1. Standard Forms – Examples

Table B 1: Summary of example standard forms

|  |  |
| --- | --- |
| **Form** | **Description** |
| B1 | TMP suitability checklist |
| B2 | Traffic management for roadworks operational check / onsite pre-opening inspection – Checklist |
| B3 | Worksite traffic management – Hierarchy of safety controls – Checklist  CHECKLIST PART A – Traffic controls assessment  CHECKLIST PART B – Justification for control selection  CHECKLIST PART C – Additional site-specific safety hazard / risk factors |
| B4 | TMP daily traffic management diary |
| B5 | Traffic management plan (TMP) – Long form |
| B6 | design exception |
| B7 | Example of site condition rating (SCR) form – Compliance inspection |
| B8 | Example of site condition rating (SCR) Form – Compliance inspection – Short form |
| B9 | Example of notice of non-conformance |
| B10 | Example of notification of road closure/lane closure |
| B11 | Report on incident at roadworks site |
| B12 | Newspaper advertisement standard |

|  |  |
| --- | --- |
| These forms have been extracted from Appendix B in Austroads *Guide to Temporary Traffic Management Part 8: Processes and Procedures* published in December 2019. They are provided in Word format to allow ease of use. | |
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* 1. Form B.1 – TMP Suitability Checklist

The suitability check can be undertaken by the Road Infrastructure Manager prior to approving the TMP or by the TMD before submitting the TMP. This check helps ensure the Road Infrastructure Manager is fulfilling its duty of care to road workers and road users.

| Issue | Yes/No/NA | Comment |
| --- | --- | --- |
| 1. Approvals | | |
| 1.1 Traffic Management Plan (TMP) |  |  |
| Has the TMP been prepared by a person holding a valid TMD accreditation?  Has the TMP been signed off by the person along with his/her name, TMD certificate number and date of endorsement of the plan? |  |  |
| 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? |  |  |
| Check for conditions of approval relating to working hours, number of traffic lanes, lane widths, signs & site instructions |  |  |
| Check to ensure that Traffic Guidance Scheme (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 Scheme (TGS) been assigned a unique reference number, dated and signed by the TMD? |  |  |
| Have the police, emergency services and other effected stakeholders been consulted and informed of the works? |  |  |
| 1.2 Railway / Light Rail / Tramway Crossing |  |  |
| Is the worksite in the vicinity of a Railway / Light Rail / Tramway Crossing? If so, have the necessary approvals been obtained from the Rail Infrastructure Manager? |  |  |
| Does the TMP comply with the conditions of approval imposed? |  |  |
| Has risk of wheeled pedestrians and cyclist crossing rails at less than 60 degree angles been mitigated? |  |  |
| 1.3 Traffic Signals |  |  |
| Is the worksite in the vicinity of Traffic Signals? If so, have the necessary approvals been obtained from the Road Infrastructure Manager? |  |  |
| Has the relevant Traffic Operations Centre been advised of the scope and extent of the roadworks? |  |  |
| 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 (TGSs) for each of the active worksites? |  |  |
| 2. 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 TTM Personnel: - Project Manager, TMD, TMI, TC. |  |  |
| Does the TMP include:   * Client Contact? * Road Infrastructure Manager? * Main Contractor? * Site Contact? * Other Contacts? * TMP design? * Company details? * Site contact details? |  |  |
| Will the requirements of the TMP be communicated to all workers at site inductions? |  |  |
| 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) * 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 inspecting?  Does the TMP show who is to conduct inspections and what will happen to the inspection/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? |  |  |
| 3. Communication and Consultation | | |
| Does the TMP give approval details for impacted stakeholders e.g:   * Road Infrastructure Manager? * Environmental Agency? * Heritage/Indigenous Affairs l? * Utility Providers / Dial before you dig |  |  |
| Have Public Transport operators been consulted and informed of the works? |  |  |
| 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? |  |  |
| Are traffic signs correctly located, with adequate lateral and vertical clearance from all movements (including cyclists)? |  |  |
| 4. 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 TMD endorsed the plan? |  |  |
| 4.2 Traffic Assessment |  |  |
| Will traffic flow be maintained as much as possible in line with AGTTM and contract requirements?  Have the effects of network congestion been examined and justified in accordance with the AGTTM and State/territory requirements? |  |  |
| 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 Infrastructure Manager 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? |  |  |
| 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? * Vegetation adjacent to the road and within the road corridor? * 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? |  |  |
| 5. 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) |  |  |
| Unsealed roads (maintenance) |  |  |
| Night time safety (street lighting, reflectivity of signs/devices)   * for pedestrians and cyclists * visibility of fences and structures |  |  |
| 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 affected road authorities) |  |  |

* 1. Form B2 – Traffic Management for Roadworks Operational Check / Onsite Pre-opening Inspection - Checklist

**Operational Check:** The operational check should be undertaken by the project team once the traffic management scheme has been implemented. Preferably the check should be undertaken by the TMD.

**Onsite Inspection**: Onsite inspections should be undertaken frequently by the TMI.

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

| Issue | Yes/No/ NA | Comment |
| --- | --- | --- |
| 1. Alignment | | |
| Is 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? |  |  |
| 2. 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? |  |  |
| 3. 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 (e.g. speed limit) covered up? |  |  |
| 4. Traffic Flow | | |
| Has traffic flow been maintained as predicted by the TMP? Have the works impacted on other adjoining routes? |  |  |
| 5. Speed management | | |
| Are speed limits 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? |  |  |
| 6. 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? |  |  |
| 7. Aftercare | | |
| Have unnecessary signs been removed when works are not in progress? (for example, at night)? |  |  |
| 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). |  |  |
| 8. 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)? |  |  |
| 9. Traffic controllers | | |
| Are traffic controllers provided where required? Is there an adequate number to ensure rest breaks can be taken? |  |  |
| Is sight distance to traffic controllers adequate? Are queue lengths being monitored in line with AGTTM? Are ‘Prepare to Stop’ signs adequate for queue lengths? |  |  |
| 10. 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? |  |  |
| 11. Pedestrians and cyclists | | |
| Have the effects of the work areas on pedestrians and cyclists been considered? |  |  |
| Are safe and adequate detour facilities provided around “bike lane closed” signs? Are ramps to exit provisioned? |  |  |
| Pedestrians: Including mobility scooters, wheelchairs, prams, blind people etc. |  |  |
| Cyclists:   * Consider impact for bike lane closed signs, and * Consider clear direction of cyclist expectation. * Have safe transitions between facilities and road been provided? |  |  |
| 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? |  |  |
| 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 other vulnerable road users)? |  |  |
| 12. 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? |  |  |
| 13. Occupational Safety and Health | | |
| 13.1 General |  |  |
| Are the responsibilities in the TMP being adhered to? |  |  |
| Are personnel wearing correct PPE when on site? |  |  |
| Are start-up meetings being conducted each day and are staff aware of their responsibilities during each stage of the works? |  |  |
| Are the risks of mobile plant and workers being managed? |  |  |
| Are personnel following all other safety requirements? |  |  |
| 13.2 Accreditations |  |  |
| Is there TMI 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 TMI? |  |  |
| Are the Traffic Controllers used on the worksite accredited, suitably attired and adhering to the traffic control handbook and other standards? |  |  |
| Are staff operating TMAs appropriately accredited? |  |  |
| 14. Any other matter | | |
| Have all other matters which may have a bearing on safety been addressed? |  |  |

|  |  |
| --- | --- |
| Name | Position |
|  |  |
| Signature | Date |
|  |  |

* 1. Form B3 – Worksite Traffic Management – Hierarchy of Safety Controls – Checklists
     1. Using the Checklist

