



Road-Sign-Walkway Program for Public Works

Toolbox Talk Lesson Plan

The maintenance of streets and roads represents one of our community's greatest challenges. Accidents arising from alleged poor surface conditions and poor sign maintenance are a leading cause of liability claims against municipalities. These claims typically represent 18% of claim frequency and 15% of award costs. The **(Your JIF)** JIF suggests that municipalities establish a RS&W program and has provided sample forms.

The best claim is the one that never happened. Our municipality has established a system for identifying hazardous situations and taking appropriate action. Like most other local governments with road maintenance responsibilities we have created a defect-reporting system to alert management to problems with roads, streets, sidewalks, water utilities and the like. **(Describe your system)** In order to assure that the program is effective, it is necessary to determine if the signs and devices are:

1. Properly hung and secured
2. Visible and unobstructed
3. Legible or identifiable condition
4. In operational condition

Examples of Conditions to be noted:

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| <ul style="list-style-type: none">• Street lights not working• Traffic signal not operational• Signage is faded• Signage is missing• Potholes or cracks in surface that present trip & fall hazards• Uplifted manhole covers• Uneven road surfaces• Blocked storm drains | <ul style="list-style-type: none">• Designated lines are faded• Sink holes / potholes• Ruts and valleys• Protruding pipe caps• Loose manhole covers• Debris• Poor illumination• Visual obstructions• Improper signage |
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Our Roadway, Sign, and Walkway program has been established as an inspection, reporting and referral system. The records developed as part of the inspection program serve as a notification and work order system to assure that observations are reported, corrected and documented. The tracking log serves as a way to record and track observations reported by residents and other citizens, and follow through on corrective action. The program consists of six elements:

1. A system of regular inspections and observations (ex: Sign Inspection & Maintenance Program).
2. Training for employees to identify potential hazards
3. Procedures for employees and citizens to report potential hazards (Condition Report)
4. Procedures to log all reports and record corrective action (Tracking Log)
5. Procedures to notify other entities / authorities of conditions and/or incidents that require attention (Referral Report)
6. Procedures to investigate incidents and accidents

Employees must report any damage, vandalism or theft at the first opportunity using the Road, Signage and Walkway Condition Report. **(Show a copy)**

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