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| **Insert your logo here** | Reviewing and accepting a traffic management plan (TMP) – short term/ low impact work | TCAWSTMP-05 |
| Checklist for TMP document review (An assurance review prior to work commencing) |

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

Purpose

This 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 review and acceptance of a traffic management plan (TMP) for short term/ low impact works.

What is a traffic management plan (TMP)?

A traffic management plan (TMP) describes the risks and the controls (measures) that will be used to ensure, so far as is reasonably practicable, the:

1. safety of road workers
2. safety of all road users (i.e. including all classes of vehicles, cyclists, pedestrians)
3. performance of the road network is not unreasonably impacted.

For short term/ low impact work, the TMP may be a single document whereas for more complex works, the TMP is typically a suite of documents that are grouped together to form the TMP document. Regardless of the document size or form, the TMP will include:

* Risk assessment
* Description of works, traffic management method, speed management, providing for vulnerable road users (i.e. pedestrian, cyclists), work site access and monitoring requirements (i.e. what inspections will be done and how often)
* traffic guidance scheme (TGS) – a diagram (plan) showing the location of signs and devices
* vehicle movement plans (VMP) - a written and/or pictorial plan that shows how work vehicle access will be managed (may be included on the TGS plan for short term/low impact works)
* other supporting documents (i.e. safe work method statement (SWMS), road occupancy licence, speed zone authorisation and if applicable, other plans for specific road user groups)
* the TMP and TGS approval.

**Short term low impact works**

**Safework NSW and TCAWS Manual requirement:** the TMP and TGS must be prepared by a person with the PWZ (Prepare a work zone) TMP training. TCAWS also requires that they be approved (endorsed) by a second PWZ qualified person. [See Safework website](https://www.safework.nsw.gov.au/licences-and-registrations/licences/traffic-controller-training).

Works typically comprise:

* Minimal plant, equipment, or workers
* Works of a short duration, e.g. typical only a single shift or a few hours
* Works significantly clear of traffic (i.e. requiring little to no warning to road users) or relatively simple temporary traffic management (TTM) arrangements.

Often conducted using the Traffic control at work sites (TCAWS) Manual requirements for intermittent works or frequently changing work sites, or involve relatively simple traffic management, i.e. a lane closure.

Using this checklist

The review of the TMP (and its component plans i.e. TGS, vehicle movement plan (VMP), etc.) and the 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.

The size of the fields (boxes) on this form can be adjusted to fit the information to be recorded.

**Checklist for reviewing a TMP (including TGS and other supporting documents)**

| Site Details |
| --- |
| **Project name:** | Click or tap here to enter text. | **Project No.** | Click here to enter text |
| **Brief description of activity (works):** | Click or tap here to enter text. | **LGA (council)** | Click or tap here to enter text. |
| **TMP & TGS nos.** | Click or tap here to enter text. | **Road occupancy licence (ROL) no:****(if available)** | 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 road (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 or risks:**Click or tap here to enter text. e.g. proximity to live traffic, road alignment (i.e. crests, dips and curves), moving plant, pedestrians, narrow shoulders, vegetation, schools, utilities, other infrastructure etc. See TCAWS Table 3-3 for further example hazards and risks. |
| --- |
| **Road occupancy licence requirements:**Click or tap here to enter text.Consider and check: * road occupancy restrictions for hours and days of work
* blocked out days, i.e. no-work curfews on public holiday weekends and school holidays
* for potential conflicts with other works, i.e. TfNSW or council works
 |
| 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. |

| Review of TMP | **Completed** |
| --- | --- |
| 1. Does the proposed traffic management make sense? Will drivers and other road users (i.e. pedestrians, cyclists etc) understand what they need to do?

***If no, provide detail of action taken*** | [ ]  Yes[ ]  No |
| Comments or details of action taken: | Click or tap here to enter text. |
| 1. Has a risk assessment been prepared?

**Note:** this is a mandatory TCAWS Manual Issue 6.1 requirement – see Section 3.3.4***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 risk assessment included as part of the TMP?