The Checklist commencing on the following page may be used to apply the hierarchy of safety controls for worksite traffic management. It may be completed by the Road Infrastructure Manager to determine the practicability or otherwise of a road closure, and to document the WorkSafe test of practicability i.e. why this option should be excluded from permitted options at time of tender.

It will also document reasons why the proposed controls were selected and if applicable other controls justified as not reasonably practicable for the location. Use of the checklist can demonstrate compliance with the relevant WHS Construction Regulations.

Lower level ‘behavioral controls’ if necessary, should only be implemented combined with devices to reinforce speed compliance. Speed compliance is not a reliable control and an unsafe workplace may result if speed reduction is the only control measure deployed.

The following process steps are recommended to determine the highest controls practicable for the site traffic management. It takes into account our obligations to apply the highest control practicable for the protection of workers on site from traffic:

* **Step 1:** Obtain site details i.e. road type, road / lane widths, traffic volumes, road category, speed limit, roadside features, etc.
* **Step 2:** Complete Checklist Part A to identify physical and operational constraints to practicability. Commencing with the highest-level controls assess potential controls for physical and network constraints. Considerations include location, availability of control and suitability of alternative roads and their capacity to handle additional traffic.
* **Step 3:** Complete Checklist Part B Determine the controls practicable for the site. Document credible reasons why any higher-level controls are not considered practicable (if applicable). Document speed reinforcement controls to be deployed if level 6 to 10 are the only practicable controls for the site.
* **Step 4:** Design and specify Traffic Management Plan accordingly and compare with contractors’ proposals (if different) and agree or disagree with plan proposed.
  + 1. Form B3 – CHECKLIST PART A – Traffic Controls Assessment

|  |  |  |
| --- | --- | --- |
| **Location (Address):** | **Duration of Works:** | **Poor Advance Site Distance to Worksite (<200m):** Y / N |
| **Road Category:** | **Time of Works:** Day / Night / Day & Night | **Predicted End of Queue Distance to Site (m):** |
| **Type of Works:** | **Normal Traffic Speed:** 50 / 60 / 70 / 80 / 90 / 100 / 110 | **Excavations Adjacent to Worksite:**  Y / N |
| **Clearance Between Workers & Traffic (m):** | **Reduced Traffic Speed:** 40 / 50 / 60 / 70 / 80 / 90 / 100 | **Cyclists/Pedestrians Access Through Site:** Y / N |
| **Lane Width (Mm):** | **Daily Traffic Volume:** | **Initial Worksite Hazard Rating:** High / Low |

|  |  |  |
| --- | --- | --- |
| **Hierarchy of Control (Commencing with Most Effective)** | **Physical & Operational Constraints to Practicability** | **Yes / No**  (If ‘No’ Provide Justification Details in Part B) |
| Is the worksite on road or within the ‘adjacent’ zone? If so the hierarchy of controls should be applied following the process below and documenting as applicable the reason why a higher control measure is not considered practicable. | | |
| Positive Controls | | |
| 1. Road Closure (elimination) | Have all considerations for road closure been practicably assessed considering the physical and operational constraints developed in consultation with operations. |  |
| 1. Temporary safety Barriers Beside Road (Engineering) | Is the road of sufficient width to maintain existing number of traffic lanes? (At least 300mm barrier clearance to traffic, barrier width and expected deflection at impact adjusted for speed limit). |  |
| Will the works take longer than two weeks cumulatively? If so, barriers are justified for protection |  |
| Will works be static? If ‘no’ (frequently moving) barriers may not be practicable. |  |
| 1. Temporary Safety Barriers Long Term Lane Closure (Engineering) | Can the lane be closed long term without significant traffic congestion? I.e. Is the capacity of the other lanes adequate? |  |
| Can emergency lanes be occupied? I.e. suitable alternatives for breakdowns and emergency access? |  |
| Will remaining lanes provide adequate traffic capacity during peak periods? |  |
| Will works be static? If ‘no’ (frequently moving) barriers may not be practicable. |  |
| Positive Controls | | |
| 1. Temporary Safety Barriers Short Term Lane Closure with Moveable Barriers (engineering) | Can the lane be closed off-peak in day? Consider both road capacity and duration of work. |  |
| Can the lane be closed off peak at night? |  |
| Can the barriers be readily moved longitudinally as necessary? |  |
| Will works be static? If ‘no’ (frequently moving) barriers may not be practicable. |  |
| 1. Crash Cushion Equipped Barrier/Shadow vehicle (TMA) (Engineering) | For work on or adjacent to lanes not protected by safety barriers can crash cushion equipped shadow vehicles be deployed equal to or greater than 80 km/h? |  |
| Can adjacent lane closure/s be implemented? If not a speed reduction to 40 km/h or less is justified. |  |
| Can a small work group or lane closure set-up and removal be protected by a TMA protected shadow vehicle? |  |
| Can the lane be closed off-peak in the day? |  |
| Can the lane be closed off-peak at night? |  |
| Can a temporary speed zone be implemented? |  |
| 1. Barrier/ Shadow Vehicle without Crash Cushion (Engineering) | Is the work to be conducted in a low speed environment < 60 km/h? Note TMAs generally apply equal to or greater than 80 km/h but could be applied with crash attenuation above 60 km/h on high speed roads. |  |
| Can the vehicle be placed off road and on traffic approach side of work area? |  |
| Can the vehicle be placed in a lane closure? |  |
| Without crash cushion the vehicle should not be occupied except during placement and on departure from site. |  |
| Behavioural Controls | | |
| 1. Lane Closures Adjacent to Site or Working Lane to Provide Lateral Buffer Zones/Off Peak (Isolation) | Can lane closure adjacent to site or working lane be used to provide lateral buffer? |  |
| Does the speed clearance between traffic and workers provide a low risk worksite? 1 adjacent lane closure maximum speed 40 km/h, 2 adjacent lane closures maximum speed 60 km/h |  |
| Can the lane/s be closed off peak in the day? |  |
| Can the lanes/s be closed off-peak at night? |  |
| 1. Lane Closure & No Adjacent Lane Closure for Lateral Buffer Zone (Isolation) | Can working lane be closed? |  |
| 1. Police on Site (Administration/Behavioural) | Are the Police able to come on site? They are particularly helpful where speed compliance is a proven safety concern and workers are close to or on road. |  |
| 1. Speed Control Devices (Administration/Behavioural) | How can speeding be discouraged? i.e. Variable Message Signs, Speed Radar trailers, additional signs etc. document what additional devices will be used on next page. |  |
| Can Temporary Road Humps be used in adjacent lane to work area? |  |
| 1. Next Generation Practices and Devices (Administration/Behavioural) | Can Rumble Strips be used? |  |
| Can Speed Limits be Progressively Reduced (e.g. 100-80-60-40 km/h)? |  |
| Can Portable traffic lights and automatic flagger assistance devices be used? |  |
| Can the Taper Area, Shoulder and Closed Lanes be kept clear? Shoulder lanes are often used by cyclists. |  |
| Night Works - Can Balloon Lights for worksite lighting to reduce glare be used? |  |
| 1. Road Safety Camera on Site (Administration/Behavioural) | Have all other controls been deployed and speeding is still of concern? |  |
| Has a request been made to the Department of Justice for a road safety camera? |  |
| 1. Traffic Delineators/Separators (Administration/Behavioural) | Can Traffic Delineators be used to guide road users safely past the worksite? |  |
| 1. Compliance | Is traffic management fully compliant with AS1742.3 and AGTTM |  |

