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Suitability Check

Checklist for Traffic Management for Works on Roads

Introduction

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

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.

Advice to Personnel Undertaking the Suitability Check

The suitability check should be undertaken by the Road Authority prior to approving the TMP. Preferably, the check should be undertaken by a traffic or network operations person with AWTM accreditation. This check ensures the Road Authority is fulfilling its duty of care to road workers and road users.

It is good practice for traffic planners have someone undertake this type of check before submitting the TMP to the road authority.

Suitability Check

Checklist

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| **Issue** | **Yes/No/NA** | **Comment** |
| 1. **Approvals** |  |  |
| **1.1 Traffic Management Plan (TMP)** |  |  |
| Has the TMP been prepared by a person holding a Main Roads WA accreditation in Advanced Worksite Traffic Management (AWTM)?  Has the TMP been signed off by the person along with his/her name, AWTM certificate number and date of endorsement of the plan?  Has the plan been reviewed by someone other than the author? |  |  |
| Does the TMP contain a statement confirming that the person preparing the plan (or a person under their direction) attended a site visit prior to preparing the plan? |  |  |
| Does the Traffic Management Plan involve “complex traffic arrangements” as defined in the Code of Practice? If so, has the Traffic Management Plan been endorsed by a Roadworks Traffic Manager (RTM)? |  |  |
| Check for conditions of approval relating to working hours, number of traffic lanes, lane widths, signs & site instructions |  |  |
| Check to ensure that Traffic Guidance Schemes (TGS) are included in the Traffic Management Plan. - Are these appropriate for the worksite? Are TGSs required for the implementation of the traffic management? If so, are they included in the TMP? |  |  |
| Have the Traffic Guidance Schemes (TGS) been assigned a unique reference number, dated and signed by an AWTM accredited person? |  |  |
| Have the police, emergency services and other effected stakeholders been consulted and informed of the works? |  |  |
| **1.2 Railway Crossing** |  |  |
| Is the worksite in the vicinity of a Railway Crossing? If so, have the necessary approvals been obtained from the Railway Authority? |  |  |
| Does the TMP comply with the conditions of approval imposed? |  |  |
| **1.3 Traffic Signals** |  |  |
| Is the worksite in the vicinity of Traffic Signals? If so, have the necessary approvals been obtained from MRWA? |  |  |
| Has the Traffic Operations Centre been advised of the scope and extent of the roadworks? |  |  |
| **Issue** | **Yes/No/NA** | **Comment** |
| **1.4 Active Worksites** |  |  |
| Is there more than one active worksite? If so are they part of the same project? |  |  |
| Are there approved Traffic Guidance Schemes (TGS) for each of the active worksites? |  |  |
| 1. **Project Information** |  |  |
| **2.1 Purpose and Scope** |  |  |
| Has the author of the TMP been made aware of the staging and details of work? Has this been covered adequately in the TMP? |  |  |
| Is the time, date and duration of works covered in the TMP? |  |  |
| **2.2 Site Constraints/Impacts** |  |  |
| Does the TMP contain accurate information regarding existing traffic and speed environment? |  |  |
| Does the TMP detail the permissible working times due to traffic volumes and road function? |  |  |
| **2.3 Roles and Responsibilities** |  |  |
| Does the TMP include:  General responsibilities  Hierarchy? |  |  |
| Are there clearly defined responsibilities for:  Project Manager?  Supervisor?  TM Personnel (AWTM, BWTM)?  Traffic Controllers?  Workers and subcontractors? |  |  |
| Does the TMP include:  Client Contact?  Road Authority?  Main Contractor?  Site Contact?  Other Contacts? |  |  |
| Does the TMP list contacts for traffic management:  TMP design?  Company details?  Site contact details? |  |  |
| Will the requirements of the TMP be communicated to all workers at site inductions? |  |  |
| **Issue** | **Yes/No/NA** | **Comment** |
| **2.4 Statutory Requirements** |  |  |