**Note:** the risk assessment is part of the TMP and must be included in either the main body of the TMP or as an attachment.*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 identified risks (in the risk assessment) been adequately addressed in 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. Has the most recent version of the Traffic control at work sites (TCAWS) Manual been used to develop the TMP, TGS and other supporting documents?

The TMP (and the TGS) must clearly state what version of TCAWS has been used.**Note:** The current version of theTCAWS Manual (Issue 6.1) can be found [here](https://www.transport.nsw.gov.au/operations/roads-and-waterways/business-and-industry/partners-and-suppliers/traffic-engineering-4-3)***If no, provide detail of action taken*** | [ ]  Yes[ ]  No |
| Comments or details of action taken: | Click or tap here to enter text. |
| 1. Has approval been obtained for the use of manual (handheld STOP/SLOW bat) traffic controllers rather than portable traffic control device (PTCD)?

See TCAWS Manual Issue 6.1, Section 5.4.2***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. Does the traffic guidance scheme (TGS) clearly show the location details (i.e. street names, nearest cross street or identifying feature and north point)?

***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 appropriate road work speed limit(s) been selected?

Consider the following.* To be effective, road work speed limits must be obvious and credible to drivers.
* Only use 40km/h zones where most needed: when there are workers on site and where the lateral separation between the workers and traffic requires it. See TCAWS Table 4-3.
* Need for transition speed zones to progressively reduce the speed limit prior to the work site or the use of speed limit AHEAD (G9-79) signs.

***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 speed zone length(s) appropriate?

Consider the following.* Keep roadwork speed zones to a length that makes sense from a safety perspective.
* Only use 40km/h speed limits in those locations where there are workers within 1.5m of moving traffic or other risks that warrant their use.
* Overuse of 40 km/h limits or excessively long 40km/h speed zones lead to driver frustration and lower compliance.
* When doing works along a road length it may be necessary to do the work in stages and progressively move the traffic management (including the road work speed limit, i.e. 40 km/h or 60 km/h zone) along the road length.

See TCAWS Section 4.5 Speed zones.***If no, provide detail of action taken*** | [ ]  Yes[ ]  No |
| Comments or details of action taken: | Click or tap here to enter text. |
| 1. Have the minimum mandatory signs been provided?

Some of the commonly required warning signs are shown below.Note: based on the risk assessment there may be a need to use additional signs to those shown below. | [ ]  Yes[ ]  No |

| **Sign** | **Sign image** | **When required** |
| --- | --- | --- |
| **Roadwork Ahead xx km (t1-16)** |  | Must be used (in addition to ‘Roadwork ahead’ sign) where either: * the approach speed is greater than 85 km/h
* relevant sight distance is less than 150 m (to work area/end of queue etc).
 |
| **Roadwork Ahead (t1-1 or t1-34)** |  | Short-term works where additional advance warning is warranted and for long-term works |
| **Prepare to stop (t1-18)** |  | Traffic is being stopped |
| **Worker (symbolic) t1-5** |  | Road workers are visible to traffic  |
| **Traffic controller ahead (t1-34)** |  | Traffic controllers are using stop/ slow bats to control traffic |
| **Traffic signal ahead (t1-30)** |  | Portable traffic control signals are being used to control traffic |
| **Boom barrier ahead (t1-272)** |  | Boom barrier being used to control traffic |

| 1. On the TGS plan, are there any conflicting signs or signs in unacceptable locations?

With the sign locations consider the risk of installing and removing the sign.***If yes, provide detail of action taken*** | [ ]  Yes[ ]  No |
| --- | --- |
| Comments or details of action taken: | Click or tap here to enter text. |
| 1. Have appropriate sign sizes been selected?

See TCAWS Manual Issue 6.1, Section 6.5.3***If no, provide detail of action taken*** | [ ]  Yes[ ]  No |

| Comments or details of action taken: | Click or tap here to enter text. |
| --- | --- |
|  | [ ]  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. Does the proposed traffic management provide effective end of queue management?

