
Policy



Flagger and Spotter Operations Policy

June 2026

Purpose

To establish a comprehensive policy for Flagger and Spotter operations within petrochemical, catalyst, and mechanical job sites. This policy ensures consistent safety standards, compliance with regulatory requirements, and the protection of personnel and property during work activities that involve vehicular or equipment movement.

1. Determining the Need for Flagger and/or Spotter Procedures

A Job Safety Analysis (JSA) or formal Risk Assessment must be conducted prior to the start of any job where there is potential for vehicle or equipment interaction with personnel or critical infrastructure.

These assessments must evaluate:

- Equipment blind spots
- Pedestrian exposure
- Work zone layout and proximity to high-traffic areas
- Historical incident data
- The need for a Flagger and/or Spotter must be clearly documented in the JSA or Risk Assessment.
- Supervisors must verify implementation of appropriate controls and ensure Flagger/Spotter
- assignments are noted in the daily work plan.

2. Temporary Traffic Control (TTC) Plan

When job sites involve traffic (vehicular or equipment), a Temporary Traffic Control (TTC) plan must be established.

TTC Plans must:

- TTC Plans must:
- Define the flow of all vehicular and pedestrian traffic
- Include signage and barrier placement
- Account for emergency vehicle access
- Be reviewed and approved by a supervisor or safety lead
- TTC Plans must be communicated during pre-job briefings and posted at the job site when applicable.

3. Safety Apparel and Equipment Requirements

Flaggers and Spotters must be equipped with all required Personal Protective Equipment (PPE) and visibility gear to perform their roles safely.

Minimum PPE includes:

- ANSI Class 2 or Class 3 high-visibility garments (vests or coveralls)
- Hard hats, safety-toe boots, and gloves
- Communication tools (e.g., radios, hand signals, or flags)
- Apparel must be maintained in clean, undamaged condition and replaced as needed.

4. Training Requirements

All Flagger and Spotter personnel must receive formal training prior to assignment.

Training must cover:

- Role-specific duties and responsibilities
- Hand signals and radio protocols
- Situational awareness and hazard identification
- Interaction with drivers, operators, and pedestrians
- Records of training must be documented and retained.
- Refresher training must occur annually or after an incident, near-miss, or policy update.

5. Compliance and Enforcement

Supervisors are responsible for ensuring the policy is followed and that only trained, authorized personnel act as Flaggers or Spotters.

Training must cover:

- Non-compliance will result in retraining or removal from duty.
- Policy effectiveness will be reviewed quarterly as part of IPS Group's continuous improvement program.

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