

FLAGGER HANDBOOK



Application

The Flagger Handbook has been developed to assist flaggers in understanding their duties and responsibilities. Flaggers must be physically able, mentally alert, and possess the proper communication skill set. Flaggers are a vital link in the safety of work zone operations.

As per Publication 408, Section 901.3 (y): Flaggers shall have successfully completed a flagger training course within the last 3 years which complies with the Department's minimum flagger training guidelines. Assure that flaggers carry a valid wallet-sized training card containing the name of the flagger, training source, date of successful completion of training, and signature; or provide a roster of trained flaggers to the Representative before the start of flagging operations that contains the names of flaggers, training source, and date of successful completion of training.

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Flagger Conduct

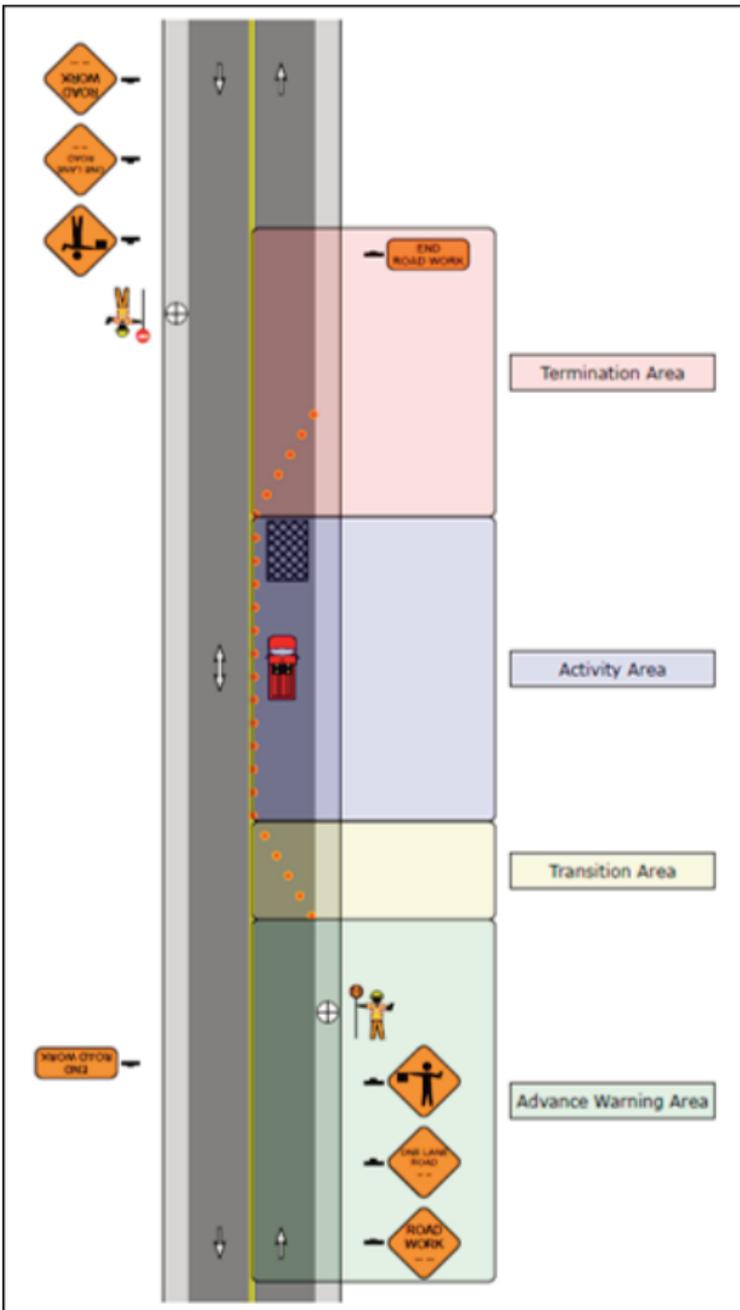
Flaggers are responsible for public safety and make the greatest contact with the public. It is essential to practice safe traffic control and public contact techniques. Flaggers must demonstrate the following abilities:

- Provide direction to traffic.
- Maintain proper flagger positioning.
- Receive and communicate specific instructions clearly, firmly, and courteously.
- Control signaling devices to provide clear and positive guidance.
- Protect the work crew.
- Maintain situational awareness.
- Move and maneuver quickly to avoid danger from errant vehicles.
- Apply safe temporary traffic control practices.

