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Tel. : 2762 3304

Highways Department
5th Floor
Homantin Government Offices
88 Chung Hau Street
Homantin
Kowloon

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Highways Department Technical Circular No. 8/2003
Planned Road Works on Red and Pink Routes

This circular sets out guidelines on the procedure to be followed on planning short-term and long-term road works on Red and Pink Routes. It should be read in conjunction with Highways Department Technical Circular (HyDTC) 5/2001 which outlines the emergency procedures and gives the location of such Routes.

Short-term Road Works on Red and Pink Routes

2. In planning short-term (less than twenty-four hours) Road Works on Red and Pink Routes, a detailed programme, a contingency plan and a checklist are required to ensure that the route can be reopened on time and that appropriate diversion or partial opening can be effected in short notice to ease traffic congestion. The minor works as mentioned in para. 9, however, may be an exception to this rule.

Detailed Programme

3. A detailed programme of works (suggested format as shown in Appendix A) at not more than half-hourly intervals with key milestones for individual operation / phase of the works should be specifically prepared for the short-term road works. Milestones or critical timings are used to determine whether the planned activities should be revised or cancelled due to the occurrence of any delays. As an example, milling may need to be stopped when it is likely that the works cannot be completed by the required time or it is known there are problems in the supply of bituminous materials.

Contingency Plan

4. A clear and concise contingency plan vetted by an Engineer or Chief Technical Officer should be provided for different scenarios such as delay due to traffic accidents, breakdown of plant, inadequate supply of material or adverse weather condition, etc. The contingency plan (suggested format as shown in Appendix B) should cover at least the following items:

- a) Number and type of standby plant and their whereabouts;
- b) Standby materials and the stockpile area;
- c) Any alternative traffic diversion routes; and
- d) Contingency or temporary measures to reopen the road and the time required for partial and complete evacuation.

5. All standby plant and materials are required to be ready on site within 30 minutes upon request. However, the contractor is required to identify additional standby plant when the original plant has already been mobilized.

6. If the mobilization of standby plant and/or the supply of materials is seriously affected by traffic congestion, the site staff should ask for Traffic Police escort to ensure their timely arrival at the site.

Checklist

7. Site staff are required to check all the listed items in the checklist: the checking of plant; estimate of and provision of materials; standby material and equipment; a detailed programme; a contingency plan and a contact list. The works can only commence after all items in the checklist (suggested format as shown in Appendix C) are confirmed.

Be Prepared to Vacate the Site at any time

8. All short-term road works on Red and Pink Routes should be prepared for partial reopening and evacuation at any time to allow for unexpected incidents. Partial reopening of one or more lanes within 30 minutes and complete evacuation within one

hour is considered acceptable. The roadwork site should be confirmed safe by the supervising officer before reopening for public use.

9. For minor works carried out under the Cyclic Lane Closure Programme (such as grass cutting, cleansing of street furniture, litter picking), road lighting maintenance works (such as replacement of lanterns), and any other works for which the traffic lanes can be reopened to traffic speedily in very short time, the requirement of a detailed programme, a contingency plan and a checklist may be waived. However, such quick evacuation of the site should be under the supervision of an experienced site staff.

10. For other works which include rehabilitation, resurfacing, reconstruction works, or structural joint or parapet replacement works etc., the site may not be able to be reopened within one hour after commencement of the works. A detailed programme, a contingency plan and a checklist are required to ensure that the site can be evacuated within a short period of time if necessary and the road works would not straddle beyond the required time for completion.

Report on Deviation from Original Programme

11. Site staff supervising the short-term road works should maintain a contact list (suggested format as shown in Appendix D) with mobile and residence phone numbers of responsible officers including the Transport Department First Contact Point (TDFCP), the Police Traffic Console and in-house staff up to the rank of Chief Engineer. They are required to make immediate contact with their senior officers directly when the actual progress is likely to slip behind the original programme. If they cannot contact their immediate supervisors, they must contact the other more senior officers in the list. He can also seek assistance from the Assistant Duty Officer of Highways Department Reporting Centre at 2926 4333, 9329 0326 or 9329 0327.

12. Once reported, the respective supervisor or the senior officer should critically evaluate the situation. If the road cannot be reopened in accordance with the original schedule, the senior officer should keep their Chief Engineer informed.

The information should also be disseminated to the Police Regional Command through the respective traffic console, the TDFCP and the relevant works departments or utilities companies (as the case may be) for necessary actions in accordance with HyDTC No. 5/2001.

Long-term Road Works on Red and Pink Route

13. For planned road works on Red and Pink Routes involving closure of traffic lanes for more than twenty-four hours, the measures stipulated in this technical circular should also apply, except possibly the detailed programme may cover a wider interval as appropriate. The Engineer responsible for the road works should ensure that the contingency plan is capable of providing alternative diversion or at least partial reopening of traffic lanes to public use quickly at times of serious traffic congestion.

Road Works on Public Transport Sensitive Routes or Routes to Vulnerable Areas

14. If considered necessary, the measures stipulated in this technical circular should be applied to works on Public Transport Sensitive Routes or Routes to Vulnerable Areas.

New Contracts and Conditions of Permits

15. The requirements stipulated in this technical circular may be incorporated in new contracts or as a condition in the excavation permits, where appropriate.

(Original signed)

(MAK Chai-kwong)
Director of Highways