness of risk management and defines ownership of safety functions.
- Identifies procedures and mitigates hazards and exposures that can cause injury, death, or property damage.
- Reduces accidents, injuries, and property damage.
- Increases employee morale through the development of a culture of safety.


Take 10 minutes at the beginning of a workday to talk about that week's or month's *R.O.A.D. Ready* safety topic — choose from the following new topics:

- Flagging Operations
- Navigating Intersections
- Solid Waste Vehicles and Rider Safety
- Traffic Control Planning
- Traffic Incident Management

Or use existing topics:

- Debris Removal
- High Visibility Clothing
- Runover and Backover
- Vehicle Operations & Traffic Safety

**Contact your
Safety and Loss Control
Consultant or Member Services
Manager for more information**



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Download Train-the-Trainer



Flagging Operations T.I.P.S. sheet



Flagging Operations

In 2022, more than 25,000 traffic crashes occurred in work zones in Texas, resulting in 205 deaths and another 788 serious injuries. Those statistics show that working as a road construction traffic “flagger” requires a keen awareness of safety protocols to ensure the well-being of both workers and motorists. A flagger should stay **R.O.A.D. Ready** by continuously: (1) recognizing the hazards; (2) observing people, processes, and equipment; (3) assessing the risk level; and (4) determining the safest course of action. Doing so while following this step-by-step guide will allow a flagger to execute their responsibilities effectively, while minimizing the risks associated with controlling traffic in construction zones.

1. **Wear Appropriate Personal Protective Equipment (PPE):** Prioritize safety by wearing high-visibility clothing, such as a reflective vest, gloves, and a hard hat. Make sure your clothing meets industry standards for visibility. For daytime and nighttime activity, flaggers must wear safety apparel that meets Class 2 or 3 requirements of ANSI/ISEA 107-2004 and labeled as meeting the performance for Class 2 or 3.
2. **Attend Training:** Familiarize yourself with the responsibilities of a traffic flagger. Know when and how to stop, slow, or guide traffic safely by completing the necessary training courses on flagging procedures and safety guidelines. Stay updated on any changes in regulations or best practices.
3. **Know Your Work Zone:** Position yourself safely, be familiar with traffic control devices and familiarize yourself with the layout of the work zone, including escape routes, emergency exits, and the location of other workers. Be aware of potential hazards.
4. **Communication is Key:** Use standardized signals to establish effective communication with other flaggers, construction workers, and drivers. Use two-way radios or hand signals to coordinate movements. Make eye contact with drivers whenever possible.
5. **Stay Alert and Focused:** Avoid distractions while flagging and anticipate driver behavior. Stay focused on your duties and be alert to changing conditions. If you need a break, request assistance from a fellow flagger.
6. **Prepare for Emergency Situations:** Have a plan for responding to emergencies, such as accidents or aggressive drivers. Know escape routes and the location of emergency services.



Resources

- [Manual on Uniform Traffic Control Devices](#) (MUTCD Part 6, the “Bible” of traffic control)
- [National Work Zone Safety Clearinghouse](#)
- [Flagger Safety \(English\)](#)
- [Flagger Safety \(Spanish\)](#)
- [Online Learning Center](#) - Work Zone Safety
- [TMLIRP Media Library](#) - Defensive Flagging: A Survivor's Guide #23, and Safety First: Work Area Traffic Control #80

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Flagging Operations poster



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Navigating Intersections T.I.P.S. sheet



Navigating Intersections

In 2022, over 1,000 people died in intersection-related crashes. That statistic shows that intersections pose a hazard to drivers for a variety of reasons, including high traffic volume, failure to yield, poor visibility, inadequate signage, and more. Local government employees who drive vehicles should always stay **R.O.A.D. Ready** by continuously: (1) recognizing the hazards; (2) observing people, processes, and equipment; (3) assessing the risk level; and (4) determining the safest course of action. Doing so while following this step-by-step guide will allow a driver to execute their responsibilities effectively, while minimizing the risks associated with navigating intersections.

1. **Approach with Caution and Plan for the Unexpected:**

Approaching an intersection requires a vigilant mindset. Reduce your speed as you approach and be prepared to come to a complete stop if necessary. Scan the intersection for traffic signals, signs, and other vehicles. Approach with caution, especially when visibility is compromised due to weather conditions or obstacles.

2. **Obey Traffic Signals and Signs:**

Pay close attention to traffic lights, stop signs, yield signs, and other regulatory signals. Treat red lights as non-negotiable stops and proceed through green lights only after confirming the intersection is clear.

3. **Stay in Your Lane:**

Maintaining lane discipline is crucial at intersections. Abrupt lane changes can lead to confusion and increase the likelihood of accidents. Signal your intent well in advance if you need to change lanes.

4. **Check for Pedestrians:**

Pedestrians are vulnerable road users, particularly at intersections. Always be on the lookout for pedestrians, whether they are using crosswalks or not. Yield the right of way to pedestrians, and never block crosswalks, ensuring they have a clear and safe path to cross.