* + 1. Form B3 – CHECKLIST PART B - Justification for Control Selection

If Controls 1 – 6 are not considered practicable for the location provide justification details below:

|  |  |
| --- | --- |
| 1. Road Closure |  |
| 1. Temporary Safety Barriers Beside Road |  |
| 1. Temporary Safety Barriers Long Term Lane Closure |  |
| 1. Temporary Safety Barriers Short Term Lane Closure with Moveable Barriers. |  |
| 1. Crash Cushion Equipped Barrier/ Shadow Vehicle (TMA) |  |
| 1. Barrier/Shadow Vehicle Without Crash Cushion |  |
| Other |  |

|  |
| --- |
| IF SPEEDING IS COMPROMISING WORKSITE SAFETY WHAT TYPE OF SPEED CONTROL DEVICES WILL BE PROVIDED BY CONTRACTOR TO REINFORCE SPEED LIMITS? |

* + 1. Form B3 – CHECKLIST PART C – Additional Site-Specific Safety Hazard / Risk Factors

In addition to the need to select the highest level of traffic management safety for a worksite via the hierarchy of controls there will be additional site safety hazards specific to the location which will need to be identified and controlled. The following checklist identifies some of these hazards; it is not to be taken as an exhaustive list.

|  |  |  |
| --- | --- | --- |
| Safety Hazard / Risk Factors | Present at Worksite | Risk Control Measure/s |
| High Volume of Traffic (hazard increases due to traffic exposure) |  |  |
| Speeding Traffic through worksite – heavy vehicles past barriers. |  |  |
| Poor advance sight distance to worksite (< 200 metres) |  |  |
| End of queue build-up of traffic / Poor sight distance to end-of queue |  |  |
| Works vehicles entering / leaving worksite |  |  |
| Vehicles entering or exiting residences through safety barriers. |  |  |
| Cyclists / pedestrians through worksite. |  |  |
| Deep excavations adjacent to road > 500mm. |  |  |
| Presence of unprotected hazards within the clear zone (materials, plant, structures, un­protected barrier ends, etc.) |  |  |
| Rough or unsealed road surfaces |  |  |
| Poor observance of directions / instructions by motorists |  |  |
| Wet Ground Conditions in soft grass Shoulder areas. |  |  |
| Dry Grass Shoulder in Fire Danger Period/ Bush Fire Risk. |  |  |
| Other |  |  |

**HIERARCHY OF SAFETY CONTROL PROPOSAL SUBMITTED WITH TMP**

SUBMITTED BY (Please Print) CONTACT PHONE NUMBER

SIGNATURE DATE

**RIM AGREEMENT TO THE CONTROLS AS PART OF THE TRAFFIC MANAGEMENT PLAN BEFORE WORKS COMMENCE**

AGREED BY (Please Print) CONTACT PHONE NUMBER

SIGNATURE DATE

* 1. Form B4 – TMP Daily Traffic Management Diary

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Location:** |  | | | | | | **Client:** | | | | | | | |  | | | | | | | | **Date:** | |  | | | | | | | | |  |
| **TMP/TGS No:** | |  | | | |  | |  | | | | | | | | **Weather Conditions:** | | | | | |  | | | | | | | **Diary Sheet:** | | **of** | | |  |
| **Start Time at Depot:** | | |  | | **Time Arrive Onsite:** | | | |  | | | | | **Commencement of Site Setup:** | | | | | | | | |  | | | **Site Setup and Operational:** | | | | | | |  |  |
| **Site Pulled Down at:** | | |  | | **Time After signs setup:** | | | | | |  | | | | **TGS No:** | | |  | | **Time left site:** | | | | |  | | **Finish time at Depot:** | | | | |  | |  |
| **Day Works** | | | **Night Works** | | | | | | **Emergency Response** | | | | | | | | | **Site Setup as per TGS  Yes  No (if not comment on next page)** | | | | | | | | | | | | | | | |  |
| **Attendance at Pre-Start Meeting** | | | | | | | | | **Did an incident occur (if yes complete incident report form)  Yes  No** | | | | | | | | | | | | | | | | | | | | | | | | |  |
| I confirm that the above times of ‘setup’ and ‘pulldown’ of traffic management signs and devices are a true and correct | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |  |
| Name (Site Supervisor): | | | |  | | | | | Signed: | | |  | | | | | | | |  | | | | | | | |  | | | | | |  |
| **Drive Through Checks** (Checks must be conducted at least every hour). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| Time of check entered. Rule off and leave blank if the check does not apply to the site. Make a note of any issues on the next page. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Traffic Management Site Checks** | | | | | | | | | | **1** | | | **2** | | | | **3** | | **4** | | **5** | | | **6** | | **7** | | **8** | | **9** | | | **10** | |
| **Time** | | | | | | | | | |  | | |  | | | |  | |  | |  | | |  | |  | |  | |  | | |  | |
| Are signs upright, clean, visible, level & stable? | | | | | | | | | |  | | |  | | | |  | |  | |  | | |  | |  | |  | |  | | |  | |
| Are taper lengths correct? | | | | | | | | | |  | | |  | | | |  | |  | |  | | |  | |  | |  | |  | | |  | |
| Are speed limit signs correct and doubled up? | | | | | | | | | |  | | |  | | | |  | |  | |  | | |  | |  | |  | |  | | |  | |
| Are sign spacings correct? | | | | | | | | | |  | | |  | | | |  | |  | |  | | |  | |  | |  | |  | | |  | |
| **Traffic Management Site Checks** | | | | | | | | | | **1** | | | **2** | | | | **3** | | **4** | | **5** | | | **6** | | **7** | | **8** | | **9** | | | **10** | |
| Are cone/bollard alignments straight & spaced correctly? | | | | | | | | | |  | | |  | | | |  | |  | |  | | |  | |  | |  | |  | | |  | |
| Are devices operating correctly? | | | | | | | | | |  | | |  | | | |  | |  | |  | | |  | |  | |  | |  | | |  | |
| Are cyclists and other vulnerable user controls working correctly? | | | | | | | | | |  | | |  | | | |  | |  | |  | | |  | |  | |  | |  | | |  | |
| Are lane widths adequate? | | | | | | | | | |  | | |  | | | |  | |  | |  | | |  | |  | |  | |  | | |  | |
| Are vehicle queue lengths acceptable? | | | | | | | | | |  | | |  | | | |  | |  | |  | | |  | |  | |  | |  | | |  | |
| Is road surface condition adequate? | | | | | | | | | |  | | |  | | | |  | |  | |  | | |  | |  | |  | |  | | |  | |
| 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? | | | | | | | | | |  | | |  | | | |  | |  | |  | | |  | |  | |  | |  | | |  | |
| Are lighting for night-time controls operating correcting? | | | | | | | | | |  | | |  | | | |  | |  | |  | | |  | |  | |  | |  | | |  | |
| Are low lights controls operational and adequate? | | | | | | | | | |  | | |  | | | |  | |  | |  | | |  | |  | |  | |  | | |  | |

