

WORKSITE SAFETY - TRAFFIC MANAGEMENT AUDITING



This alert has been generated to ensure that all work undertaken on roads (whether on the roadway, shoulder or roadside) in Victoria meet the requirements detailed in the Code of Practice for Worksite Safety - Traffic Management for the provision of a Traffic Management Plan Auditing.

Auditing Traffic Management Plans: The works manager should ensure that audits of any traffic management plans are undertaken to achieve worksite safety. Compliance audits shall be undertaken at the following intervals:

- at the start of the works (including the process of erecting traffic control devices).
- at each major change to the traffic management plan.
- during both day and night operation for long term works.

- whenever the operation of a traffic management plan results in unexpected significant disruptions to traffic.
- at the request of the site safety committee or health and safety representative(s), or affected employees where no health and safety representative(s) exists.

'Works manager' has the same meaning as defined in section 3(1) of the **Road Management Act 2004**, being 'any person or body that is responsible for the conduct of works in, on, under or over a road'

It is the recommendation of the ETU that if any of the above auditing intervals are not met, work **should cease**. Contact your designated Health & Safety Representative, your local organiser or alternatively your Union OH&S Officer.

WORKSITE SAFETY - TRAFFIC MANAGEMENT CHECKLIST				
Date		Time		
Employer		Works Manager		
Health & Safety Representative				
Location of Worksite				
Activity being undertaken				
Estimated daily traffic volume	vpd	Clearance between workers and	metres	
Permanent traffic speed through	km/h	Worksite traffic speed	km/h	
Risk rating				
	ISSUE	Yes	No	N/A
	PLANNING			
1.	Has a traffic management plan been selected or provided?			
2.	Is the plan available for inspection?			
3.	Is the plan relevant for the work?			
4.	Are written authorisations for temporary roadworks speed limits required/in order?			
5.	Are documented changes (if any) to the traffic management plan available for inspection?			
6.	Have temporary roadworks speed limits been determined correctly? (e.g. Code of Practice for Worksite Safety - Traffic Management)			
	ADVANCE WARNING/SIGNAGE			
7.	Are all roadworks signs and devices installed according to the traffic management plan?			
8.	Have any contradictory, distracting or superfluous signs or markings been covered up or removed?			
9.	Are signs appropriate for current conditions? (e.g. symbolic worker signs not displayed/not visible when no workers on site; road condition signs after worksite vacated)			
10.	Is signage suitably placed, especially for vehicles approaching at high speed? (e.g. check sight distance, advance warning sign distance, height of signs above ground, vehicle queue length not beyond signage, check potential 'end-of-queue' issues)			
11.	Are multi-message signs being used correctly?			
12.	Are the signs free from damage and defect? (e.g. easy to read, check shadow and glare issues)			
13.	Are sign mountings secure, stable and not a hazard to road users if struck?			
14.	Are signs in pairs where needed? (Note: recommended on high speed, high volume roads and multi-lane roads)			
15.	Are flashing arrows signs available and in use where required?			
16.	Are sign sizes correct?			
	WORKSITE			
17.	High visibility clothing appropriate for conditions and used and worn correctly? (e.g. day/night; meet AS4602-1999 and AS1906-1997; clean; fastened; personnel visible)			
	WORK ZONE SEPARATION			
18.	Are clearances between workers and adjacent traffic being maintained?			
19.	Have safety barriers (where used) been installed correctly? (e.g. units connected; recommended length, proper end treatment)			
20.	Has containment fence been installed where required? (e.g. workers/pedestrians/cyclists separation)			
	OTHER ROAD USERS			
21.	Has possible traffic congestion been considered and steps taken to avoid it?			
22.	Have the effects of the works on public transport been considered?			
23.	Have needs of other road users been provided for (e.g. pedestrians, cyclists, wheelchairs)?			
24.	Has proper access to side roads and properties been provided?			
	NOTES			