TrafficPlan.ca

Paper Field Pack v0.1

Printable field templates for traffic control documentation, pre-job review, daily setup checks, TCP positioning, escape-route verification, and field changes.

Primary use: Paper-and-pencil field support for contractors, supervisors, TCPs, and crews who need a simple, defensible record at the work zone.

Important: These templates support documentation. They do not replace a site-specific Traffic Management Plan, written work procedures, employer supervision, road authority requirements, or review by a qualified person.

Included templates

1	**Traffic Control FLRA - Field Level Risk Assessment** For worker exposure to traffic before setup, when conditions change, or when a different control method is used.
2	**Daily Traffic Control Setup Checklist** Paper verification that signs, devices, lane closures, buffers, communications, and removal/covering steps are checked.
3	**TCP Positioning & Escape Route Card** Documents where TCPs are placed, why the location is safe, and what escape route is available before traffic is controlled.
4	**Traffic Control Tailgate / Crew Briefing** Crew sign-in, roles, site hazards, control method, radio/channel, emergency plan, and supervisor authority.
5	**Field Change / Stop-Work Record** Records changes to weather, traffic, queues, work area, TCP location, staging, or control method.
6	**Sketch / Site Layout Page** Simple grid for sign/device layout, TCP stations, escape routes, work area, access points, and hazards.

Reference basis to keep language defensible

Built around the TrafficPlan.ca standard: clear field use, reduced contractor risk, defensible documentation, and practical controls that work in real conditions.

Regulatory anchors for future refinement: WorkSafeBC OHS Regulation Part 18 traffic control, including risk assessment, traffic control plans, hierarchy/order of controls, supervision, temporary traffic control device placement, and TCP location; plus the current 2020 Traffic Management Manual for Work on Roadways for Ministry roadway work.

Field rule for crews

Do not treat the form as permission to continue unsafe work. If the TCP cannot stand in an identified safe location, if there is no escape route, if queues are uncontrolled, if sight distance is inadequate, or if the setup does not match the TMP/work procedure, stop and escalate to the supervisor before continuing.

1. Traffic Control FLRA - Field Level Risk Assessment

Complete before setup, before workers are exposed to traffic, and again whenever conditions change. Keep at the work zone with the TMP/work procedure.

A. Project / site identification

Project / job name _____	**Contractor / employer** _____	**Date** _____	**Time** _____
Road / location _____	**Road authority / municipality** _____	**Supervisor** _____	**Phone/radio** _____
Work activity _____	**Expected duration** [ ] Brief <=15 min [ ] Short [ ] Long	**Weather** [ ] Dry [ ] Rain [ ] Fog [ ] Snow/Ice	**Light** [ ] Day [ ] Low [ ] Night

B. Roadway and exposure factors

Posted speed [ ] 30 [ ] 40 [ ] 50 [ ] 60 [ ] 70+ Other: _____	**Traffic volume / behaviour** [ ] Low [ ] Moderate [ ] Heavy [ ] Speeding [ ] Queue jumping [ ] Aggressive drivers	**Road type** [ ] 2-lane 2-way [ ] Multi-lane [ ] One-way [ ] Shoulder work [ ] Intersection influenced
Vulnerable road users [ ] Pedestrians [ ] Cyclists [ ] Transit [ ] School/park/seniors [ ] None observed	**Access conflicts** [ ] Driveways [ ] Side roads [ ] Business access [ ] Emergency access [ ] Bus stops [ ] Parking	**Sightline / geometry** [ ] Good [ ] Limited [ ] Curve [ ] Hill [ ] Sun glare [ ] Obstruction [ ] Darkness
Work zone hazards [ ] Equipment backing [ ] Delivery trucks [ ] Excavation [ ] Overhead work [ ] Workers near live lane [ ] Loose surface	**Setup/removal hazards** [ ] No shoulder [ ] Narrow lane [ ] Poor pullout [ ] Devices placed in traffic [ ] Worker crossing required	**Environmental hazards** [ ] Rain/wet road [ ] Ice/snow [ ] Poor drainage [ ] Dust/smoke [ ] Wildlife/rocks/debris

C. Hazard identification - check all that apply

[ ] Workers exposed to moving traffic	[ ] TCP required to control traffic	[ ] TCP cannot remain on shoulder/curb
[ ] No clear escape route	[ ] Traffic queue may block intersection/access	[ ] SLAT or alternating traffic required
[ ] Work vehicle/equipment enters live lane	[ ] Lane closure/taper/buffer required	[ ] Pedestrian/cyclist route impacted
[ ] Sign/device setup exposes workers	[ ] Work extends beyond approved area/time	[ ] Public/resident/business access issue
[ ] Emergency access may be affected	[ ] Night/low visibility operation	[ ] Other: _____

D. Hierarchy of controls - document what was considered

1. Eliminate / isolate exposure
[ ] Close road/area [ ] Detour [ ] Barrier [ ] Move work off roadway
Notes: _____

2. Device-led control before manual exposure
[ ] Signs [ ] Cones/delineators [ ] Lane closure [ ] Buffer [ ] AFAD [ ] Arrow board [ ] DMS
Notes: _____