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| **No. of TTM Vehicles Onsite:** | | | | |  | | | | **No. of TTM Personnel Onsite:** | | | | | | | |  | | | | | | |  | | | | | | |
| **TTM Personnel Names & Accreditations:** | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
|  | | | |  | | | | | | | | | | | | | | | | | | | |  | | | | | | |
|  | | | | **Accreditation Details (tick)** | | | | | | **Time of Break from Stop/Slow**  (Traffic controllers must have a 15-minute break every two hours of constant stop/slow operation) | | | | | | | | | | | | | | | | | | | | |
|  | | | |
| **Name** | | | | **TC** | | **TMI** | **TMD** | **TMA** | | On | | | Off | | | On | | | Off | | On | | Off | | | On | | Off | | |
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| Additional Comments | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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|  | I confirm that the details contained herein are true and correct | | | | | | | | | |  | | | |  | | |  | |  | |  | | |  | |  | | |  |
|  | Name: (TTM Leader): | | |  | | | | | | | | Signed: | |  | | | | | | | | | | | | | | | |  |
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* 1. Form B.5 – Traffic Management Plan (TMP) – Long Form

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organisations TMP Reference | TMP Reference | Contractor (Working Space) | | | Principal *(Client)* | | | | | | |
| Contractor (TTM) | | | RIM:  Signature | | | | | | |
| Location Details and Road Details Characteristics | Road Names and Suburb | | | | House no./RPs (from and to) | | | Road Category | | Permanent Speed | |
|  | | | |  | | |  | |  | |
|  | | | |  | | |  | |  | |
| Traffic Details (Main Route) | AADT | | | | Peak Flows | | | | | | |
| Description of Work Activity | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Planned Work Programme | | | | | | | | | | | |
| Start Date |  | **Time** |  | | **End Date** | | | |  | **Time** |  |
| Consider significant stages.  For example:   * Road Closures * Detours * No activity periods |  | | | | | | | | | | |
| **Alternative dates id activity delayed** |  | | | | | | | | | | |
| Road aspects affected *(delete either Yes or No to show which aspects are affected)* | | | | | | | | | | | |
| Pedestrians affected? | Yes No | Property access affected? | | Yes No | Traffic lanes affected? | | | | | Yes No | |
| Cyclists affected? | Yes No | Restricted parking affected? | | Yes No | Delays or queuing likely? | | | | | Yes No | |
| Proposed TTM methods | | | | | | | | | | | |
| **Installation**  *(includes parking of plant and materials storage)* |  | | | | | | | | | | |
| **Attended (Day)** |  | | | | | | | | | | |
| **Attended (Night)** |  | | | | | | | | | | |
| **Unattended (Day)** |  | | | | | | | | | | |
| **Unattended (Night)** |  | | | | | | | | | | |
| **Detour Route** |  | | | | | | | | | | |
| Does detour route go into another RIM’s roading network? Yes No  If Yes, has confirmation of acceptance been requested from that RIM? Yes No  Note: Confirmation of acceptance from affected RIM must be submitted prior to occupying the site. | | | | | | | | | | |
| **Removal** |  | | | | | | | | | | |
| Proposed TSLs (see TSL decision matrix for guidance) | | | | | | | | | | | |
|  | **TSL details as required**  Approval of Temporary Speed Limits (TSL)  *(List speed, length and location)* | | | | **Times**  (From and to) | | | **Dates**  (Start and finish) | | **Diagram ref. no’s**  *(Layout drawings or traffic management diagrams)* | |
| **Attended Day/Night** | A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and House no./RP) on (street or road name) | | | |  | | |  | |  | |
| **Unattended Day/Night** | A temporary maximum speed limit of km/h is hereby fixed for motor vehicles travelling over the length of m situated between (House no./RP) and (House no./RP) on (street or road name) | | | |  | | |  | |  | |
| **TSL Duration** | Will the TSL be required for longer than six months?  *If yes, attach the completed checklist from [reference]* | | | | Yes No | | | | | | |
| Positive Traffic Management Measures | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Contingency Plans** | | | | | | | | | | | |
| Generic contingencies for:   * Major incidents * Incidents * Pre-planned detours.   *Remove any options which do not apply to your job* | | **Major Incident**  A major incident is described as:   * Fatality or notifiable injury - real or potential * Significant property damage, or * Emergency services (police, fire, etc) require access or control of the site. | | | | **Actions**  The TMI must immediately conduct the following:   * Stop all activity and traffic movement * Secure the site to prevent (further) injury or damage * Contact the appropriate emergency authorities * Render first aid if competent and able to do soNotify the RIM representative and / or the engineer * Under the guidance of the officer in charge of the site, reduce effects of TTM on the road or remove the activity if safe to do so * Re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so * Comply with any obligation to notify WorkSafe. | | | | | |
| **Incident**  An incident is described as:   * Excessive delays - real or potential * Minor or non-injury accident that has the potential to affect traffic flow   Structural failure of the road. | | | | **Actions**   * Stop all activity and traffic movement if required * Secure the site to prevent the prospect of injury or further damage * Notify the RIM representative and / or the engineer * TMI to implement a plan to safely remove TTM and to establish normal traffic flow if safe to do so   Re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced. | | | | | |
| **Detour**  If because of the on-site activity it will not be possible to remove or reduce the effects of TTM once it is established a detour route must be designed. This is likely for:   * Excessive delays when using an alternating flow design for TTM * Redirecting one direction of flow and / or * Total road closure and redirection of traffic until such time that traffic volumes reduce, and tailbacks have been cleared.   The risks in the type of work being undertaken, the risks inherent in the detour, the probable duration of closure and availability and suitability of detour routes need to be considered.  The detour and route must be designed including:   * Pre- approval from the RIM whose roads will be used or affected by the detour route. * Ensure that TTM equipment for the detour - signs etc are on site and pre-installed. | | | | | **Actions**  When it is necessary to implement the pre-planned detour the TMI must immediately undertake the following:   * Notify the RIM and / or the engineer when the detour is to be established * Drive through the detour in both directions to check that it is stable and safe * Remove the detour as soon as it practicable and safe to do so and the traffic volumes have reduced, and tailbacks have cleared * Notify the RIM and / or the engineer when the detour has been disestablished and normal traffic flows have resumed. | | | | |
|  | | Note also the requirements for no interference at an accident scene:  In the event of an accident involving serious harm the TMI must ensure that nothing, including TTM equipment, is removed or disturbed and any wreckage article or thing must not be disturbed or interfered with, except to:   * Save a life of, prevent harm to or relieve the suffering of any person, or * Make the site safe or to minimise the risk of a further accident, or * Maintain the access of the general public to an essential service or utility, or * Prevent serious damage to or serious loss of property, or * Follow the direction of a constable acting in his or her duties or act with the permission of an inspector | | | | | | | | | |
| Other contingencies to be identified by the applicant  *(i.e. steel plates to quickly cover excavations)* | |  | | | | | | | | | |