Work Zone Component Parts

A work zone has four component parts:

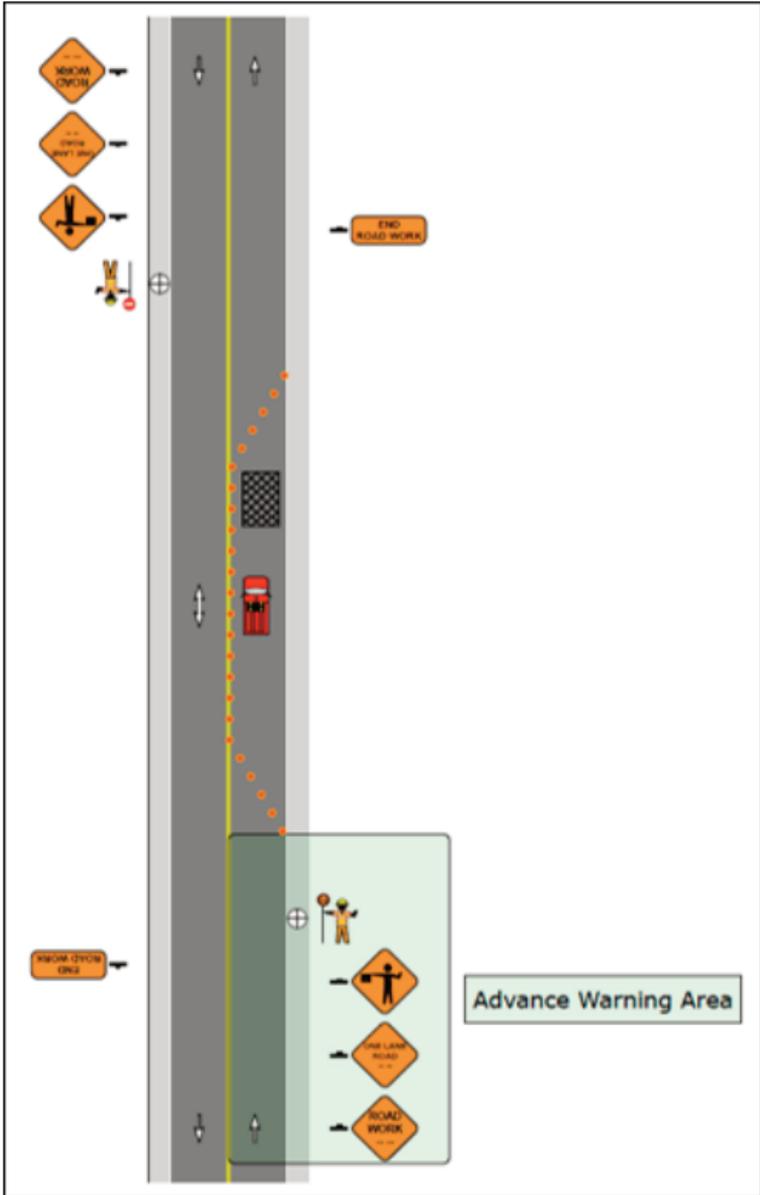
- Advance Warning Area
- Transition Area
- Activity Area
- Termination Area



Work Zone Component Parts

Advance Warning Area:

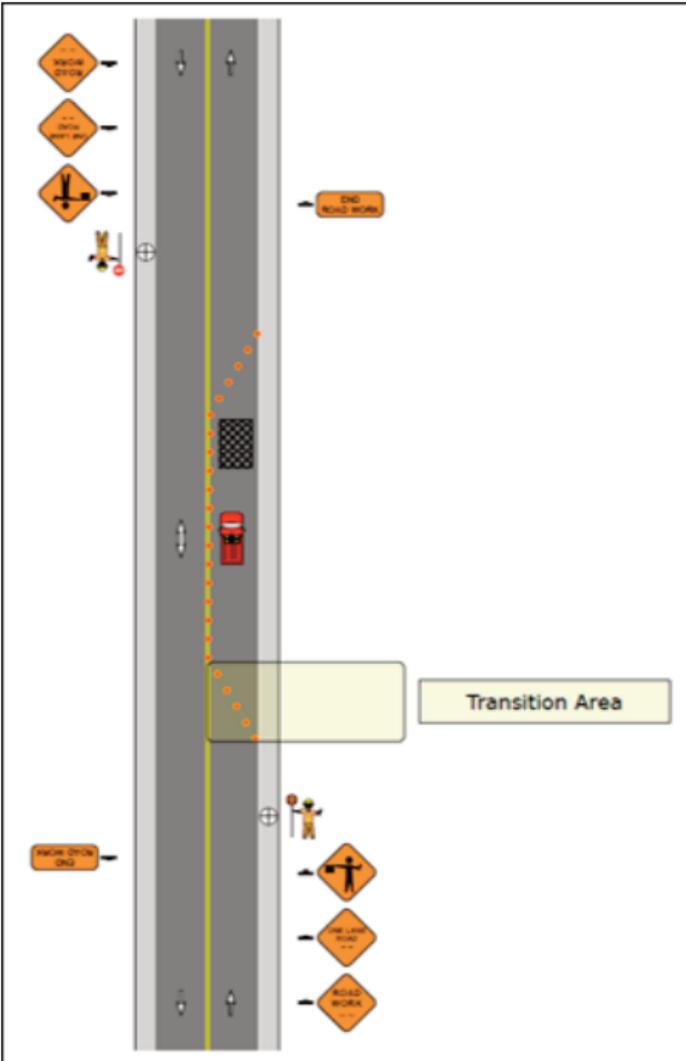
- Informs traffic about what to expect.



Work Zone Component Parts

Transition Area:

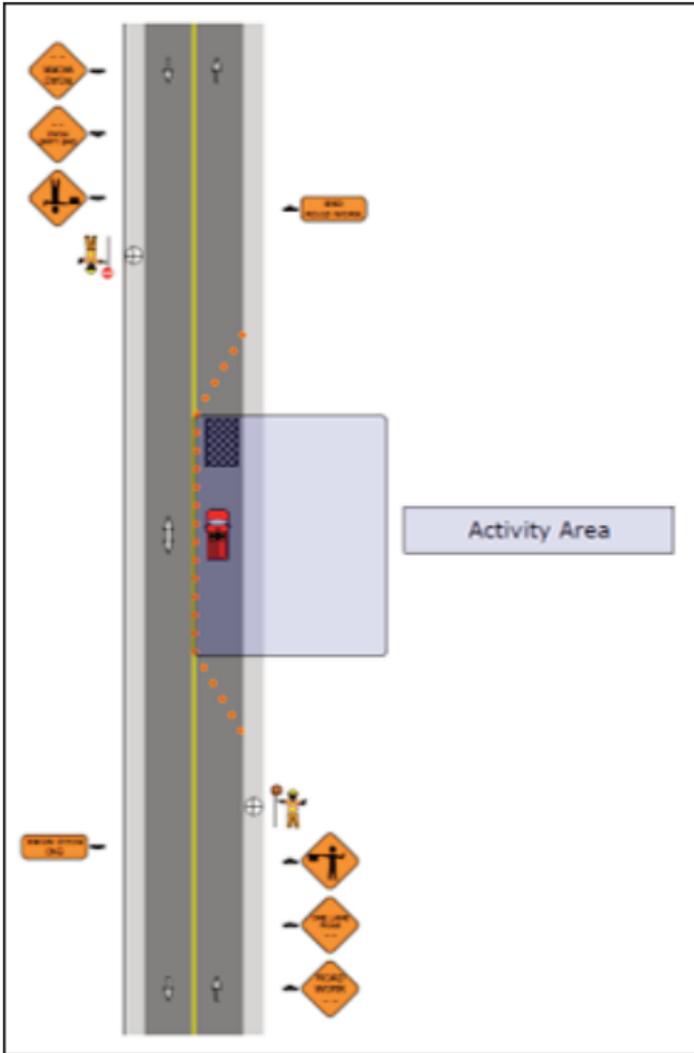
- Traffic is directed out of their normal path.