3. Administrative controls
[ ] Off-peak work [ ] Crew limit [ ] Spotter [ ] Radio procedure [ ] Supervisor inspection interval
Notes: _____

4. Manual TCP only if needed after controls above
[ ] Manual TCP justified [ ] Safe TCP location confirmed [ ] Escape route confirmed [ ] Breaks/hygiene considered
Notes: _____

1. Traffic Control FLRA - Field Level Risk Assessment continued

E. Selected traffic control method

Control method selected [ ] No live traffic exposure / eliminated [ ] Device-led control without TCP [ ] Lane closure / shoulder closure [ ] SLAT / alternating traffic [ ] AFAD [ ] Manual TCP [ ] Other: _____	**Reason this method is acceptable** _____ _____ _____ _____
TMP / layout / procedure reference Figure / drawing / procedure: _____ Revision/date: _____ Available at site? [ ] Yes [ ] No	**Required controls before work starts** [ ] Advance warning signs in place [ ] Devices match TMP/procedure [ ] Buffer/closed area established [ ] TCP/AFAD stations confirmed [ ] Communications tested [ ] Public/VRU route confirmed

F. TCP positioning / escape route verification - mandatory when TCPs are used

TCP station	Position identified as safe?	Escape route clear?	Primary hazard / control
TCP 1: _____	[ ] Shoulder/curb [ ] Closed lane [ ] Other risk-assessed	[ ] Yes [ ] No	_____
TCP 2: _____	[ ] Shoulder/curb [ ] Closed lane [ ] Other risk-assessed	[ ] Yes [ ] No	_____
TCP 3: _____	[ ] Shoulder/curb [ ] Closed lane [ ] Other risk-assessed	[ ] Yes [ ] No	_____

If any TCP station is not shoulder/curb or a properly closed lane: stop and complete site-specific written justification before use. Supervisor must approve the alternate position.

G. Risk level and action

[ ] Low - controls are simple, visible, and match approved procedure	[ ] Moderate - supervisor review required before start
[ ] High - written TMP/procedure review required before start	[ ] Critical - stop work / redesign / escalate before exposure

H. Supervisor / qualified person review

Qualified person / supervisor name _____	**Signature** _____	**Time approved** _____
Review trigger [ ] Initial setup [ ] Stage change [ ] Weather change [ ] Queue/sightline issue [ ] Incident/near miss [ ] Other	**Next review time / interval** _____	**Workers briefed?** [ ] Yes [ ] No

I. Crew acknowledgement

Name	Role	Signature	Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Daily Traffic Control Setup Checklist

Use at start of shift, after breaks, after stage changes, after weather/visibility changes, and before reopening lanes or removing devices.

A. Setup authority and documents

[ ] TMP / drawing / written procedure available at site	[ ] Revision/date confirmed: _____
[ ] Supervisor designated and reachable	[ ] Road authority/site requirements reviewed
[ ] Crew understands setup/removal sequence	[ ] Emergency access plan confirmed

B. Sign and device verification

Item	Checked	Notes / deficiency / correction
Advance warning signs installed in correct order and direction	[ ] OK [ ] N/A	_____
Sign spacing suitable for speed, sight distance, and local conditions	[ ] OK [ ] N/A	_____
Signs visible, upright, clean, not blocked by parked vehicles/vegetation	[ ] OK [ ] N/A	_____
Cones/delineators placed as per TMP/procedure; taper/buffer in place	[ ] OK [ ] N/A	_____
Closed lane/shoulder/work area clearly defined before workers enter	[ ] OK [ ] N/A	_____
AFAD/arrow board/DMS/radios tested where used	[ ] OK [ ] N/A	_____
Pedestrian/cyclist route maintained or safely redirected	[ ] OK [ ] N/A	_____
Driveways/side roads/access points managed and not blocked unexpectedly	[ ] OK [ ] N/A	_____
Queue risk checked; intersections and crossings protected from blockage	[ ] OK [ ] N/A	_____
End-of-shift removal/covering plan confirmed before setup begins	[ ] OK [ ] N/A	_____

C. Completion

Setup completed by	Time	Supervisor check	Deficiencies corrected?
_____	_____	_____	[ ] Yes [ ] N/A

3. TCP Positioning & Escape Route Card

Use this card for each TCP station before traffic is controlled. A TCP location must be identified as safe in the risk assessment or separately justified in writing.