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| Authorisations | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Parking restriction(s) alteration authority** | | | | | **Will controlled street parking be affected?** | | | | | | | | Yes No | | | | **Has approval been granted?** | | | | | | | | | | | | Yes No | | | |
| **Authorisation to work at permanent traffic signal sites** | | | | | **Will portable traffic signals be used, or permanent traffic signals be changed?** | | | | | | | | Yes No | | | | **Has approval been granted?** | | | | | | | | | | | | Yes No | | | |
| **Road closure authorisation(s)** | | | | | **Will full carriageway closure continue for more than 5 minutes (or other RIM stipulated time)?** | | | | | | | | Yes No | | | | **Has approval been granted?** | | | | | | | | | | | | Yes No | | | |
| **Bus stop relocation(s) – closure(s)** | | | | | **Will bus stop(s) be obstructed by the activity?** | | | | | | | | Yes No | | | | **Has approval been granted?** | | | | | | | | | | | | Yes No | | | |
| **Authorisation to use portable traffic signals** | | | | | **Make, model and description/number** | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| **Product compliant?** | | | | | | | | Yes No *(delete either Yes or No)* | | | | | | | | | | | | | | | | | | | |
| **Design Exception (DE)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Is an DE applicable?** | | | | | Yes No  *(delete either Yes or No)* | | | | | | | | **DE attached?** | | | | | | | Yes | | | | | | | | | | | | |
| Delay calculations/trial plan to determine potential extent of delays | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Public notification plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Public notification plan attached? | | | | | | | Yes No *(delete either Yes or No)* | | | | | | | | | | | | | | | | | | | | | | | | | |
| **On-site monitoring plan** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Attended  *(day and/or night)* | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unattended  *(day and/or night)* | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Method for recording daily site TTM activity | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Site safety measures | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Other information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Site specific layout diagrams | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number | | | | | | | | | | | | Title | | | | | | | | | | | | | | | | | | | | |
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| Contact details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | Name | | | | | | 24/7 Contact Number | | | | | | ID | | | | | | | | Qualification | | | | Expiry Date | | | | |
| Principal | | | |  | | | | | |  | | | | | |  | | | | | | | |  | | | |  | | | | |
| TMD | | | |  | | | | | |  | | | | | |  | | | | | | | |  | | | |  | | | | |
| Engineers’ Representative | | | |  | | | | | |  | | | | | |  | | | | | | | |  | | | |  | | | | |
| Contractor | | | |  | | | | | |  | | | | | |  | | | | | | | |  | | | |  | | | | |
| TMI | | | |  | | | | | |  | | | | | |  | | | | | | | |  | | | |  | | | | |
| TC | | | |  | | | | | |  | | | | | |  | | | | | | | |  | | | |  | | | | |
| Others as required | | | |  | | | | | |  | | | | | |  | | | | | | | |  | | | |  | | | | |
| TMP Preparation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Preparation | |  | | | | | | |  | | | |  | | | | | | | |  | | | |  | | | | |  | | |
| Name (TMD qualified) | | | | | | | Date | | | | Signature | | | | | | | | ID no. | | | | Qualification | | | | | Expiry Date | | |
| This TMP meets AGTTM requirements Number of diagrams attached | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| TMP returned for correction  *(if required)* | | |  | | | | | |  | | | | | |  | | | | | | | |  | | | |  | | | | |  |
| Name | | | | | | Date | | | | | | Signature | | | | | | | | ID no. | | | | Qualification | | | | | Expiry Date |
| TMD to complete following section when approval or acceptance required | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Approved  by TMD  (delete one) |  | | | | | | |  | | | | | |  | | | | | | | |  | | | |  | | | | |  | |
| Name | | | | | | | Date | | | | | | Signature | | | | | | | | ID no. | | | | Qualification | | | | | Expiry Date | |
| Acceptance by TMD |  | | | | | | |  | | | | | |  | | | | | | | |  | | | |  | | | | |  | |
| Name | | | | | | | Date | | | | | | Signature | | | | | | | | ID no. | | | | Qualification | | | | | Expiry Date | |
| Qualifier for engineer or TMI approval | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams. This TMP is approved on the following basis:   1. To the best of the approving TMD’s judgment this TMP conforms to the requirements of AGTTM. 2. This plan is approved on the basis that the activity, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant. 3. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system. 4. The TMI for the activity is reminded that it is the TMI’s duty to postpone, cancel or modify operations due to the adverse traffic, weather or other conditions that affect the safety of this site. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Notification to TMI prior to occupying worksite/Notification completed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type of notification to TMI required | | | | | |  | | | | | Notification completed | | | | | | | Date |  | | | | | | | | | | | | | |
| Time |  | | | | | | | | | | | | | |