Work Zone Component Parts

Activity Area:

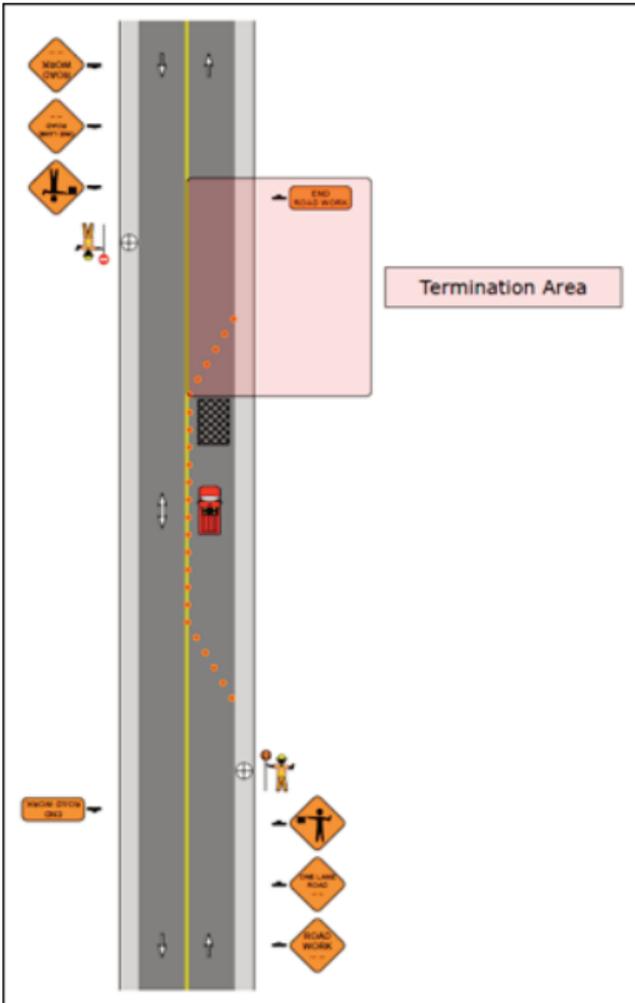
- Location where the work takes place.



Work Zone Component Parts

Termination Area:

- Traffic is directed back to their normal path.



Flagger Attire

PennDOT Flagger Requirements:

- Class 3 vest.
- Class E chaps.
- Hard hat.
- Class 3 raincoat and Class E rain pants.
 - May only be worn during inclement weather (active, impending, or intermittent precipitation).



Flagger Attire

Non-PennDOT Flagger Requirements:

- Class 2 or 3 vest, t-shirt, or sweatshirt.
- Hard hat.
- Class 2 or 3 raingear.
 - May only be worn during inclement weather (active, impending, or intermittent precipitation).



