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| **Insert your logo here** | Inspecting temporary traffic management – short term/ low impact work | TCAWS  TMP-10 |
| Checklist for site supervisors  (Inspection of on-site temporary traffic management) |

**Disclaimer**

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*Disclaimer updated on 5 September 2023, 9:05am*

Purpose

This inspection checklist provides site supervisors (i.e. Transport for NSW (TfNSW) or delivery partner project managers, work supervisors & other supervisor roles) with a tool to guide their surveillance (assurance) of the temporary traffic management (TTM) for short term/ low impact work.

The checklist is focussed on ensuring that the implemented traffic management plan (which includes the traffic guidance scheme (TGS)) is appropriate for the traffic conditions, has been set up correctly by the TTM implementer and most importantly, is eliminating or mitigating the risks so far as is reasonably practicable.

**NOTE:** **This assurance process and checklist does not replace or alter the TCAWS Manual requirements for the TTM implementer (traffic controllers) to carry out their shift (daily) inspections.**

Shift TTM inspections (by the TTM implementer) must be undertaken when a TGS is installed or changed and during its operation (a minimum of two inspections per shift, recommended every two hours). See TCAWS Manual Issue 6.1, Section 8.1

Other checklists

This checklist should be used with *TCAWS TMP-05 Reviewing and accepting a temporary traffic management plan (TMP) for short term/low impact work* checklist*.*

TCAWS TMP-05 checklist provides guidance on how to review a TMP (for short term/low impact work) prior to its acceptance by Transport for NSW and the commencement of work.

Whereas this checklist is focused on verifying that the TMP (incl. TGS and other components of the TMP) has been set up correctly on site and is achieving the required outcomes.

Using this checklist

The inspection of the TTM and completion of this checklist must be carried out by a suitably experienced person with the Safework NSW PWZ (Prepare a work zone) TMP training. See [Safework NSW website](https://www.safework.nsw.gov.au/licences-and-registrations/licences/traffic-controller-training) for more information.

This size of the fields (boxes) in this form can be adjusted to provide for information to be recorded.

Checklist for site supervisor surveillance (assurance) of temporary traffic management

| Site Details | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project name:** | | Click or tap here to enter text. | | | **Project No.** | | Click here to enter text | |
| **Road name & number (no.):** | | Click or tap here to enter text. | | | | **Existing (normal)**  **speed limit:** | | Click here to enter text |
| **Road name & road no** (if applicable)**:** | | Click or tap here to enter text. | | | | **Existing (normal)**  **speed limit:** | | Click here to enter text |
| **Road name & road no** (if applicable)**:** | | Click or tap here to enter text. | | | | **Existing (normal)**  **speed limit:** | | Click here to enter text |
| **Nearest cross street (or other identifying feature) and chainage to site:** | | | Click or tap here to enter text. | | | | | | |
| **Locality / suburb:** | | Click or tap here to enter text. | | | | | | | |
| **List any site-specific hazards/risks identified on site:**  For example: utilities, infrastructure, vegetation, schools, proximity to live traffic, moving plant, pedestrians etc – see TCAWS 3-3 for further examples of hazards and risks. | | | | | | | | | |
| Completed by: | | | | | | | | | |
| **Name:** | Click or tap here to enter text. | | | **Safework NSW PWZ TTM qualification & card no.** | | Click or tap here to enter text. | | | |
| **Date:** | Click or tap here to enter text. | | | **Signature:** | |  | | | |
| **TMP Reference:** | Click or tap here to enter text. | | | **TGS Reference:** | | Click or tap here to enter text. | | | |
| **Other documents reviewed:** | Click or tap here to enter text. | | | | | | | | |

**Site establishment (install traffic management)**

| PART A - Review of onsite TMP documentation  (at pre-start toolbox discussion with traffic controllers) | | **Completed** |
| --- | --- | --- |
| 1. Are the current and forecast weather conditions suitable to proceed with the work?   **Note:** Traffic control should not be used for planned works during periods of increment weather (i.e. rain, fog) or when there are other environmental factors (i.e. smoke) that limit visibility or skid resistance. See TCAWS 5.4.1 *Traffic control – General.*  ***If no, record the actions taken*** | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | |
| 1. Has the TMP (including the TGS and relevant documents) been reviewed and accepted by TfNSW?   **Note:** checklist *TCAWS TMP-05 Reviewing and accepting a traffic management plan (TMP) – short term/ low impact work* should be used for reviewing the TMP.  ***If no, record the actions taken*** | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | |
| 1. Have the traffic controllers been inducted to the site?   ***If no, record the actions taken*** | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | |
| 1. Do they have the required Safework NSW Traffic control worker training?   See TCAWS 6.1, Section 2.4.2 and [Safework NSW Traffic control training](https://www.safework.nsw.gov.au/licences-and-registrations/licences/traffic-controller-training) website.  ***If no, record the actions taken*** | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | |

| 1. Is a copy of the TMP, traffic guidance scheme (TGS), road occupancy licence (ROL) and other relevant documents available on site?   ***If no, provide detail of action taken*** | | Yes  No |
| --- | --- | --- |
| Comments or details of action taken: | Click or tap here to enter text. | |
| 1. Have all the risks been adequately addressed in the TMP?   After arriving on site, are there any additional risks that are not adequately addressed by the TMP?  ***If no, provide detail of action taken*** | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | |
| 1. Is the traffic guidance scheme (TGS) appropriate for the current traffic conditions and the conditions expected during the shift?   ***If no, provide detail of action taken*** | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | |
| 1. Is the TMP and its traffic guidance scheme (TGS) consistent with requirements of the road occupancy licence (ROL)?   ***If no, provide detail of action taken*** | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | |
| 1. During implementation have any changes been made to the TGS or other parts of the TMP (i.e. vehicle movement plan (VMP) or SWMS (safe work method statement))?   ***If yes, answer questions 9.1 & 9.2 below*** | | Yes  No |
| * 1. Are the changes within the tolerances listed in Table 7-10 of the TCAWS Manual, Issue 6.1?   ***If no, TGS must be reviewed and approved by a PWZTMP qualified person*** | | Yes  No |
| * 1. Are the changes recorded on the TGS plan?   ***If no, provide detail of action taken*** | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | |
| 1. Shift inspections by TTM implementer (traffic controllers) - have the frequency of inspections been confirmed with the traffic control team leader?   **Note:** TCAWS Manual 6.1, Section 8.1- Shift TTM inspections must be undertaken by the TTM Implementer when a TGS is **installed or changed and during its operation** to ensure the TGS is implemented as designed and is effective.  **A minimum of twice per shift but recommended every 2 hours.**  If the temporary traffic management (TTM) is partially removed and ‘moved up the road’, the modified TGS must be treated as a new installation and inspected accordingly.  ***If no, provide detail of action taken*** | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | |
| 1. Has an emergency plan been discussed, and the assembly area and actions been confirmed?   ***If no, provide detail of action taken*** | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | |

| PART B - Drive through TGS inspection  (at commencement of shift) | | **Completed** | |
| --- | --- | --- | --- |
| 1. Have all signs been installed in accordance with approved TGS?   ***If no, provide detail of action taken*** | | Yes  No | |
| Comments or details of action taken: | Click or tap here to enter text. | | |
| 1. Are signs and devices clearly visible to road users?   ***If no, provide detail of action taken*** | | Yes  No | |
| Comments or details of action taken: | Click or tap here to enter text. | | |
| 1. Are the installed sign sizes consistent with the TGS?   **Note:** the required sign sizes must be shown on the TGS plan – see TCAWS Table 6-6  ***If no, provide detail of action taken*** | | Yes  No | |
| Comments or details of action taken: | Click or tap here to enter text. | | |
| 1. Are they mounted level and suitably clear of travel lanes?   ***If no, provide detail of action taken*** | | Yes  No | |
| Comments or details of action taken: | Click or tap here to enter text. | | |
| 1. Have conflicting signs been covered or removed?   ***If no, provide detail of action taken*** | | Yes  No | |
| Comments or details of action taken: | Click or tap here to enter text. | | |
| 1. Is temporary delineation installed as per approved TGS, including correct taper length with safety buffer?   **Note:** this is only a visual assessment to confirm that the installed delineation is generally consistent with the TGS plan, there is no requirement to measure the taper length or device spacing.  ***If no, provide details and rectify delineation*** | | Yes  No | |
| Comments or details of action taken: | Click or tap here to enter text. | | |
| 1. Are portable traffic control devices (i.e. portable boom barriers (gates) or traffic signals) positioned as shown on the TGS?   ***If no, provide detail of action taken*** | | | Yes  No  N/A |
| Comments or details of action taken: | Click or tap here to enter text. | | |
| 1. If handheld STOP/SLOW bats are being used, are the traffic controllers clear of travel lanes?   ***If no, provide details and arrange for traffic management supervisor to rectify*** | | | Yes  No |
| * 1. Do they have a suitable escape route and four (4) traffic cones positioned prior to the control point?   ***If no, provide details and arrange for traffic management supervisor to rectify*** | | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | | |
| 1. Is the road work speed limit(s) achieving the desired outcome?   For example, is traffic slowing down and generally complying with the road work speed limit?  ***If no, provide details and discuss additional controls with traffic management supervisor*** | | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | | |
| 1. Has the roadwork speed limit been signposted appropriately?   Look for:   * Transition speed zone(s) or Speed limit AHEAD (G9-79) sign provided when the speed limit is being reduce by 35km/h or more, e.g. when going from 100km/h to 60km/h. * The normal speed limit must be reinstated by a speed limit sign at the end of the roadworks.   ***If no, provide details and implement controls to rectify*** | | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | | |
| 1. Are worker on foot / plant clearances being applied / observed?   **Note:** a minimum of 1.5m (for 40km/h speed limit) must be maintained unless a larger separation is required due to higher road work speed limit (see TCAWS Table 4-3) OR an alternative separation is applied (see TCAWS Section 4.3.4 *Minimum clearances of workers to traffic*)  ***If no, provide details and implement controls to rectify*** | | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | | |
| 1. Has access to side streets, businesses and private properties been maintained?   ***If no, alternative arrangements must be provided*** | | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | | |
| 1. Have sight lines been maintained to and from side streets and accesses to business and private properties?   ***If no, provide details and implement controls to rectify*** | | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | | |
| 1. Are the site conditions likely to change during the work shift (i.e. due to shade, glare from the sun or other obstructions i.e. parked vehicles)?   ***If yes, answer questions 25.1 & 25.2 below*** | | | Yes  No |
| * 1. Will the changed conditions impact on the work site and require modifications to the traffic guidance scheme?   ***If yes, provide details and implement modifications as per Question 9*** | | | Yes  No |
| * 1. Will the changed conditions affect the positioning of traffic controllers?   ***If yes, provide details and implement modifications as per Question 9*** | | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | | |

| 1. Are road works plant, vehicles, and registered trailers (i.e., portable variable message signs, light towers etc) suitably clear of travel lanes and delineated?   ***If no, provide details and rectify location*** | | | | Yes  No  N/A |
| --- | --- | --- | --- | --- |
| Comments or details of action taken: | | Click or tap here to enter text. | | |
| 1. Are the end of queue management measures effective?   ***If no, provide details and implement additional controls to rectify*** | | | | Yes  No |
|  | 40% of crashes at road work sites involve end of queue crashes  Source: Transport for NSW crash data between 2013 and 2017 | |  |  |
| * 1. Is the positioning and number of signs providing adequate warning to drivers?   ***Mandatory controls***   * Regular monitoring by traffic controllers and adjustments made to the duration of stopping traffic to minimise traffic queue. * Traffic controllers must be able to see the end of queue. If not, additional traffic controllers must be deployed. * **Warning signs** (e.g. Prepare to stop (T1-18) sign) **must be duplicated or repositioned** so the distance between the end of the longest (predicted) queue and the Prepare to stop sign is at least D (metres) – see TCAWS Figure 4-4.   **Note:** where Dimension D is calculated by expressing the existing posted speed limit in metres, e.g. 100 km/h = 100 m.  ***Additional controls***   * duplicate advance warning and road work speed limit signs (ideally on the right side of road), where safe to do so. * Use an advance warning vehicle with flashing lights and a warning sign, ideally a vehicle mounted VMS (variable message sign)   ***If no, provide details and implement additional controls to rectify*** | | | | Yes  No |

| Comments or details of action taken: | Click or tap here to enter text. | |
| --- | --- | --- |
| 1. Have other potential hazards identified in the risk assessment and TMP been addressed?   For example:   * Worker on foot separation from mobile plant * Site access / egress   ***If no, provide details of additional hazards and controls required*** | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | |

**Site closedown (remove traffic management)**

| Site closedown - toolbox discussion with traffic management team leader  (prior to TfNSW or delivery partner supervisor leaving site) | | **Completed** |
| --- | --- | --- |
| 1. Have the required shift TTM inspections been completed by the TTM implementer (traffic controllers)?   Shift TTM inspections (by the traffic controllers) must be undertaken by a person holding the Safework PWZ or IMP training **when a TGS is installed, changed, or updated** to ensure the TGS is implemented as designed. See [Safework NSW website](https://www.safework.nsw.gov.au/licences-and-registrations/licences/traffic-controller-training) for more information  A minimum of twice per shift but recommended every 2 hours.  **Note:** where multiple short-term sites (less than 2 hours at one location) are implemented during a shift (a single day), the inspections are only required for TTM set up and removal.  See TCAWS Manual Issue 6.1, Section 8.1  ***If not provided, detail action taken to rectify*** | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | |
| 1. Have you obtained a copy of the TTM implementer (traffic controller) shift inspections checklist to save on the project file?   ***If not provided, detail action taken to rectify*** | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | |
| 1. Have traffic management contractor non-conformances been recorded and reported back to line management and Procurement Branch?   *If not provided, detail action taken to rectify* | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | |
| Report and recording of safety hazards, incidents and injuries | | **Completed** |
| 1. Have any incidents, injuries or safety hazards occurred on the site?   ***If yes, provide a description below and answer the questions below*** | | Yes  No |

| Description of incident: | Click or tap here to enter text. | |
| --- | --- | --- |
| **All safety hazards, incidents and injuries, regardless of severity, must be reported as soon as possible and within 24 hours to:**   * Your line manager * 24/7 TfNSW safety reporting line on [**1300 131 469**](tel:1300131469) | | |
| 1. Has the safety hazard, incident or injuries been reported to line management and the TfNSW safety reporting line?   ***If no, detail action taken to rectify*** | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | |
| 1. For any incident or injuries, have the circumstances been documented to support a post incident investigation?   See TCAWS Section 8.3 Reporting work site incidents.  **Note:** a site ‘drive through’ should be completed and video of the installed TGS recorded to assist with the post incident investigation.  ***If no, detail action taken to rectify*** | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | |
| 1. Has the safety hazard, incident or injuries been recorded in the Transport for NSW myHSE Ngara system?   ***If no, detail action taken to rectify*** | | Yes  No |
| Comments or details of action taken: | Click or tap here to enter text. | |
| ***Additional comments*** | | |
|  | | |