



To the extent necessary and practicable, the engineer is to contact local law enforcement officials to solicit their assistance in evaluating the effectiveness of the traffic control operations, and to obtain written and verbal reports of crashes occurring in the work zone and immediate project vicinity.

In addition to implementing any necessary corrective actions consistent with the duties and responsibilities associated with the position, the engineer will provide the crash reports to the area supervisor on a weekly basis. Then, as deemed necessary, on an individual project basis, the project's crash situation will be reviewed by representatives of the region's construction, design, maintenance, and traffic sections (as appropriate), in cooperation with the statewide bureau traffic section and central office oversight engineer (as appropriate). This will be done for the purpose of evaluating the crash frequency and/or severity occurring on the project, and for determining appropriate improvements.

Findings of the reviews will be documented by the region, with copies of the documentation furnished to appropriate statewide bureau sections, enabling implementation of improvements on future projects. The following steps identify immediate actions that should be followed by the department's field representatives to promote safety and help manage WisDOT's risk in construction work zones.

1. If emergency responders have not arrived, call 911 as soon as possible to report the crash.
2. Notify the project manager or the supervisor that a crash has occurred.
3. If the project supervisor deems necessary, notify Janet Huggins (Risk and Safety supervisor of WisDOT's Risk Management Unit janet.huggins@dot.wi.gov) that a crash has occurred.
4. When possible, document the crash site area with photos and sketches as appropriate.
5. When available, obtain the crash report from law enforcement.

1-55.1 Investigation Checklist

Form [DT2044](#), The Investigation Checklist, is to be used as a guideline only to assist the engineer in gathering potential evidence and documentation that may be requested in the defense of a claim against a state employee or contractor. Each claim is unique and may require additional information not listed on this checklist. Information gathering should begin as soon as the engineer determines that a significant event may result in the filing of a claim.

Information gathered using this checklist may be considered confidential attorney-client communication. The Risk Management unit should be contacted before releasing any information.

1-55.2 Traffic Damage Claims

It is the policy of the department to bill contractors for damages caused by their construction operations to signs and other traffic control device installations. Any time a contractor removes signs and fails to reinstall them properly, or any time damages to signs or other traffic control devices are incurred as a result of operations by a contractor, those costs should be billed to the contractor under a damage claim. Accordingly, the project manager should record all pertinent information relative to such damages or incurred costs. This information should be given to the region office.