5. **Use Your Turn Signals:**

Turn signals are your communication tools with other drivers. Clearly signal your intentions well before reaching the intersection.

6. **Practice Defensive Driving:**

Intersections are hotspots for potential conflicts. Adopt a defensive driving mindset by anticipating the actions of other drivers. Be prepared for sudden stops, unexpected lane changes, and vehicles running red lights. Always maintain a safe following distance to provide yourself with reaction time in case of emergencies, and beware of turning vehicles.

7. **Avoid Distractions:**

Distracted driving is a leading cause of accidents, and intersections demand our full attention. Refrain from using mobile devices, adjusting the radio, or engaging in other distracting activities while approaching or navigating through intersections.

Resources

- Federal Highway Administration Intersection Safety: [About Intersection Safety | FHWA \(dot.gov\)](#)
- Don't Block the Box: [Don't Block the Box | AustinTexas.gov](#)
- [TRANSPORTATION CODE CHAPTER 545. OPERATION AND MOVEMENT OF VEHICLES \(texas.gov\)](#)
- Defensive Driving Basics ([Local GovU](#))
- [Media Library DVD's](#) listed under Driving Safety



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Navigating Intersections poster



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Solid Waste Vehicles Rider Safety T.I.P.S. sheet



Solid Waste Vehicles: Rider Safety

"A 22-year-old solid waste employee died this week when he fell off the truck." That's a real headline from 2023, and similar incidents aren't uncommon around the country. The tragic headline and others like it show that solid waste collection operations pose a serious danger to employees. Solid waste personnel should always stay **R.O.A.D. Ready** by continuously: (1) recognizing the hazards; (2) observing people, processes, and equipment; (3) assessing the risk level; and (4) determining the safest course of action. Doing so while following this step-by-step guide will allow solid waste employees to execute their responsibilities effectively, while minimizing the risks associated with collecting refuse.



1. **Vehicle Inspections:** Regular and thorough inspections of sanitation trucks ensure they are in optimal working condition. Ensure trucks have back up alarm devices to warn passersby of the truck movement. A well-maintained fleet is key to preventing breakdowns and reducing the risk of accidents.
2. **Training:** Ongoing defensive driving training is essential for promoting safe driving habits. Proper lifting techniques should be emphasized for workers.
3. **Route Planning and Awareness:** Efficient route planning enhances operational effectiveness and contributes to safety. Take appropriate steps to deal with weather and other factors.
4. **Personal Protective Equipment (PPE):** All employees, including drivers and accompanying crew members, should be trained to recognize hazardous waste and be equipped with necessary personal protective equipment, including high-visibility clothing, gloves, and steel-toed boots. Adherence to PPE guidelines is fundamental to reducing the risk of accidents and injuries.
5. **Communication Protocols:** Establish clear communication protocols within the team. Drivers should be in constant communication with their crew members during operations. Use of two-way radios or other communication devices is encouraged to maintain a seamless flow of information, particularly in noisy or busy environments.
6. **Emergency Response Preparedness:** Conduct regular drills to prepare personnel for emergency situations. Ensure that all team members are familiar with emergency response procedures, including evacuation plans, first aid, and the proper use of fire extinguishers.
7. **Report Incidents:** Encourage a culture of reporting incidents, near misses, and potential hazards. Implement a reporting system that allows personnel to share their observations without fear of reprisal. This information is invaluable for continuous improvement in safety protocols.

Resources

- TMLIRP LocalGovU [Online Learning Center](#): The First 15 Minutes Decision Making at Roadway incidents, Traffic Incident Management, Understanding the MUTCD, and Work Zone Safety for Local Governments
- TMLIRP Media Library ([Check out DVDs on-line](#)). The library contains multiple DVDs on sanitation and solid waste operations
- Texas Department of Insurance - "[Vehicle Backing Safety Fact Sheet](#)"

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Solid Waste Vehicles Rider Safety poster



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Traffic Control Planning T.I.P.S. sheet



Work Zones: Traffic Control Planning

In 2022, more than 25,000 traffic crashes occurred in work zones in Texas, resulting in 205 deaths and another 788 serious injuries. Those statistics show that effective traffic control measures are essential to preventing accidents. Employees working in and around construction zones should stay **R.O.A.D. Ready** by continuously: (1) recognizing the hazards; (2) observing people, processes, and equipment; (3) assessing the risk level; and (4) determining the safest course of action. Doing so while following this step-by-step guide will allow them to execute their responsibilities effectively, while minimizing the risks associated with controlling traffic in construction zones.