Flagger Equipment

Equipment used by flaggers to control traffic include the following:

- Stop/Slow Paddle
- Red Flag
- Radio

Stop/Slow Paddle Specifications:

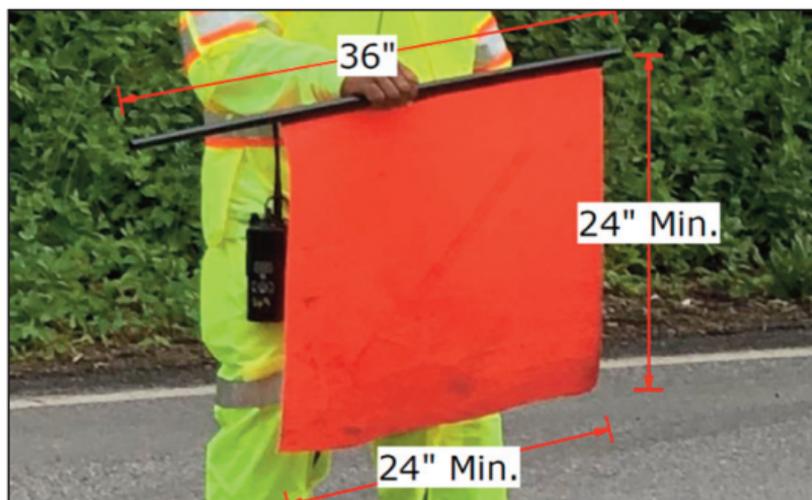
- Display an 18-inch minimum size Stop Sign on one face and a diamond shaped Slow Sign on the opposite face.
- Attached to a shaft a minimum of 72 inches in length.
- Retroreflective.



Flagger Equipment

Red Flag Specifications:

- Measure 24 inches by 24 inches minimum in size.
- Attached to a staff approximately 36 inches in length.
- Made of red or fluorescent orange-red material.
- Weighted free edge.
- Retroreflective when used at night.



Flagger Equipment

Radio:

- Radios are the most commonly used device that flaggers utilize for communication.



Flagger Positioning

The following are requirements for establishing a flagger station:

- Flagger is located on the shoulder.



Flagger Positioning

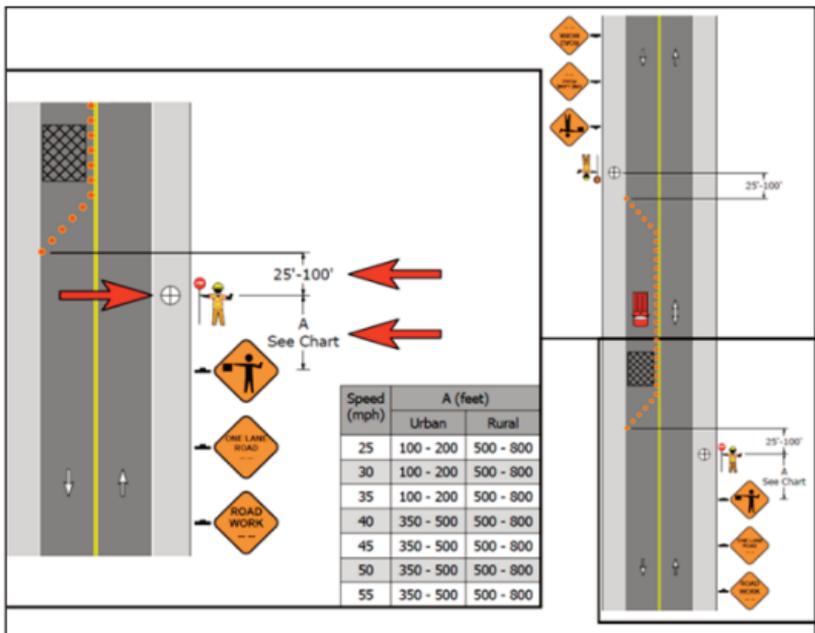
- Flagger is visible to approaching traffic. The minimum visibility distance is based on the speed limit and is as follows:

Speed (mph)	Flagger Visibility (feet)
25	155
30	200
35	250
40	305
45	360
50	425
55	495