Consider the following:* Opportunities for eliminating the risk - can the work be safely completed without the need to stop traffic?
* Minimising the risk - if traffic needs to be stop, look for opportunities to minimise the duration of the stops and queue lengths.
* Controlling the risk – is there adequate advanced warning for drivers? Consider:
	+ - the road alignment and the visibility of the expected queue
		- type of vehicles using the road and their ability to stop, i.e. heavy vehicles need more distance to stop than a light vehicle
		- the location and the likelihood for drivers to be fatigued, have a higher reaction time or to be distracted. Typically, drivers in urban areas will have quicker reaction times than in a rural/ open highway location.
 |
| Comments or details of action taken: | Click or tap here to enter text. |
| 1. Has the expected queue length been determined and documented in 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 positioning and number of advance warning signs providing adequate warning to drivers?

***Mandatory controls**** Regular monitoring by traffic controllers and adjustments made to duration of stops 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 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. Do the work site vehicle movements require a vehicle movement plan (VMP)?

See TCAWS Manual Issue 6.1, Section 5.2 & VMP checklist on the Checklists & Templates webpage. ***If no, provide detail of action taken*** | [ ]  Yes[ ]  No |
| Comments or details of action taken: | Click or tap here to enter text. |
| 1. If a VMP is not required, are the site access/ egress points shown on the TGS well defined and safe for all classes of work vehicles?

***If no, provide detail of action taken*** | [ ]  Yes[ ]  No |
| Comments or details of action taken: | Click or tap here to enter text. |
| 1. Will the works or traffic management affect the movement of vulnerable road users?

Note: vulnerable road users are pedestrians, cyclists, motorcyclists and users of scooters, wheelchairs, and similar devices.***If yes, go to Question 18.1*** | [ ]  Yes[ ]  No |
| * 1. Has the TMP identified appropriate measures for managing vulnerable road users?

For example, traffic controller escorts vulnerable road users through the work site or provide alternative paths and facilities.***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. Will the works or traffic management affect the movement of public transport services or heavy vehicles, including oversize/ overmass (OSOM) vehicles?

*If yes, go to Question 19.1* | [ ]  Yes[ ]  No |
| * 1. Has the TMP identified appropriate measures for managing heavy vehicles, including OSOM vehicles?

For example, managing these vehicles through the worksite or providing alternative routes, i.e. a detour route.***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. Will the works or traffic management affect the access into businesses or private properties?

*If yes, go to Question 20.1* | [ ]  Yes[ ]  No |
| * 1. Have the affected parties been consulted and has the TMP nominated alternative access arrangements?

***If no, provide detail of action taken*** | [ ]  Yes[ ]  No[ ]  N/A |
| Comments or details of action taken: | Click or tap here to enter text. |
| **Inspections by traffic controllers** Shift TTM inspections must be undertaken by a person holding the Safework NSW PWZ or IMP qualifications when a TGS is **installed or changed and during its operation** to ensure the TGS is implemented as designed and effective. See TCAWS Manual Issue 6.1, Section 8.1 1. Has the TMP documented what inspections will be done and when?

A minimum of twice per shift but recommended every 2 hours.***If not, provide detail of action taken*** | [ ]  Yes[ ]  No |
| Comments or details of action taken: | Click or tap here to enter text. |
| 1. Has the TMP been approved by two separate PWZ (Prepare Work Zone) TMP qualified persons (by the designer and one other)?

TGS must also be approved by two separate PWZTMP qualified persons.***If no, provide detail of action taken*** | [ ]  Yes[ ]  No |
| Comments or details of action taken: | Click or tap here to enter text. |
| 1. Will the traffic management have an impact on road users that warrants community notification?

Consider and check the need for community notification of the works. A communications strategy for the works may involve notification of the works via:* portable variable message signs (VMS)
* TfNSW Traffic Alert, including the Live Traffic NSW website.

***If yes, provide detail of action taken*** | [ ]  Yes[ ]  No |
| Comments or details of action taken: | Click or tap here to enter text. |