A. TCP station details

TCP name _____	**Station / approach** _____	**Radio/channel** _____
Control direction [ ] Northbound [ ] Southbound [ ] Eastbound [ ] Westbound [ ] Other	**Control device** [ ] Paddle [ ] Radio [ ] AFAD support [ ] Other	**Break coverage** [ ] Yes [ ] No [ ] N/A

B. Safe location check

[ ] TCP is on shoulder/curb adjacent to traffic being controlled	[ ] TCP is in a lane closed by barriers/devices
[ ] TCP is not standing in the active travel lane	[ ] TCP has buffer/visual protection where practical
[ ] TCP can see approaching traffic with adequate sight distance	[ ] Drivers can clearly see TCP and STOP/SLOW paddle
[ ] TCP has clear communication with other TCPs/supervisor	[ ] TCP has been briefed on stop point and queue limit

C. Escape route

Primary escape route description

_____

_____

Escape route free of: [ ] excavation [ ] equipment [ ] materials [ ] trip hazards [ ] water/ice/mud [ ] public obstacles

Secondary escape route or refuge, if available

_____

D. Stop point and driver behaviour

Driver stopping point [ ] Cone marker [ ] Stop bar/line [ ] TCP direction [ ] Other: _____	**Minimum separation from TCP station** Target distance: _____ Actual field condition: _____
Queue control Queue limit/location: _____ Escalate if queue reaches: _____	**Known behaviour risk** [ ] Rolling toward TCP [ ] Passing stopped vehicle [ ] Blocking intersection [ ] Speeding

E. Approval

Supervisor/TCP lead _____	**Signature** _____	**Time** _____	**Rechecked after change?** [ ] Yes [ ] N/A

4. Traffic Control Tailgate / Crew Briefing

Use for site orientation, daily pre-job talk, or when the control method changes. Keep with the daily FLRA/TMP package.

A. Briefing summary

Project / location	Date	Time
_____	_____	_____
Supervisor / TCP lead	**Radio/channel**	**Emergency contact**
_____	_____	_____

B. What the crew was briefed on

[ ] Work activity, limits of work area, and expected duration	Notes: _____
[ ] Traffic control method, TMP/drawing/procedure reference, and setup/removal sequence	Notes: _____
[ ] Known hazards: traffic speed/volume, sightlines, queues, pedestrians/cyclists, access points, equipment movements	Notes: _____
[ ] TCP stations, safe positioning, escape routes, stop points, radio procedure, and break coverage	Notes: _____
[ ] Pedestrian/cyclist/public access route and emergency access requirements	Notes: _____
[ ] Stop-work triggers: unsafe TCP position, no escape route, uncontrolled queues, poor visibility, public conflict, changed work scope	Notes: _____

C. Roles

Name	Role / station	ROC / competency checked if TCP?	Signature
_____	_____	[ ] Yes [ ] N/A	_____
_____	_____	[ ] Yes [ ] N/A	_____
_____	_____	[ ] Yes [ ] N/A	_____
_____	_____	[ ] Yes [ ] N/A	_____
_____	_____	[ ] Yes [ ] N/A	_____
_____	_____	[ ] Yes [ ] N/A	_____
_____	_____	[ ] Yes [ ] N/A	_____
_____	_____	[ ] Yes [ ] N/A	_____
_____	_____	[ ] Yes [ ] N/A	_____

D. Supervisor authority

The supervisor/TCP lead has authority to pause setup or stop traffic control work if the TMP/procedure cannot be followed, if TCP positioning becomes unsafe, if escape routes are blocked, or if site conditions change beyond the documented control method.

5. Field Change / Stop-Work Record

Use whenever the setup, work area, traffic flow, TCP location, weather, visibility, queueing, staging, or public access condition changes.

A. Change trigger

[ ] Weather / visibility changed	[ ] Traffic volume / queue changed	[ ] TCP station or escape route changed
[ ] Work scope / work area changed	[ ] Equipment/delivery movement changed	[ ] Public/VRU/access conflict
[ ] Sign/device deficiency	[ ] Incident/near miss/complaint	[ ] Other: _____

B. What changed

Description of change

_____
_____
_____
_____

C. Action taken

[ ] Work paused	[ ] Traffic control paused	[ ] Supervisor notified	[ ] TMP/procedure reviewed
[ ] Devices adjusted	[ ] TCP repositioned	[ ] Escape route restored	[ ] Additional control added
[ ] Road authority/client notified	[ ] Crew re-briefed	[ ] Work resumed	[ ] Redesign required

D. Supervisor decision

Decision / instruction before work continues

_____
_____
_____

Supervisor / qualified person _____ **Signature** _____ **Time** _____

Crew re-briefed? [ ] Yes [ ] No **FLRA updated?** [ ] Yes [ ] No **TMP amended if required?** [ ] Yes [ ] No [ ] N/A

E. Crew acknowledgement after change

Name	Signature	Time
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Sketch / Site Layout Page

Mark north arrow, work area, traffic direction, advance warning signs, cones/delineators, taper, buffer, TCP/AFAD stations, escape routes, pedestrian/cyclist route, access points, queue limits, emergency access, and hazards.

A. Site details

Project/location	Date	Sketch by	Revision
_____	_____	_____	_____

N arrow / scale / notes:

B. Legend / notes

[ ] AW signs	[ ] Cones/delineators	[ ] TCP/AFAD	[ ] Work area	[ ] Escape route
[ ] Ped/VRU route	[ ] Access point	[ ] Queue limit	[ ] Emergency access	[ ] Hazard

Notes

_____

_____