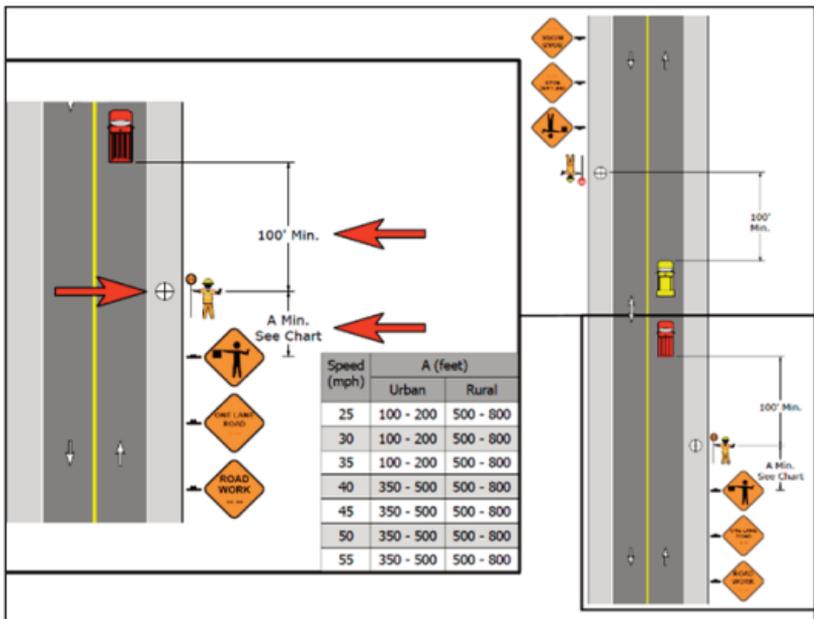
Flagger Positioning

- During a typical stationary flagging operation, the flagger station is located:
 - 25-100 feet from the nearest channelizing device in a taper.
 - Distance 'A' from the Flagger Symbol sign.



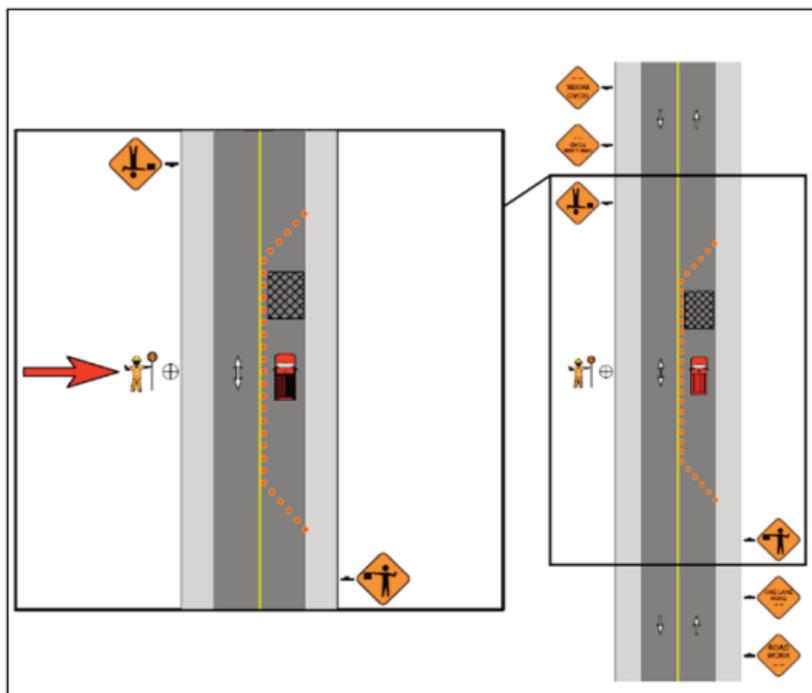
Flagger Positioning

- During a typical mobile flagging operation, the flagger station is located:
 - 100 feet minimum from the shadow vehicle (or work space if the shadow vehicle is not present).
 - Distance 'A Minimum' from the Flagger Symbol sign.



