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Compliance Safety Inspections and/or Site supervisor compliance (operational) safety inspections

Checklist for Temporary Traffic Management

Introduction

This document is a sample checklist for Temporary Traffic Management. This checklist should be read in conjunction with the Austroads Guide to Temporary Traffic Management, Australian Standards AS 1742.3 and the Main Roads’ Traffic Management for Works on Roads Code of Practice.

Compliance Safety Inspections and Site supervisor compliance (operational) inspections are applicable at the implementation (and operation) phase to ensure the site is established in accordance with the approved TMP and is safe for the prevailing road conditions and work site requirements.

**Compliance Safety Inspection:** The inspection should be undertaken by a person that holds AWTM accreditation once the traffic management scheme has been implemented and at any major changes to the TMP or as required. This may be conducted by the project team or be independent.

**Site supervisor compliance (operational) safety inspections**: Onsite inspections should be undertaken frequently, preferably by a person with a BWTM accreditation.

This checklist should be treated as a guide only. It does not provide an exhaustive list of questions to identify all possible instances of non-compliance that may be detected at a worksite in respect to a given Traffic Management Plan. The checklist may be modified as required.

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| **Project Information** | |
| Project |  |
| TMP Date |  |
| TMP No. |  |
| Rev No. |  |
| Location |  |
| TMP author contact details |  |
| Site supervisor contact details |  |
| TTM supervisor contact details |  |