* 1. Form B.6 – Design Exception

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Basic description of the activity associated with DE | | | |  | | | | | |
| Location detail and scheduled dates | | | | | | | | | |
| Location | This DE relates to TTM activities at: | | | | | Dates: | From: | | |
| To: | | |
| It is proposed to vary the requirements of AGTTM. | | | | | | | | | |
| WHAT the problem is:  (a) describe the road environment constraint, (b) state AGTTM requirements for the proposed activity. | | | | | | | | | |
| a. The road environment constraint | | |  | | | | | | |
| b. AGTTM requirements for the proposed activity | | |  | | | | | | |
| WHY AGTTM compliant TTM should not/cannot be installed. | | | | | | | | | |
|  | | | | | | | | | |
| HOW will safety be ensured? | | | | | | | | | |
|  | | | | | | | | | |
| This DE must be attached to the TMP. Any generic DEs must be forwarded to the RIM | | | | | | | | | |
| DE – Proposal | | | | | | | | | |
| Signed for and behalf of: | |  | | | | | | | |
| *Insert contractor’s name* | | | | | | | |
| Signed by: | |  | | |  | | |  |  |
| *Name* | | | *Designation* | | | *ID number* | *Expiry date* |
|  | | | | | |  | |
| *Signature* | | | | | | *Date* | |
| **DE – Approved by** | | | | | | | | | |
| Signed for and behalf of: | |  | | | | | | | |
| *Insert RIM name* | | | | | | | |
| Signed by: | |  | | |  | | |  |  |
| *Name* | | | *Designation* | | | *ID number* | *Expiry date* |
|  | | | | | |  | |
| *Signature* | | | | | | *Date* | |

* 1. Form B.7 – Example of Site Condition Rating (SCR) Form – Compliance Inspection

#### Site condition rating (SCR)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Full audit - site condition | The SCR evaluates temporary traffic management (TTM) compliance with the minimum requirements of the AGTTM.  Each element of non-compliance is given a value that reflects its importance in terms of TTM at the worksite and is tallied to give the SCR.  **SCR categories**   |  |  |  |  | | --- | --- | --- | --- | | **0 - 10** | **11 - 25** | **26 - 50** | **51+** | | **High standard** | **Acceptable** | **Needs improvement** | **Dangerous** |   A notice of non-conformance may be issued when the worksite is rated dangerous. |
| Short compliance inspection - site condition | The SCR evaluates TTM compliance with the minimum requirements of the AGTTM.  Short inspection ratings are as follows:   * Acceptable * Needs improvement * Dangerous.   If an item is rated dangerous it must be rectified at once.  If there are one or more dangerous ratings the auditor must consider issuing a notice of non-conformance.  In the case of issuing a notice of non-conformance, the inspector must either provide a detailed report, and if possible, photographs, or an SCR using the full audit. |
| Sighting traffic management plans (TMPs) | At attended worksites the TMP is sighted to ensure:   * that the worksite layout complies with the approved TMP (including any design exception (DEs) approved for the worksite) * that the plan, which may include an DE, is appropriate to the actual situation.   For unattended worksites the auditor must request and sight the TMP if the SCR is within the Needs improvement or Dangerous categories.  Where the approved TMP varies from the AGTTM and an DE has been approved, the SCR should be reworked to reflect the worksite’s compliance with the approved TMP and the DE. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Site Condition Rating (SCR) Form- Compliance Inspection | | | | | | | | | | | | | | | | | | | |
| Inspector | | | | | | | | | | | | | | | | | | | |
| Phone |  | Location | | | | | |  | | | | | | | | | | | |
| Name |  | Activity | | | | | |  | | | | | | Level of TTM | | | |  | |
| Qualification Reg. No. | |  | RIM | | |  | | | | Client | |  | | | Date/Time | | | |  |
| Audit SCR | 0-10 High | 11-26 Acceptable | | | | | | | 26-60 Needs Improvement | | | | | | | 61+ Dangerous | | | |
| Result (SCR) | |  | TMP Sighted | | | | | | Yes No | | TMP appropriate to site | | | | | | Yes No | | |
| Action Taken | |  | | | | | | | | | | | | | | | | | |
| Contractor | | | | | | | | | | | | | | | | | | | |
| Name |  | | | | | | Phone | | | | | |  | | | | | | |
| Qualification Reg. No. | |  | | | | | TMI/TMD | | | | | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Signs | Points | Tally | Total | |  | | Misc | | | | | | Points | | | Tally | | Total | |
| Missing (including side road and TSL) | 6 for each sign |  |  | |  | | Working in live lanes | | | | | | 20 for each occasion | | |  | |  | |
| Spacing (too close/far) | 2 for each sign |  |  | |  | | Flashing beacons not used/not complaint | | | | | | 1 for each vehicle | | |  | |  | |
| Not visible | 3 for each sign |  |  | |  | | High visibility garment not worn or acceptable | | | | | | 6 for each individual | | |  | |  | |
| Wrong sign | 6 for each sign |  |  | |  | | Parking/stopping features not relocated (where required) | | | | | | 6 for each occasion | | |  | |  | |
| Condition marginal | 1 for each sign |  |  | |
| Condition unacceptable | 4 for each sign |  |  | |  | | Unsafe / illegal parking of plants/equipment | | | | | | 20 for each occasion | | |  | |  | |
| Permanent signs not covered | 2 for each sign |  |  | |  | | Surface condition unsafe | | | | | | 30 for each occasion | | |  | |  | |
| Unapproved signs used too small | 4 for each sign |  |  | |  | | Safety buffer insufficient | | | | | | 20 for each safety zone compromised | | |  | |  | |
| Sign obstructing road/path | 3 for non-conformance |  |  | |  | | Excavation not protected | | | | | | 10 if excavation protection not acceptable | | |  | |  | |
| Sign on wrong side | 2 for each sign |  |  | |
| Sign too low | 1 for each sign |  |  | |  | | VMS message is incorrect | | | | | | 10 for each occasion | | |  | |  | |
| Speed limit not correctly aligned | 2 for each occasion |  |  | |  | | Barrier defects | | | | | | 20 for each barrier defect | | |  | |  | |
| Sign not upright | 1 for each sign |  |  | |  | | Adequate Lighting | | | | | | 10 for conformance | | |  | |  | |
| Non-compliant support | 2 for each support |  |  | |  | | No qualified person on attended site | | | | | | Non-conformance | | |  | |  | |
| Lateral location wrong | 1 for each occasion |  |  | |  | | Inadequate property access made when entrance blocked | | | | | | 20 if no arrangement | | |  | |  | |
| Subtotal | | |  | |  | | Inadequate provision for pedestrians | | | | | | 10 where inadequate provision made | | |  | |  | |
|  |  |  |  | |  | | Inadequate provision for cyclists | | | | | | 10 where inadequate provision made | | |  | |  | |
| Delineation | Points | Tally | Total | |
| Missing (including chicane when required) | 30 for each occasion |  |  | |  | | Inadequate provision for vulnerable road users | | | | | | 10 where inadequate provision made | | |  | |  | |
| Lateral shift tapers too short | 6 for each occasion |  |  | | Subtotal | | | | | | | | | | |  | |
| Merge taper too short | 20 for each occasion |  |  | |  | | | | | | | | | | | | |
| Inadequate spacing between multiple tapers | 6 for each occasion |  |  | |  | | Mobile Operations | | | | | | Points | | | Tally | | Total | |
| Delineation spacing in tapers exceed tolerance | 3 for each occasion |  |  | |  | | Tail vehicle omitted | | | | | | 30 for missing or incorrect location | | |  | |  | |
| Delineation spacing in lanes exceed tolerance | 2 for each occasion |  |  | |  | | Lead pilot vehicle omitted | | | | | | 20 for missing or incorrect location | | |  | |  | |
| Condition marginal | 1 for each device |  |  | |  | | Shadow vehicle omitted | | | | | | 20 for missing or incorrect location | | |  | |  | |
| Condition unacceptable | 6 for each occasion |  |  | |  | | Signs omitted | | | | | | 6 for missing or incorrect signs | | |  | |  | |
| Non-approved device | 4 for each non-approved device |  |  | |  | | TMA missing or non-compliant | | | | | | 20 for each occasion | | |  | |  | |
| Road marking incorrect | 30 where not adjusted at long term sites |  |  | |  | | VMS / Arrow board missing | | | | | | 20 for each occasion | | |  | |  | |
| Inadequate site access | 10 for each occasion |  |  | |  | | VMS / Arrow board message | | | | | | 20 for no or incorrect message | | |  | |  | |
| Subtotal | | |  | |  | | Subtotal | | | | | | | | | | |  | |
| Total for each section = SITE CONDITION RATING | | | | | | | | | | | | | | | | | |  | |
| Site Induction | | | | 6 Bonus points deducted from total if induction is carried out | | | | | | | | | | | | | |  | |
|  | | | | OVERALL SITE CONDITION RATING | | | | | | | | | | | | | |  | |