Flagger Positioning

- During single flagger operations, the flagger station is located opposite of the work area.



Flagger Positioning

- Flagger is unobstructed by roadway geometry, signs, guiderail, vegetation, etc.



- Flagger has a proper escape route. Personal items, guiderail, signs, drop-offs, workers, public individuals, vehicles, etc. are not in the vicinity of the flagger.



Flagger Positioning

- Flagger is standing in a well-lit area.



- Flagger does not blend into the surrounding area.



Flagger Procedures

The Stop/Slow Paddle:

- Shall be used by a flagger to control traffic approaching from a single direction.
- Shall always be held by hand and under control.



Flagger Procedures

Methods of Signaling with a Stop/Slow Paddle:

1. To Stop Traffic:

The flagger shall face traffic and aim the STOP paddle face toward traffic in a stationary position with the arm extended horizontally away from the body. The free arm shall be held with the palm of the hand above shoulder level toward approaching traffic.



Flagger Procedures

2. To Direct Stopped Traffic to Proceed:

The flagger shall face traffic with the SLOW paddle face aimed toward traffic in a stationary position with the arm extended horizontally away from the body. The flagger shall motion with the free hand for traffic to proceed.



Flagger Procedures

3. To Alert or Slow Traffic:

The flagger shall face motorists with the SLOW paddle face aimed toward traffic in a stationary position. The flagger shall motion vertically with the free hand.



Flagger Procedures

The Red Flag:

- Shall be used by a flagger to control traffic approaching from multiple directions.
- Shall always be held by hand and under control.



Flagger Procedures

Methods of Signaling with a Red Flag:

1. To Stop Traffic:

The flagger shall face traffic and extend the flag staff horizontally across the traffic's lane in a stationary position so that the full area of the flag is visibly hanging below the staff. The free arm shall be held with the palm of the hand above shoulder level toward approaching traffic.



Flagger Procedures

2. To Direct Stopped Traffic to Proceed:

The flagger shall face traffic with the flag and arm lowered from the view of the traffic and shall motion with the free hand for traffic to proceed. Flags shall not be used to signal traffic to proceed.



Flagger Procedures

3. To Alert or Slow Traffic:

The flagger shall face traffic and slowly wave the flag in a sweeping motion of the extended arm from shoulder level to straight down without raising the arm above a horizontal position. The flagger shall keep the free hand down.



Flagger Procedures

Communication:

- Flaggers must be in communication with each other. Communication methods may include two-way radios, hand signals, a pilot vehicle driver, etc.



Flagger Procedures

Nighttime Flagging:

- Flagging procedures during the night are the same as flagging during the day. The only difference is that the flagger stations are required to be illuminated. This illumination must be provided with a temporary overhead lighting source. Lighting sources such as the headlights from a work vehicle or street lighting are unacceptable



Situational Awareness

Emergency Vehicles:

- When informed in advance of an approaching emergency vehicle, clear a path for the emergency vehicle by stopping traffic from all directions.
- When no advance notice is given of an approaching emergency vehicle, first stop the emergency vehicle, then stop traffic from all directions.

Traffic Control Violations:

- If a motorist fails to follow your instructions and enters the work zone, warn the workers by any means necessary.
- Stop all vehicles entering the work zone, but do not put yourself in an unsafe situation.
- Plan your escape route in case of an emergency.

Situational Awareness

Traffic Accidents:

- Notify your supervisor.
- If an accident happens in queued traffic, remain at your flagger station and continue to control traffic until you receive instructions from your supervisor or a police officer.
- If an accident happens within the work zone beyond your flagging station, hold approaching traffic and follow the guidance of your supervisor or a police officer.

Hostile Individuals:

- Be courteous and professional.
- If a motorist fails to follow your instructions and threatens the safety of the work zone, note the vehicle license number, description of vehicle, and driver.
- Report the information to your supervisor for the purpose of filing a police report.

