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Operational Check and/or

Onsite Inspection

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

**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 a person with AWTM accreditation.

**Onsite Inspection**: Onsite inspections should be undertaken frequently, preferably by a person with a BWTM accreditation.

Traffic Management for Roadworks Operational Check / Onsite Inspection

Checklist

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

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| **Issue** | **Yes/No/ NA** | **Comment** |
| **1. 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? |  |  |
| **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? |  |  |
| **Issue** | **Yes/No/ NA** | **Comment** |
| **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 (eg 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? |  |  |
| **Issue** | **Yes/No/ NA** | **Comment** |
| 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)? |  |  |
| **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? (comment - where, when and how) 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 AS 1742.3? 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? |  |  |
| **Issue** | **Yes/No/ NA** | **Comment** |
| 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)? |  |  |
| **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 site inductions being conducted to those entering the worksite? |  |  |
| 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 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? |  |  |
| Are staff operating TMAs appropriately accredited? |  |  |
| **14. 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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