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| --- |
| **Inspection Comments:** |

* 1. Form B.8 – Example of Site Condition Rating (SCR) Form – Compliance Inspection – Short Form

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Site Condition Rating (SCR) Form- Short Form | | | | | | | | | | | | | | |
| Street name |  | | | RIM Permit Reference | | | | |  | | | Attended / Unattended | | |
| Number (from/to) |  | | | Principal | | | | |  | | | | | |
| Employer of site | | |  | | | | | | Inspection commences | | am / pm | | Date |  |
| Rating | | | | A= Acceptable | | | | | NI= Needs Improvement | | | | D= Dangerous | |
| Summary of Standing | | | | | A | | NI | | D | Action Needed | | | | |
| 1. **Responsible party** | | Employer at attended site?  Name:  Registration no.: | | |  | |  | |  |  | | | | |
| 1. **TMP** | | On site?  Appropriate to situation? | | |  | |  | |  |  | | | | |
| 1. **High visibility garments** | | Worn by all?  Done up?  Condition acceptable? | | |  | |  | |  |  | | | | |
| 1. **Signs** | | All necessary signs present?  Correct positions?  Stabilised against wind?  Conflicting signs covered?  Signs in good condition?  Other: | | |  | |  | |  |  | | | | |
| 1. **Delineation** | | Protects working space/other features?  Taper lengths compliant?  Correct spacing of cones?  Sufficient positive traffic controls?  Other: | | |  | |  | |  |  | | | | |
| 1. **Pedestrian needs** | | Footpath widths ok?  Safe passage for pedestrians?  Surfaces/ramps ok?  Other: | | |  | |  | |  |  | | | | |
| 1. **Cyclist needs** | | Cyclist widths ok?  Safe passage for cyclists?  Surfaces and ramps ok?  Other: | | |  | |  | |  |  | | | | |
| Summary of Standing | | | | | A | | NI | | D | Action Needed | | | | |
| 1. **Traffic needs** | | Lane widths ok?  Speed limit appropriate?  No significant delays?  Surfaces ok?  Lighting ok?  Other: | | |  | |  | |  |  | | | | |
| 1. **Property access** | | Property access ok? | | |  | |  | |  |  | | | | |
| 1. **Site scores** | | Number in each rating | | | A | | NI | | D |  | | | | |
| Action agreed by TMI/TMD | | | |  | | | | | | | | | | |
|  | | | |  | |  | |  | |  | | | | |
| Inspector Name: | | | | Number: | | | | | | Signature: | | | | |
| Number: | | | |  | | | | | |  | | | | |
|  | | | |
| Employer | | | | Signature: | | | | | |  | | | | |

*CONTRACTOR COPY- Hand to contractor once inspection has been completed*

Inspection finished: am/pm

* + 1. Examples of ratings (short audit)

| ASPECT | | A = Acceptable  (Standard met) | NI = Needs improvement  (Moderate risk) | D = Dangerous  (High risk) |
| --- | --- | --- | --- | --- |
| **1.** | Responsible party | * TMI is at attended site | * TMI arrives after allowed time limit | * No TMI at attended site * No TMI responsible for the site |
| **2.** | TMP (only for attended sites) | * TMP on site, and * Appropriate to the situation | * TMP on site * Appropriate to the situation * There are some safety issues | * TMP not on site * TMP not appropriate to situation |
| **3.** | High-visibility garment | * Worn by all * Done up * Condition acceptable | * Worn by all, and * Garments done up * Condition of garments marginal | * Not everyone wearing * Some garments not done up * Garments have unacceptable condition |
| **4.** | Signs | * All necessary signs present * Correct order and distances * Conflicting signs covered | * Some signs are either missing, of poor quality, or inadequate distance and visibility, but * An adequate message given to motorists * Some conflicting signs not covered * Some signs not well supported | * Some signs are either missing, not visible or conflict with other signs, or blown over * Motorists are not reasonably warned; causing a hazard to road users |
| **5.** | Delineation | * Protects working space/other features * Taper lengths compliant * Spacings of cones close enough * Sufficient positive traffic control | * Protects working space/other features but could be better * Taper lengths should be longer * Cone spacings need to be reduced * Insufficient positive traffic control | * Does not protect working space/other features * Does not provide sufficient positive traffic control |
| **6.** | Pedestrian needs | * Footpath widths OK * Surfaces and ramps in place * Appropriate protection provided | * Safe passage for pedestrians but footpath width could be greater, ramps and surfaces could be better, entry point could be more obvious | * Insufficient footpath widths * No safe passage for pedestrians, * Surfaces not suitable for pedestrians * Pedestrians forced onto road close to fast traffic or past a dangerous site without sufficient protection * Pedestrians not using option provided * Surfaces and ramps not suitable for pedestrians |
| **7.** | Cyclist needs | * Cycle widths OK * Surfaces OK * Safe passage provided | * Safe passage provided for cyclists, but   + Widths need to be greater   + Surfaces need to be better   + Signage more appropriate | * Cycle widths not acceptable * No safe passage for cyclists provided * Surfaces not suitable for cyclists, * No positive traffic management to enable cyclists to merge |
| **8.** | Traffic needs | * Sufficient lane widths OK * Speed limit appropriate * No significant delays * Surfaces OK | * Lane widths not narrow enough for positive traffic management needs * Too narrow and causing a nuisance * Some unnecessary delays * Surfaces rough and uneven | * Lane widths causing hazard by failing to positively control traffic, * Speed limit not appropriate to site * Surfaces unacceptably rough |
| **9.** | Property access | * Occupants well catered for and informed | * Some minor access difficulties | * Serious access difficulties |
| **10** | Lighting | * Sufficient lighting | * Glare, lacking lighting | * No lighting |