| **Issue** | **Yes/No/ NA** | **Comment** |
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| **1. Approvals** |  |  |
| Have all the necessary approvals and permits been obtained to implement the TMP? |  |  |
| Is it the correct version of the TMP/TGS and does the implemented TGS comply with approval conditions?  Check for conditions of approval relating to working hours, number of traffic lanes, lane widths, signs & site instructions. |  |  |
| Where applicable, is the TM company a Main Roads registered company? |  |  |
| Is the TTM on a Main Roads road involving ‘complex traffic arrangements’ and if so, is person with either Worksite Traffic Management or Advanced Worksite Traffic Management accreditation on-site at all times when road workers are present. |  |  |
| **2. Alignment** |  |  |
| Are the roadworks located safely with respect to horizontal and vertical alignment? If not, does works signing, offset and/or protection cater for this? |  |  |
| Are the transitions from the existing road to the roadworks safe and clearly laid out? |  |  |
| Are turning radii and tapers adequate for all road users? Have the swept paths of all vehicles been catered for? |  |  |
| **3. Delineation, traffic lane safety and visibility** |  |  |
| Is the work area clearly defined? |  |  |
| Are the travel paths for both directions of traffic clearly defined? Is the work area appropriately separated from passing traffic? Check the transition at the interface of the modified alignment. |  |  |
| Do the temporary works involve shoulder or traffic lane closures? If so:  Are the taper lengths adequate?  Are traffic cones, bollards upright, secure, correctly spaced and neatly aligned? |  |  |
| Are centre lines/lane lines/edge lines clear and unambiguous? |  |  |
| Are sight and stopping distances adequate at works, at intersections and driveways? |  |  |
| Are traffic lanes clearly delineated? |  |  |
| **4. Traffic management signs and devices** |  |  |
| Are all signs and devices placed such that they are clearly visible to approaching drivers and other road users both day and night? Do they give adequate warning of the changed conditions? |  |  |
| Have all road users been considered including trucks, pedestrians, cyclists, motorcyclists and buses. |  |  |
| Are traffic signs correctly located, with adequate lateral and vertical clearance? |  |  |
| Are signs placed to not restrict sight distance, particularly for turning vehicles? |  |  |
| Are redundant permanent signs (eg speed limit) covered up? |  |  |
| Have signs been securely mounted and where required post mounted? |  |  |
| **5. Traffic Flow** |  |  |
| Has traffic flow been maintained as predicted by the TMP? Have the works impacted on other adjoining routes? |  |  |
| Where detours are included, is the signing adequate and have all road users been catered for such as heavy vehicles and buses? |  |  |
| **6. Speed management** |  |  |
| Are speed limits warranted and correctly applied? |  |  |
| Are road users informed of the need to slow down through the roadworks site? |  |  |
| Are the speed limits established on site consistent with the modified road environment? If not, should this be changed or should the “safety space” to the worksite be increased? |  |  |
| Are road users complying with the temporary speed limits? If not can something be done to on site to encourage speed compliance? |  |  |
| Are buffer zones established? Are the zone lengths consistent with standards and guidelines?  Are speed limits reinstated as soon as practical in line with standards and guidelines? |  |  |
| If required, have speed feedback signs been installed and used correctly? |  |  |
| **7. Night-time safety** |  |  |
| Is appropriate street lighting or other delineation provided at the roadworks to ensure that the site is safe at night? |  |  |
| If temporary lighting is used, have issues such as glare or transition in illumination been addressed? |  |  |
| Are all fixed objects adjacent to and close to the travel path treated to ensure visibility at night? |  |  |
| Is the works area safe for pedestrians and cyclists at night? |  |  |
| Do the traffic control devices meet the requirements for retro-reflectivity? |  |  |
| Are the correct signs used for each situation including at night where required, and is each sign necessary? |  |  |
| **8. Aftercare** |  |  |
| Have unnecessary signs been removed when works are not in progress? (e.g. temporary speed signs and worker symbolic signs) |  |  |
| Where signs and devices have been removed after hours is appropriate delineation provided (particularly at night)? |  |  |
| Where practical have hazards been removed or suitably protected (e.g. backfilling excavations). |  |  |
| **9. Safety barriers** |  |  |
| Is there adequate clearance from the edge of the traffic lane and road safety barrier system? |  |  |
| Are safety barriers erected in a manner that:   * does not make them a hazard to traffic? * does not obstruct visibility? |  |  |
| Is the work area appropriately separated from the deflection zone of the safety barrier? |  |  |
| Is the road safety barrier system adequate (eg length of need, barrier type, offset to traffic, offset to work area, end treatment)? |  |  |
| **10. TMAs and shadow vehcles** |  |  |
| Are TMAs and shadow vehicles being used where required? |  |  |
| Are the shadow vehicles located in a safe position with adequate sight distance for approaching vehicles? Are workers located a safe distance from the vehicles? |  |  |
| Are drivers entering/exiting vehicles in a safe manner? |  |  |
| Are arrow boards displaying the correctly to warn road users? |  |  |
| **11. Traffic control** |  |  |
| Are PTCDs being used where required? If so, are traffic controllers positioned in a safe position from the roadway but still in view of motorists? |  |  |
| Are traffic controllers provided where required? (comment - where, when and how) Is there an adequate number to ensure rest breaks can be taken? |  |  |
| Do traffic controllers have an adequate escape path? |  |  |
| Is sight distance to traffic controllers and the end of queue adequate? |  |  |
| Are queue lengths reasonable and being monitored in line with the Code of Practice? Are ‘Prepare to Stop’ signs adequate for queue lengths? |  |  |
| If using single lane shuttle flow, is the length in accordance with the approved TMP? |  |  |
| Have pilot vehicles been used where required? Is the Pilot vehicle operating safely? |  |  |
| **12. Work site access** |  |  |
| Are site entrances and exits safely located with adequate sight distance? Are appropriate procedures in place and applied for workers accessing and exiting the site? |  |  |
| **13. Pedestrians and cyclists** |  |  |
| Have the effects of the work areas on pedestrians and cyclists been considered? |  |  |
| Cyclists:  • Consider impact closing bike lanes or shoulders, and  • Consider clear direction of cyclist expectation.  • Have safe transitions between facilities and road been provided? |  |  |
| Are facilities for wheelchair users in terms of width, ramp gradients and pavement surface provided past the worksite? |  |  |
| Are all signs and devices placed such that they do not adversely impact access to properties and other road users (pedestrians, cyclists and the disabled)? |  |  |
| Is the path free of defects (for example, excessive roughness or rutting, potholes, loose material, dust, etc.)  that could result in safety problems such as loss of steering control or visibility? |  |  |
| Is the path free of areas where ponding or sheet flow of water may cause safety problems? |  |  |
| **14. Road pavement** |  |  |
| Is the pavement free of defects (for example, excessive roughness or rutting, potholes, loose material, dust, etc.) that could result in safety problems such as loss of steering control or visibility? |  |  |
| Is the pavement free of areas where ponding or sheet flow of water may cause safety problems? |  |  |
| **15. Traffic signals** |  |  |
| Is the worksite in the vicinity of permanent Traffic Signals? If so, have the necessary approvals been obtained from MRWA? And RNOC been notified? |  |  |
| Has the safety of all road users at the signals been adequately catered for e.g. pedestrian crossing. |  |  |
| **16. TTM Implementation, Operation and Removal** |  |  |
| Has the traffic management been installed and removed safely, limiting crossing the road, use of spotters and shadow vehicles or TMAs? Do TM workers have adequate escape path? |  |  |
| Is the traffic management being appropriately monitored by TTM workers? |  |  |
| Has the traffic management been appropriately recorded in the Daily Diary? |  |  |
| **17. Work and Health Safety** |  |  |
| **17.1 General** |  |  |
| Are the responsibilities in the TMP being adhered to? |  |  |
| Are site inductions being conducted to those entering the worksite? |  |  |
| Are workers wearing correct PPE when on site? Do they have adequate clearance to traffic and an escape path? |  |  |
| Are start-up meetings being conducted each day and are workers aware of their responsibilities during each stage of the works? |  |  |
| Are the risks of mobile plant and workers being managed? |  |  |
| Is there a completed SWMS/JSA onsite and are workers following all safety requirements? |  |  |
| **17.2 TTM Works / Accreditations** |  |  |
| Is there at least one person accredited in Advanced Worksite Traffic Management or Worksite Traffic Management available to manage variations, contingencies and emergencies, and to take overall responsibility for traffic management. |  |  |
| Are staff managing the implementation of the plan appropriately accredited in Basic Worksite Traffic Management? |  |  |
| Are the Traffic Controllers used on the worksite accredited, suitably attired and adhering to the traffic control handbook and other standards? E.g. taking breaks for controlling traffic every 2 hours. |  |  |
| Are staff operating TMAs appropriately accredited? |  |  |
| **18. Any other matter** |  |  |
| Have all other matters which may have a bearing on safety been addressed? |  |  |

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| **Name** | **Position** |
|  |  |
| **Signature** | **Date** |
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