



**Training Solutions, Delivered!**

# **FLAGGER SAFETY**

**Leader's Guide, Fact Sheet  
& Quiz**

**Item Number: 3257  
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***This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.***

## **PREPARING FOR THE MEETING**

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

## **CONDUCTING THE PRESENTATION**

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

# 3257 FLAGGER SAFETY FACT SHEET

**LENGTH: 7 MINUTES**

## **PROGRAM SYNOPSIS:**

As a flagger, no one does more for the safety of workers on the roadway than a highly motivated, professional and trained flagger. Without their skills, training and expertise, traffic flow through construction zones could be a disaster. You need to know exactly what to do, how to do it and when to do it. There's a lot riding on your abilities. This program provides basic guidelines and information to help flaggers remain safe while on the job.

## **PROGRAM OBJECTIVES:**

After watching the program, the participant will be able to explain the following:

- The proper personal protective equipment required for the job;
- How to use the tools needed;
- The hand signals to direct traffic;
- How to interact safely with drivers;
- The need to remain alert at all times.

## **INSTRUCTIONAL CONTENT:**

### **OVERVIEW**

- As a flagger, no one does more for the safety of workers on the roadway than a highly motivated, professional and trained flagger.
- Without their skills, training and expertise, traffic flow through construction zones could be a disaster.
- You need to know exactly what to do, how to do it and when to do it. There's a lot riding on your abilities.
- This program can only provide basic guidelines and information, so it's important for you to know any additional regulations in your state and closely follow your company's policies and procedures.
- If you have a question about your job assignment, be sure and ask your supervisor.

### **PERSONAL PROTECTIVE EQUIPMENT / PROPER CLOTHING**

- As a flagger, you must look and act as a professional. Dressing in a sloppy manner and not looking the part of a professional only serves to reduce your authority and effectiveness as you try to control traffic.
- Dress the part. Wear only clean and neat clothing, along with fresh, reflectorized and highly visible garments required for street work.
- At a minimum, this training must include the following "Truck Related Topics":
- The clothing worn must be approved and according to your state standards.
- At night and in low visibility situations, the vest, shirt or jacket should be reflective. Reflectorized pants must be worn at night and in low visibility situations.
- Reflective clothing must be visible at a minimum distance of 1000 feet and must identify the wearer as a person through the full range of body motions.
- Generally, a hardhat, with reflective material attached, is required as well.

### **TOOLS NEEDED**

- Your basic tools are a standard stop / slow paddle with a minimum of 18 inches by 18 inches octagon.
- It's a good practice to use a paddle with the staff to help prevent fatigue as well.
- The paddle should be reflectorized in standard colors.
- Floodlights illuminating the flagger and a flashlight with a wand are required for night operations.
- If you drive to the worksite, park your vehicle well off the road, away from your station.

### **POSITIONING OF FLAGGER AT THE WORK SITE**

- Flaggers must remain alert and standing at all times, no lawn chairs or straddling barricades. However, a small plastic

footrest can go a long way to reduce fatigue and back pain.

- Always face oncoming traffic and never turn your back to oncoming traffic or stand in the path of moving traffic.
- A flagger's normal station is not in the line of traffic but on the shoulder of the road.
- Flagger stations shall be located far enough ahead of the workspace, so that approaching traffic has sufficient distance to stop before entering the workspace.
- Vehicle drivers must be able to recognize you as a flagger for at least the minimum sight distance. As an example, if the posted speed limit is 30 mph, minimum sight distance is approximately 550 feet.
- Remember, stand alone. Do not mingle with work crew or the public.
- Make sure you're visible to oncoming traffic, not standing where the sun is impeding visibility or in a shadow.
- Stand in a location that allows approaching traffic adequate time to respond.

## **METHODS OF SIGNALING**

- The following methods of signaling with stop / slow paddles should be used.
- To stop traffic, the flagger shall face traffic and extend the stop sign paddle in a stationary position with the arm extended horizontally away from the body. The free arm should be raised with the palm toward approaching traffic.
- To direct stop traffic to proceed, the flagger shall face traffic with the slow paddle held in a stationary position with the arm extended horizontally away from the body. The flagger should motion with the free hand for traffic to proceed.
- To alert or slow traffic, the flagger shall face traffic with the slow sign paddle held in a stationary position and the arm extended horizontally away from the body. The flagger may motion up and down with the free hand, palm down, indicating that the vehicle should slow down.

## **TWO FLAGGERS**

- When two flaggers are required, lines of communication must be established prior to the start of flagging operations.
- This is a good time to conduct a tailgate meeting to ensure everyone is on the same page.
- The two flaggers must be able to see each other or have two-way radios or other methods designated for clear communication.
- One flagger should be assigned as the lead flagger and coordinate all activities.
- Never abandon your post for any reason until the work is finished or a replacement arrives.

## **SAFETY RULES AROUND MOTORISTS**

- Do not engage in extended conversations with motorists.
- Be polite but brief. Never argue with or confront motorists.
- Be courteous; you never know how the driver or passenger will react.
- If a driver refuses to obey instructions, record a description of the car, the driver, license plate and the circumstances. Report this information to your supervisor as soon as possible.
- One last thing: drivers are distracted. Don't assume just because you can see them, that they can see you. You can't be too cautious when it comes to your safety and the safety of the people on your crew.
- Flagging seems simple and it is but don't let the simplicity detract from its importance. You need to be on it the whole time you're flagging. There are a lot of people depending on you.

## FLAGGER SAFETY

### ANSWERS TO THE REVIEW QUIZ

1. a

2. d

3. a

4. b

5. a

6. a

7. b

**FLAGGER SAFETY  
REVIEW QUIZ**

*The following questions are provided to determine how well you understand the information presented in this program.*

Name \_\_\_\_\_ Date \_\_\_\_\_

1. Clothing for flaggers should be clean, neat and highly visible with reflectors.
  - a. True
  - b. False
  
2. Reflective clothing must be visible at a minimum of \_\_\_\_\_.
  - a. 10 feet
  - b. 50 feet
  - c. 100 feet
  - d. 1000 feet
  
3. The stop / slow paddle should be a minimum of 18 inches by 18 inches octagon.
  - a. True
  - b. False
  
4. Flaggers can use a lawn chair in the work zone when they need to take a break.
  - a. True
  - b. False
  
5. To stop traffic, the flagger shall face traffic and extend the stop sign paddle in a stationary position with the arm extended horizontally away from the body.
  - a. True
  - b. False
  
6. When two flaggers are required, they must be able to see each other or have two-way radios for clear communication.
  - a. True
  - b. False
  
7. You can engage in extended conversations with motorists who are friendly.
  - a. True
  - b. False