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| **Work Zone Inspection Form** | | | | |
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| **Date of Report** |  | |
| **Time of Report** |  | |
| **Completed By** |  | |

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| **Project** |  | |
| **Contract Number** |  | |
| **Work Zone Location** |  | |
| **Contractor** | |  | | --- | | *(Responsible for W/Z protection and maintenance)* | | |
| **Responsible Supervisor** | |  | | --- | | *(Responsible for W/Z protection and maintenance)* | | |
| **Start Date** |  | |
| **Expected Completion Date** |  | |
| **No. of Project Workers** |  | |
|  |  | |
| **Operations/Activities in Progress** | |  |
| **Summarize Claims Activities To Date** | |  |
| **Summarize New Claims Since Last Report** | |  |

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| **Item #** | **Check List** | **Rating**  **(S), (NI), (U), (NA)**  **(ratings defined below)** | **Action Required** |
| **1** | **Traffic control plan (TCP) is created for all operations requiring traffic control. The TCP meets or exceeds the MUTDC and any additional local and state requirements.** |  |  |
| **2** | **The TCP is prepared and approved by someone who is authorized and trained and/or certified in Temporary Traffic Control (TTC).** |  |  |
| **3** | **Trained/certified Traffic Control Coordinator (TCC) assigned to oversee project work zone activities.** |  |  |
| **4** | **The TCP is communicated to all parties involved in work zone operations (to include local emergency services, law enforcement and railroads).** |  |  |
| **5** | **If traffic control specs are provided by state DOT or other governing authority, a review was conducted by trained/certified persons to ensure plans are appropriate for the construction activities and environment.** |  |  |
| **6** | **If TCP becomes insufficient, it is immediately reviewed and modified accordingly.** |  |  |
| **7** | **If changes to the TCP were warranted, they were approved by persons who are knowledgeable in Temporary Traffic Control (TTC) practices, such as someone who is trained and/or certified in TTC before implemented.** |  |  |
| **8** | **TTC set up, tear down and maintenance operations are preplanned, written and formally communicated to all parties required to perform and oversee these tasks.** |  |  |
| **9** | **TTC set up, maintenance and tear down operations are preplanned/designed to, prevent workers and road users from occupying the same roadway space at the same time.** |  |  |
| **10** | **If workers and road users occupy the same roadway space, precautions have been taken to separate both parties using; traffic control devices, lane closures, physical barriers, attenuator vehicles or other safe means.** |  |  |
| **11** | **A routine inspection program is implemented for the work zone to include documented discrepancies, corrective actions taken and the use of photos/videos to memorialize proper set up.** |  |  |
| **12** | **Inspection schedule takes into account; weather, traffic accidents, weekends and holidays or other times when conditions may affect the work zone.** |  |  |
| **13** | **Preparations made to provide roadway cleaning as needed. (street sweepers or other means).** |  |  |
| **14** | **Manual flagging operations are performed by only trained/certified flaggers.** |  |  |
| **14a** | **Verification of flagger training/certification is on-hand.** |  |  |
| **14b** | **Proper flagging equip. has been provided such as; warning signs, paddles, comm. devices, lighting (if necessary), flags (emergency only), retro-reflective outer garments, hardhats, etc.** |  |  |
| **15** | **All work zone equipment i.e., signage, drums, cones, barricades, reflective markings and any other devices are clean, in their appropriate location and free from damage.** |  |  |
| **16** | **If MPT is subcontracted, steps are in place to ensure TTC is set up, maintained and removed in accordance with contract specifications, the MUTDC, and any applicable local and state requirements.** |  |  |
| **17** | **Preparations made to provide lighting for night operations. This lighting is set up, observed and positioned to ensure it does not interfere with road users (i.e., glare, shadows or blind spots).** |  |  |
| **18** | **A procedure is in place when using vehicles to transport, set up, remove or maintain work zone devices. (includes attenuator vehicles, arrow boards and warning signs).** |  |  |
| **19** | **Vehicles in the work zone have working back up alarms, lighting and markings.** |  |  |
| **20** | **Construction vehicles provided clear entrances and exits off and back onto the highways. These points should allow smooth transition off and back onto highway without disrupting active roadway traffic.** |  |  |
| **21** | **If necessary, a vehicle tire/body wash is in place to clean vehicles before being allowed back onto highways.** |  |  |
| **22** | **Trucks hauling materials such as soils, rock, debris, waste etc., have tarps in place and loads covered before leaving the work zone. Tarps are in good condition and in proper working order.** |  |  |
| **23** | **If the work zone contains sidewalks, school crossings, bus stops etc., the TCP includes means to re-rout pedestrians, close sidewalks, provide fencing, additional physical barriers, signage, flaggers or other steps /devices necessary to protect the public.** |  |  |
| **24** | **The TCP addresses communication procedures and notifications to local emergency responders such as Fire, E.M.T., and Police.** |  |  |
| **25** | **The TCP addresses emergency vehicle access through the work zone and into the site if needed. This includes detour and road closure notifications and communication with fire, police and other agencies.** |  |  |

***Checklist Rating Definitions:***

***Satisfactory (S)*** *rating; majority of the safety program/procedures/policy are implemented and are in compliance with project safety requirements*

***Needs Improvement (NI)*** *rating; certain elements of the safety program/procedures/policy are not satisfactorily implemented nor are in compliance with project safety requirements*

***Unsatisfactory (U)*** *rating; critical and/or numerous elements of the safety program/procedures/policy are not satisfactorily implemented nor are in compliance with project safety requirements exposing workers/public to hazardous conditions that may affect their safety and health*

***Not Applicable (NA)*** *rating; program/procedures/policy does not apply at this time, for this particular category*

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| **Overall Work Zone Analysis** |  | | |
| **Progress Photos** |  |  |  |

***See below for any recommended corrective actions***

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| **Recommended Corrective Actions**  **(Reference applicable check list # in comments)** | **Recommendation Number** | **Repeat Recommendation** | **Completed**  **Yes / No** | **Date Completed** |
| **Responsible Contractor** |  | Yes  No | Yes  No |  |
| **Recommendation** | | | | |
| **Photos** | | | | |
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| **Responsible Contractor** |  | Yes  No | Yes  No |  |
| **Recommendation** | | | | |
| **Photos** | | | | |
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| **Responsible Contractor** |  | Yes  No | Yes  No |  |
| **Recommendation** | | | | |
| **Photos** | | | | |
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| **Responsible Contractor** |  | Yes  No | Yes  No |  |
| **Recommendation** | | | | |
| **Photos** | | | | |
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| **Responsible Contractor** |  | Yes  No | Yes  No |  |
| **Recommendation** | | | | |
| **Photos** | | | | |
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| **Responsible Contractor** |  | Yes  No | Yes  No |  |
| **Recommendation** | | | | |
| **Photos** | | | | |
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| **Report Contact Distribution List** |

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| **Company** | **Contact Name** | **Contact Email Address** |
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