1. **Conduct a Comprehensive Site Assessment:** Before initiating any work, conduct a thorough assessment of the work zone. Identify key factors such as traffic volume, speed limits, road geometry, and existing signage. This initial step provides crucial insights into the specific challenges posed by the site, allowing the traffic control plan to be tailored accordingly.
2. **Develop a Site-Specific Traffic Control Plan:** A one-size-fits-all approach is insufficient in work zone safety. Craft a site-specific traffic control plan that aligns with the unique characteristics of each project. Consider factors such as the type of work being performed, the duration of the project, and the impact on traffic flow. Clearly communicate the presence of a work zone well in advance, giving motorists ample time to adjust their speed and lane position.
3. **Comply with Regulatory Standards:** Adhere to all relevant local, state, and federal regulations governing work zone safety. Familiarize yourself and your team with the *Manual on Uniform Traffic Control Devices (MUTCD)* guidelines and ensure that your traffic control plan complies with these and other state and local standards.
4. **Consider Traffic Flow and Minimize Disruption:** Strive to minimize disruptions to traffic flow whenever possible. Implement strategies such as off-peak work hours, alternating lane closures, or temporary road diversions to maintain a smoother traffic flow.
5. **Train Personnel on Traffic Control Procedures:** All personnel involved in the work zone must be well-versed in traffic control procedures. Provide comprehensive training on apparel, communications, the use of traffic control devices, proper flagging techniques, and emergency response protocols. Regular refresher courses can help ensure that everyone remains current on safety procedures. Solicit feedback from team members regularly.
6. **Emphasize a Safety Culture:** Above all, instill a safety-first culture within the team. Prioritize the well-being of everyone involved in the project, including workers and motorists. Encourage a proactive approach to identifying and addressing potential safety hazards, fostering an environment where everyone feels empowered to contribute to a safer work zone.



Resources

- TMLRP's [Media Library](#) contains multiple DVD's related to this topic that are department specific.
- The Texas Department of Insurance offers [Workplace Safety Videos](#) focusing on work zone safety including "Work Zone Safety" by TML Risk Pool, "5 TIPS For Safe Driving in Work Zones," and a comprehensive series on "Avoiding Fatalities."
- FHWA Traffic Analysis Toolbox: <https://ops.fhwa.dot.gov/trafficanalysisistools/>
- MUTCD - Manual on Uniform Traffic Control Devices: <https://mutcd.fhwa.dot.gov/>
- ITE - Institute of Transportation Engineers: <https://www.ite.org/>
- NACTO - National Association of City Transportation Officials: <https://nacto.org/>
- ATSSA - American Traffic Safety Services Association: <https://www.atssa.com/>

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Traffic Control Planning poster



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Traffic Incident Management T.I.P.S. sheet



Traffic Incident Management

Traffic incidents are unplanned roadway events that affect, impede, or shut down the normal flow of traffic. Traffic incidents increase the likelihood of secondary crashes and pose a threat to first responders and the traveling public. The goal of public safety and other responding departments is to safely clear incidents as quickly as is reasonable. Local government employees who respond to traffic incidents should stay **R.O.A.D. Ready** by continuously: (1) recognizing the hazards; (2) observing people, processes, and equipment; (3) assessing the risk level; and (4) determining the safest course of action. Doing so while following this step-by-step guide will allow them to execute their responsibilities effectively, while minimizing the risks associated with incident response.

- 1. Training and Simulation:** Regular training and simulation exercises are essential to ensure that responders are well-prepared for various incident scenarios. Conduct joint training sessions with all involved agencies to enhance coordination and communication.
- 2. Collaborate with Partner Agencies:** Build strong partnerships with various agencies involved in incident management. Collaborate with law enforcement, emergency services, transportation departments, and other relevant entities to ensure a unified and efficient response. Regularly engage in joint exercises, meetings, and information-sharing initiatives to strengthen collaboration.
- 3. Immediate Scene Safety:** The safety of all personnel in incident response is paramount. Upon arriving at the scene, ensure that the area is secure for both responders and those involved in the incident. Deploy appropriate safety measures, such as cones, flares, or warning signs, trucks, and/or traffic attenuators to create a buffer zone and protect the incident scene. Establish a unified command structure to enhance coordination among different entities involved in the response, including law enforcement, emergency medical services, and towing services.
- 4. Prioritize Emergency Medical Services:** Prioritize the provision of emergency medical services to those involved in the incident.
- 5. Clear Incident Scene Quickly:** Work to clear the incident as quickly as possible without compromising safety, including environmental hazard protection. Collaborate with towing services to remove damaged vehicles promptly and clear debris from the roadway. Swift clearance reduces the risk of secondary incidents and minimizes disruptions to traffic flow.
- 6. Public Information and Education:** Communicate effectively with the public to manage expectations and provide real-time information about incidents. Use various communication channels, including social media, to disseminate updates on road closures, expected delays, and alternative routes.
- 7. Post-Incident Evaluation and Improvement:** Conduct thorough post-incident evaluations to assess the effectiveness of the response. Identify strengths and areas for improvement, and implement changes to enhance future incident management. Encourage open communication among responders to gather insights and feedback for continuous improvement.

Resources

- [Respondersafety.com](https://respondersafety.com) has online training and lesson plans categorized by topic and role.
- Federal Highway Administration Traffic Incident Management <https://ops.fhwa.dot.gov/tim/>
- TxDOT Traffic Incident Management <https://www.txdot.gov/safety/traffic-incident-management.html>
- TMLIRP Online Learning Center: Traffic Incident Management (1 hour) www.localgovu.com/tmlirp/



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