* 1. Form B.9 – Example of Notice of Non-Conformance

|  |  |  |  |
| --- | --- | --- | --- |
| Notice of Non-Conformance | | | |
| Date of inspection |  | Time |  |
| Inspected by |  | of |  |
| Contractor |  | Contract/consent number |  |
| TMI/Responsible parties: | | | |
| This notice is to inform you that the temporary traffic management at the following worksite is not in accordance with accepted traffic management practices: | | | |
| Roads: |  |  |  |
| Location: |  | RS: | RP: |
| This notice of non-conformance is issued in respect of the following temporary traffic management defects *(delete those that do not apply)*: | | | |
| * TMI nominated in TMP not on worksite | | | |
| * Copy of signed and approved TMP not on worksite | | | |
| * Safety inspection of temporary traffic management site condition rating ‘dangerous’ | | | |
| * Temporary traffic management not in accordance with the AGTTM | | | |
| * Inappropriate or excessive TSL | | | |
| The details of non-conforming temporary traffic management are: | | | |
|  | | | |
| The actions required to be implemented are: | | | |
|  | | | |
| Notice handed / mailed / faxed (delete those that do not apply) to on at  Note: For attended sites, notification must be given to the site TMI before inspector leaves the worksite | | | |
| Signed: |  | Received: |  |
| Inspector: |  | Contractor: |  |

* 1. Form B.10 – Example of Notification of Road Closure/Lane Closure

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Notification of Road Closure/Lane Closure of State Highways/Local Authority Roads | | | | | | | | | | | | | | | | | |
| RIM | | |  | | | | | | | | | | | Road/State highway |  | | |
| Locality | | |  | | | | | | | | | | | | RP |  | |
| Closed at | | | am / pm | | | | | | Date | | |  | | | | | |
| Reason *(add Yes as appropriate)* | | | | | | | | | | | | | | | | | |
| Snow |  | | | Drop out | | | |  | Vehicle blockage/crash | | | | | |  | Planned closure |  |
| Ice |  | | | Wash out | | | |  | Toxic spill | | | | | |  |  |  |
| Slip |  | | | Flooding | | | |  | Fatal crash | | | | | |  |  |  |
| Other: | | | | | | | | | | | | | | | | | |
| Estimated duration closure *(add Yes as appropriate)* | | | | | | | | | | | | | | | | | |
| <2 hours | |  | | | | | <12 hours | | | | | |  | | | | |
| <6 hours | |  | | | | | >12 hours (see below) | | | | | |  | | | | |
| Closed by *(add Yes as appropriate)* | | | | | | | | | | | | | | | | | |
| Police | |  | | | Fire Service | | | | | | | |  | | | | |
| RIM | |  | | | Other | | | | | | | |  | | | | |
| **Alternative route/s available and conditions that apply** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Reporting officer | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| For closures >12 hours AND crashes/spills | | | | | | | | | | | | | | | | | |
| Open at: | | | am / pm | | | | Date: | |  | | | | | | | | |
| Remaining restrictions: | | | | | | No / Yes (specify): | | | |  | | | | | | | |
| Work outstanding: | | | | | | No / Yes (specify): | | | |  | | | | | | | |
| Reporting officer: | | | | | |  | | | | | Lane km closed:  *(divided carriageways only)* | | | | | | |
| Head Office use only: cc | | | | | | | | | | | | | | | | | |
| HCM CE File | | | | | | | | | | | | | | | | | |

* 1. Form B.11 – Report on Incident at Roadworks Site

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Reporting company reference:*** | | | | | | ***AGTTM.Incident reference:*** | | | | | | |
| *Reference added by reporting company* | | | | | | *Reference added by the AGTTM.Incident database administrator* | | | | | | |
| Report on Incident at Roadworks Site | | | | | | | | | | | | |
| Send to: *RIM in charge of the network* | | | | | | | | | | | | |
| Date of incident |  | | | | Time of incident | |  | | | | | |
| Reported by |  | | | | Company | |  | | | | | |
| TMI name |  | | | | TMI No. | |  | | | | | |
| Contractor / TTM  Company |  | | | | Contact number | |  | | | | | |
| Road location *(include direction and lane)* |  | | | | | | | | | | | |
| Description of work being undertaken |  | | | | | | | | | | | |
| Incident type | Near miss | | Vehicle entered TTM | | Vehicle entered working space | | | | TMA hit | | | Other |
|  | |  | |  | | | |  | | |  |
| Operation type | Static | | Mobile | | Semi-static | | | | Shoulder | | | Unattended |
|  | |  | |  | | | |  | | |  |
| Phase of operation | Install | | | Static, mobile, semi-static | | | | | | Removal | | |
|  | | |  | | | | | |  | | |
| Damage to | Vehicles | | | Plant | | | | | | TTM equipment | | |
|  | | |  | | | | | |  | | |
| Injuries | Number of people in each injury category | *Enter the number of people in each injury category* | | | Minor | | | Notifiable | | | Fatal | |
| Road workers | | |  | | |  | | |  | |
| Road users | | |  | | |  | | |  | |
| Crash type |  | | | | Road user  vehicle | | | Vehicle type | | | Reg. number | |
|  | | |  | |
| If TMA hit, which TMA |  | | | | Which lane | | |  | | | | |
| Police attended | *(Officer name/number)* | | | | Further information | | | *For a more detailed internal report (contact)* | | | | |
| Description of events |  | | | | | | | | | | | |

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| Crash diagram *(or scan and attach) - photos can also be attached* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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* 1. Form B.12 – Newspaper Advertisement Standard

Advert format to be as follows:

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| --- | --- |
| Width: | Double column |
| On top: | Road Infrastructure Manager logo |
| Title: | Brief description of the activity |
| Wording | ‘(RIM) wishes to advise that, weather permitting, (if appropriate) the (local description of affected  road including start and finish points if necessary) will be closed between the hours of ……. (time format to be 9.00 am) and …….  (time format to be 7.00 pm) on ………………  (date format to be 11 April 2012) for …………………. (brief description of activity). |
|  | Where activity could be delayed the following provision may also be added:  *However if* ……… ( give reasons for possible delay) *prevents activity at these times, the activity will be carried out on the next available day/night* (give alternative dates and times as detailed above) *road users are requested to follow the sign posted detours whilst the closure is in operation.* |
|  | (RIM) regrets any inconvenience caused.  *(Name of RIM representative)’* |