| Is the TMP part of a safety plan?  Does it mention:  PPE  Plant & Equipment  Incident procedures (including a traffic incident reporting form)  Facilities to prevent falls?  Contingency plans for emergencies |  |  |
| **2.5 Site Inspections Auditing & Record Keeping** |  |  |
| Does the TMP detail the responsibilities of implementing the TMP and evaluating its effectiveness?  Does the TMP show the frequency of auditing?  Does the TMP show who is to conduct audits/reviews and what will happen to the audit/review report? |  |  |
| Does the TMP detail the daily routine tasks of inspecting and maintaining the traffic control devices on-site and keeping records? |  |  |
| **2.6 Emergency Planning** |  |  |
| Does the TMP give details for:  Emergency Services?  Dangerous Goods?  Damage to services?  Failure of services? |  |  |
| 1. **Communication and Consultation** |  |  |
| Does the TMP give approval details for:  Road Authority?  Department of Parks and Wildlife?  Department of Aboriginal Affairs?  Heritage Council? |  |  |
| Have all relevant stakeholders been consulted and informed of the works? |  |  |
| Has a communication plan been developed to appropriately inform the public? |  |  |
| Is there a mechanism for registering complaints? |  |  |
| **Issue** | **Yes/No/NA** | **Comment** |
| 1. **Planning** |  |  |
| **4.1 Risk identification** |  |  |
| Has a risk assessment been done?  Does it contain any site specific risks?  Does the risk assessment appear generic?  Does the TMP address the risk treatments?  Are there any residual risk ratings of “HIGH”?  If so, has an RTM endorsed the plan? |  |  |
| **4.2 Traffic Assessment** |  |  |
| Will traffic flow be maintained as much as possible in line AS 1742.3?  Have the effects of network congestion been examined and justified in accordance with the Main Roads Code of Practice and Policy and Application Guidelines for Traffic Management at Roadworks on State Roads? |  |  |
| Are details included for:  Volume of traffic?  Composition of traffic?  Existing & proposed speeds?  Intersection capacity?  Parking facilities?  Heavy & Oversized loads?  Public transport?  Special events?  Lane widths?  Number of lanes? |  |  |
| Has consideration been given to vulnerable road users including:  Pedestrians?  Cyclists?  People with disabilities?  School crossings? |  |  |
| Will detours be in place during the works? If so, will the existing road infrastructure adequately cater for the increased volumes and vehicle types (e.g. loading dynamics, turning circles etc.)?  Have all Road Authorities and Heavy Vehicle Services been consulted with? |  |  |
| Is the worksite in the vicinity of a Railway Crossing? If so, have any associated risks been mitigated? |  |  |
| **Issue** | **Yes/No/NA** | **Comment** |
| **4.3 Site Assessment** |  |  |
| Does the plan cover access to adjoining developments? |  |  |
| Does it have provisions addressing environmental conditions such as:  Weather including:  Rain?  Floods?  Sun Glare?  Fog/Dust/Smoke?  Heat?  Terrain?  Including vegetation?  Existing traffic/advertising signs?  Other  Structures?  Noise?  Fumes? |  |  |
| **4.4 Works Programming** |  |  |
| Is the work to be staged, is this addressed in the TMP? |  |  |
| Has each TGS addressed the appropriate work scenario? |  |  |
| Has night work been addressed?  Has aftercare been addressed? |  |  |
| 1. **Traffic Management** |  |  |
| Have the following Traffic Management issues been addressed in the TMP: |  |  |
| Adequate warning prior to worksite |  |  |
| Adequate delineation |  |  |
| Turning radii (all vehicle types) |  |  |
| Tapers (all vehicle types) |  |  |
| Traffic lane safety and visibility (defined, sight distance) |  |  |
| **Issue** | **Yes/No/NA** | **Comment** |
| Unsealed roads (maintenance) |  |  |
| Night time safety (street lighting, reflectivity of signs/devices) |  |  |
| Clear zones (non-frangible objects, batter slopes) |  |  |
| Safety Barriers (design, approvals, end treatments length of need) |  |  |
| TMA operation |  |  |
| Speed management |  |  |
| Worksite Access |  |  |
| Permanent signs and pavement marking |  |  |
| VMS (correct use) |  |  |
| Temporary traffic signals (approvals, positioning, back up) |  |  |
| Detours (increased volumes and vehicle types on other road infrastructure; consultation with all effected road authorities) |  |  |