

What Is Book 7?

The Ontario Traffic Manual's Book 7 (Temporary Conditions) has been developed to provide basic uniform requirements for traffic control in work zones during roadway or utility construction and maintenance operations on or adjacent to public highways including ramps and municipal roads and streets, (as well as other public ways to which road traffic has access).

Who is Book 7 Training designed for?

Training in Book 7 is intended for employees working for the following agencies and organizations:

- Provincial, Municipal, and private road authorities in Ontario and their contractors.
- Utilities, contractors, and others who may have approval to work on public roadways.

Why is Book 7 Training important?

Safety for workers and motorists is paramount, including workers setting up, operating, and removing traffic control. The purpose of this training is to provide the basic guidelines for traffic control to be used by persons or agencies performing construction, maintenance, and utility work on any street or highway open to the public in the Province of Ontario, in order to achieve satisfactory levels of safety for workers and motorists.

Do I need Book 7 Training for my job?

The latest Ministry of Labour Occupational Health and Safety Act (OHSA) and construction regulations provisions for traffic control and worker protection have been in effect since June, 2000, and have been carried forward into subsequent editions. These require employers to train workers exposed to traffic hazard or construction vehicles, and to develop Traffic Protection Plans for workers who may be exposed to traffic and vehicular hazard.

What topics does the OTC Book 7 Training cover?

This 1 day course is for installers (workers) and supervisors who will be responsible for or working on non-freeways only. This course will benefit employers, provincial and municipal road authorities, contractors, engineers, designers, contract administrators, utilities, supervisors, workers, and inspectors.

- Provisions of the Ontario Health and Safety Act and regulations relating to traffic control in maintenance and construction work zones, as well as to employer, supervisor, and worker responsibilities, and upcoming changes to legislation.
- Driver needs, capabilities, and limitations: Human factors and positive guidance, and their application to work zone traffic control
- Comprehensive training on OTM Book 7 requirements and guidelines applicable to non-freeways

- Purpose & Scope
- Legal authority
- Fundamental principles
- Application of guidelines; recommended best practice

- Rural and urban application of Book 7
- Temporary Work Zone component areas
- Mobile, Very Short Duration, Short Duration and Long Duration Work
- Detours
- Speed Control in Work Zones, including speed control with pilot vehicles
- Pedestrians & Cyclists Traffic Control

- Procedures and methods for Work Zone Traffic Control
- Preparation before beginning work: planning, organization, and design of traffic control
- Traffic Protection Plans: How to develop and implement
- Traffic hazards and protection measures
- Information to include in plan
- Traffic Control Plans; relation with Traffic Protection Plan
- How to reduce risk and liability exposure
- Principles for safe set-up and removal of traffic control
- Step-by-step procedures for safe set-up and removal of traffic control
- Inspection, monitoring, and documentation of work zone traffic control
- Traffic Control with moving vehicles

- Traffic Control Devices: Application
- Signs: Specifications, Installation, Maintenance, sign details
- Channelizing Devices: Cones, barrels, etc
- Barricades and barriers
- Temporary markings and delineation
- Traffic Control Persons & Signallers
- Portable & Temporary Traffic Control Signals
- Quality replacement guidelines for traffic control devices

- Use of Book 7
- Use of Book 7 tables
- Use of Book 7 typical layouts, including set-up and removal
- Application of Book 7 to Low Volume Roads
- Group exercises: non-freeway work zone scenarios
- Photos: discussion of real-life non-freeway set-ups.

Who are the Book 7 Course instructors?

Rod Edwards worked for MTO in the traffic field for 31 years, and was Head of Traffic Signing for 9 years. He has participated in the development of both the Ontario and Canadian Manuals of Uniform Traffic Control Devices (MUTCDs). Since leaving MTO, he has worked as a traffic consultant, a sign installation contractor and as work zone safety contractor, with a wealth of field experience.

Milt Harmelink worked for MTO in a variety of engineering functions for 32 years, including periods as Manager, Traffic Management and Engineering Office (with responsibilities for traffic

management, control, safety, and the Ontario MUTCD) and as Director of Transportation Technology and Energy, including development of advanced traffic management systems. He has participated in the development of the Ontario, Canadian, and US MUTCDs. Since leaving MTO, he has worked as a traffic consultant.

What is the cost to attend a Book 7 Training course?

The cost to attend the full-day Book 7 Training course is \$169+GST for employees of organizations are members of the OTC. For staff of non-members, the course fee is \$199+GST.

When and where is the next Book 7 Training session?

Sessions are held throughout the year. Please contact Marco D'Angelo at 647-346-4050 or marco@otc.org if your municipality or corporation is interested in hosting a day-long session.

How can I register for the next course?

Click this link or email marco@otc.org, phone 647-346-4050 or fax 647-346-4060 today!

How can I download Book 7?

The full version of the Ontario Traffic Manual can be downloaded by clicking here.

http://www.otc.org/PDF/Training_2008_08_18_Book_7_TempCond.pdf