

Roadside & Night Safety Checklist

A pre-shift and shift-long checklist for crews working on or adjacent to active roadways. Complete before mobilization and re-verify at each shift change or lighting condition change.

PRE-SHIFT PLANNING

- ☐ Traffic control plan reviewed and posted at the jobsite
- ☐ Work zone limits, taper, and buffer distances confirmed
- ☐ Site foreman identified; emergency contact numbers on hand
- ☐ Weather and visibility conditions checked (fog, rain, dusk)

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- ☐ ANSI Class 2 or Class 3 high-visibility vest for every crew member
- ☐ Reflective striping intact — no tears, fading, or grease coverage
- ☐ Hard hats with reflective decals; safety glasses; work boots
- ☐ Class 3 high-vis outerwear for all night and low-light work

WORK ZONE SETUP

- ☐ Advance warning signs placed per MUTCD spacing
- ☐ Cones, drums, and channelizing devices reflectorized and upright
- ☐ Arrow board or message board operational and aimed correctly
- ☐ Flagger stations identified with STOP/SLOW paddles and radios

NIGHT VISIBILITY & LIGHTING

- ☐ Portable light towers positioned to eliminate dark spots
- ☐ Lights aimed to avoid glare toward oncoming traffic
- ☐ Equipment strobes and beacons operational on all machines
- ☐ Reflective tape on trailers, barricades, and staged materials
- ☐ Backup alarms functional on every piece of moving equipment

CREW COMMUNICATION

- ☐ Daily tailgate safety briefing completed and signed
- ☐ Two-way radios tested; channel assignments confirmed
- ☐ Spotter assigned for all backing and heavy equipment moves

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Emergency egress route identified and communicated

END-OF-SHIFT

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Work zone secured; open excavations covered or barricaded

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Warning lights left operational overnight where required

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Equipment shut down, locked, and parked off travel lanes

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Site walked and debris cleared from roadway

Foreman signature:

Date:
