

	WORKZONE TRAFFIC MANAGEMENT PROCEDURE	Version No:	4.0
		Issued:	09/08/2021
		Next Review:	Sept. 2023

1. Overview

The District Council of Peterborough (**the organisation**) as part of its commitment under its hazardous work policy, recognises its obligation to manage risks to workers who work on or adjacent to roadways and the health and safety of the public who may be affected by such activities.

This procedure aims to:

- (a) Demonstrate compliance with legislation; and
- (b) Provide the highest practicable level of protection to road workers and assistance to road users during work on roadways.

SIGNED:

CEO

Date:

9/8/2021

Chairperson, Health and Safety Committee

Date:

9/8/2021

Note: Under the definition of construction work (Regulation 289) and high risk construction work (Regulation 291) in the WHS legislation, activities that require Workzone Traffic Management (WZTM) may need to be managed in line with the requirements for high risk construction work or a construction project (Regulation 292). The organisation's staff managing such activities should refer to the LGAWCS Model WHS Construction Activities Guidance Checklist and WHS Contractor Management Procedure or pertinent legislative requirements to ensure the wider requirements are addressed.

2. Core components

The core components of the organisation's procedure aim to:

- (a) Implement a system for the identification, assessment and recording of reasonably foreseeable hazards:
 - i. Prior to work commencing and during the setting up, operating, changing and dismantling of Traffic Guidance Schemes (TGS);
 - ii. For all work activities on or adjacent to roadways;
 - iii. By preparing safe work method statements for work that is deemed high risk construction work; and
 - iv. At the end of each day, when the worksite is left unattended overnight;
- (b) Ensure that appropriate controls for all identified hazards are implemented; and
- (c) Ensure that the organisation's training systems identify and record that:
 - i. Workers responsible for TGS have undertaken the required training and carry on their person a current Workzone Traffic Management (WZTM) card; and
 - ii. Workers carrying out work on a roadway or pathway have completed general construction induction training (White Card).
- (d) Ensure that systems are in place for the recording and retention of all risk assessments and TGS.

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3. Definitions

Accredited Officer	<p>A person who has:</p> <ul style="list-style-type: none"> (a) authority delegated by Commissioner of Highways to place, move and remove traffic control devices on or above roads in South Australia; and (b) through a combination of training, qualification and experience, acquired knowledge and skills to enable them to correctly perform a specified task. <p>[as defined by SA Standards for Workzone Traffic Management Version 7.1, 2021]</p> <p>It is through gaining accreditation in the DPTI WZTM Training Course that a worker is declared an 'Accredited Officer' and has the authority to place, move and remove traffic control devices.</p>
DPTI	Department of Planning, Transport and Infrastructure
Hazard	<p>Hazard means a situation or thing that has the potential to harm a person. Hazards at work may include noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.</p> <p>[as defined by Code of Practice: How to Manage Work Health and Safety Risks, June 2020]</p>
Hazardous work area	<p>Hazardous work area means a work area:</p> <ul style="list-style-type: none"> (a) where— <ul style="list-style-type: none"> i. Workers may be working on a part of a carriageway for vehicles proceeding in a particular direction and there is no adjoining marked lane outside the work area for vehicles proceeding in the same direction; or ii. Workers may be working less than 1.5 metres from vehicles proceeding on a carriageway, <p>and the work is carried out on foot and not exclusively through the use of vehicles; or</p> (b) Where an unusually high level of hazard for workers or persons using the road is created as a consequence of the existence of the work area. <p>[as defined in <i>Road Traffic Act 1961</i> (SA), section 20]</p>
Hierarchy of Control	<p>If it is not reasonably practicable for risks to health and safety to be eliminated, risks should be minimised, so far as is reasonably practicable, by doing 1 or more of the following:</p> <ul style="list-style-type: none"> (a) Substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk; (b) Isolating the hazard from any person exposed to it; and/or (c) Implementing engineering controls. <p>If a risk then remains, the duty holder should minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls.</p> <p>If a risk then remains the duty holder should minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment.</p> <p>[as defined by the Work Health and Safety Regulations 2012, Regulation 36]</p>
High risk construction work	<p>High risk construction work includes any construction work that is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians</p> <p>[as defined by Work Health and Safety Regulations 2012, Regulation 291]</p>
PCBU	<p>Person Conduction a Business or Undertaking.</p> <p>[as defined in the Work Health and Safety Act 2012, Section 5]</p>

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Risk	<p>Risk is the possibility that harm (death, injury or illness) might occur when exposed to a hazard</p> <p>[as defined by Code of Practice: How to Manage Work Health and Safety Risks, June 2020]</p>
Risk Assessment	<p>The process of evaluating the probability and consequences of injury or illness arising from exposure to an identified hazard or hazards</p> <p>[as defined in the One System Hazard Management Procedure v3.0].</p>
Road	<p>An area that is open to or used by the public and is developed for (or has as one of its main uses) the driving of motor vehicles and includes road-related areas.</p> <p>[as defined by SA Standards for Workzone Traffic Management V7.1, 2021]</p>
Road-related area	<p>Any of the following:</p> <ul style="list-style-type: none"> (a) An area that divides a road; (b) A footpath or nature strip adjacent to a road; (c) An area that is not a road and that is open to the public and designated for use by cyclists or animals; (d) Any public place that is not a road and on which a vehicle may be driven, whether or not it is lawful to drive a vehicle there; or (e) Any other area that is open to or used by the public and that has been declared by regulation to be a road-related area. <p>[as defined by SA Standards for Workzone Traffic Management v1 2012 and <i>Road Traffic Act 1961</i> (SA), Section 5]</p>
Roadway	<p>Portion of the road devoted particularly to the use of vehicles, including shoulders and auxiliary lanes.</p> <p>[as defined by SA Standards for Workzone Traffic Management V7.1, 2021]</p>
Road user	<p>Any driver, rider, passenger or pedestrian using the road, including people with disabilities.</p> <p>[as defined by SA Standards for Workzone Traffic Management V7.1, 2021]</p>
Safe Work Method Statement (SWMS)	<p>A document required for high risk construction work that must:</p> <ul style="list-style-type: none"> (a) Identify the work that is high risk construction work; (b) Specify hazards relating to the high risk construction work and risks to health and safety associated with those hazards; (c) Describe the measures to be implemented to control the risks; and (d) Describe how the control measures are to be implemented, monitored and reviewed <p>[As defined in the Work Health and Safety Regulations 2012, Regulation 299]</p>
Short-term	<p>A worksite where a traffic guidance scheme is required only while work personnel are in attendance and is generally limited to a single work shift where road conditions are returned to normal when the shift ends.</p> <p>[as defined by SA Standards for Workzone Traffic Management V7.1, 2021]</p>
Traffic Guidance Scheme (TGS)	<p>An arrangement of temporary signs and devices to warn road users and guide them through, past or around a work area or temporary hazard.</p> <p>[as defined by SA Standards for Workzone Traffic Management V7.1, 2021]</p>
Traffic management plan	<p>A detailed traffic guidance scheme that is prepared by following a risk based procedure that considers all essential traffic management matters in an ordered way. Works involving complex traffic arrangements or staged works shall prepare a fully documented traffic management plan.</p> <p>[as defined by SA Standards for Workzone Traffic Management V7.1, 2021]</p>
Work area	<p>A portion of road on which workers are, or may be, engaged to perform work.</p> <p>[as defined by SA Standards for Workzone Traffic Management V7.1, 2021]</p>

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Work site	A portion of road affected by works in progress, together with any additional portion of road used to regulate traffic in relation to those works or for associated purpose. [as defined by SA Standards for Workzone Traffic Management V7.1, 2021]
Workzone	The portion of the road where work is being carried out, whether on foot or in vehicles, and for which the signing requirements are detailed in SA Standards for Workzone Traffic Management V7.1, 2021, Australian Standard 1742.3 Manual of uniform traffic control devices - traffic control for works on roads, and associated guides.
Workzone traffic management (WZTM) card	Statement of attainment card issued by DPTI following certificate of successful completion of WZTM training by approved training provider.

4. Procedure

The Depot Supervisor will ensure the following workzone traffic management activities are conducted by an Accredited Officer:

4.1 Conduct a written assessment of the risk in the WZTM work area

- 4.1.1 If the work is deemed high risk construction work, a SWMS will be needed. If the work is not high risk construction work, a risk assessment will be needed (refer **Appendix 1**) for a template risk assessment that satisfies the regulatory requirements for both SWMS and risk assessments; (refer **Appendix 2**) is a risk assessment guidance tool.)
- 4.1.2 A risk assessment will be carried out at the end of the day if the work site is left unattended overnight. Note: the unattended worksite will be set up for the road user and not for the road worker (the template at **Appendix 1** contains an end of day risk assessment).
- 4.1.3 Written risk assessments will be conducted in accordance with the Hazard Management Procedure and, where relevant, they should cross reference any safe work procedures for the task.
- 4.1.4 Risk assessments will include the implementation of control measures (in order of the Hierarchy of Control), as required, and an assessment of effectiveness of controls.
- 4.1.5 Risk assessments will be readily available and easily accessible to workers during the work and retained in the organisation's records management system upon completion.

4.2 Determine type of Traffic Guidance Scheme (TGS) required

- 4.2.1 In determining an appropriate TGS, reference will be made to the SA Standards for Workzone Traffic Management (**SA Standards**). In instances not covered by the SA Standards, refer to Australian Standard 1742.3 Manual of uniform traffic control devices – Traffic control for works on roads.

Note that in South Australia the SA Standards and the Road Traffic Act override some points of AS 1742.3. The SA Standards and Road Traffic Act:

- (a) Define a hazardous work area as less than 1.5 metres between workers and moving traffic, which will be applied instead of 1.2 metres in AS 1742.3 Sections 4.2(c)(iii) and 4.3.3; and
- (b) Require traffic in a hazardous work area to slow down to 25km/h, which will be applied instead of 40km/h in AS 1742.3 Section 4.2 (c) (iii).
- 4.2.2 The DPTI Field Guide and LGAWCS Work Zone Traffic Management Figures and Guidance Material CD-ROM provide illustrated figures for further guidance.
- 4.2.3 The person signing off the TGS will have in their possession (or easily accessible) a current WZTM card.
- 4.2.4 For pre-planned and/or complex projects, a copy of the traffic management plan and TGS to be used at the worksite will be made available to the person responsible for set up, maintenance and removal of the TGS.

4.3 If the work is on or adjacent to a DPTI road, complete a [Notification of Works Impacting on DPTI Roads form](#) to obtain DPTI approval.

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- 4.4 Consider stakeholders who may be affected by the TGS including:
- 4.4.1 Where there is a requirement to close a road completely, emergency services and transport authorities are notified;
 - 4.4.2 Access to or through the worksite for emergency services will be made immediately upon request, should the situation arise;
 - 4.4.3 Access to residential or commercial property will be maintained by keeping open alternative access points when available or working out-of-business hours to minimise commercial disruptions. Property owners will be notified in advance by a mail-out or advertising in media (e.g. local newspaper) indicating that access may be affected by road works; and
 - 4.4.4 Where road works will cause traffic congestion, provisions will be made so that work is not undertaken in peak hours. Specific consideration will be given to work in or near schools, feeder roads, hospitals, airports, tramways and railway crossings.
- 4.5 Check WZTM training accreditation and competencies of workers and Personal Protective Equipment (PPE)
- 4.5.1 At least one person in the work group required to set up the TGS will have in their possession a current WZTM card.
 - 4.5.2 In the event that there is no work group member with a current WZTM card, a qualified person from another team may be used or a qualified contractor engaged to handle traffic management.
 - 4.5.3 All workers will wear a fastened hi-visibility vest or hi-visibility clothing that conforms with AS/NZS 4602.1 High Visibility Safety Garments as well as any other PPE required for safe performance of the work (as determined by the risk assessment and/or safe work procedure).
- 4.6 Check warning signage
- 4.6.1 Prior to installation, each and every individual sign and device will be checked as follows to ensure that they are in good working condition and will be effective:
 - (a) Mechanical condition – items that are bent, broken or have surface damage will not be used
 - (b) Cleanliness – items should be free from accumulated dirt, road grime or other contamination
 - (c) Colour of fluorescent signs – fluorescent signs whose colour has faded to a point where they have lost their daylight impact will be replaced and should not be used
 - (d) Retro reflectivity – signs for night-time use whose retro reflectivity is degraded either from long term use or surface damage will be replaced. This condition can best be checked by viewing the sign by vehicle headlights in dark conditions. Consider using a lock-out tag or similar procedure for signs that should no longer be used
 - (e) Battery operated devices – should be checked for lamp operation and battery condition
 - (f) Vehicle mounted warning devices – should be checked and recorded on the plant maintenance log
- 4.7 Implement set-up of traffic guidance devices according to the required TGS
- 4.7.1 The TGS will:
 - (a) Provide adequate warning of changes in driving conditions and the presence of workers and/or plant on the road; and
 - (b) Adequately instruct and guide road users safely through, around or past the work site.
 - 4.7.2 Signs and devices will be positioned to ensure that they:
 - (a) Are properly displayed and securely mounted;
 - (b) Are within the driver's line of sight;

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- (c) Cannot be obscured from view by vegetation or parked cars;
- (d) Do not obscure other devices from the driver's line of sight;
- (e) Do not become a possible hazard to workers, pedestrians or vehicles; and
- (f) Do not deflect traffic into an undesirable path.

4.7.3 Signs are to be installed in the following order:

- (a) Advance warning signs at each outer end;
- (b) Other warning signs within this zone to direct the traffic; and
- (c) Regulatory and other signs around the actual work zone.

4.7.4 Signage operation

- (a) Where the potential exists for a sign to move from where it is placed (e.g. high wind or passing heavy vehicles), signs are to be weighted down in such a manner that no part of the sign is obscured.
- (b) Regular inspections will be undertaken while work is in progress to check that all signs and devices are properly located, remain relevant to the site, are in an effective condition and continue to be in place (e.g. not blown over, stolen or vandalised).
- (c) Where any changes are made to signs and devices, records will be updated and kept.

4.7.5 For mobile works, all signs and warning signs will be displayed on moving vehicle/s.

4.7.6 Signage removal

- (a) Signs that are not relevant to the work will be removed from the site as soon as they are no longer applicable.
- (b) When all work is completed, signs and devices will be removed in the reverse order to their installation.

5. Training

5.1 The organisation's Training Needs Analysis (TNA) will identify the training needs of workers required to carry out or supervise WZTM activities, including:

- 5.1.1 The requirements of the Work Zone Traffic Management Procedure;
- 5.1.2 How to conduct WZTM risk assessments;
- 5.1.3 WZTM training provided by a DPTI authorised training provider every three years; and
- 5.1.4 General construction induction training (White Card), as required for defined construction work in WHS Regulations 2012, Chapter 6: Construction.

5.2 New operational staff will be appropriately inducted and partnered with trained and experienced workers who hold a current WZTM Card.

6. Records

The following records will be maintained:

- 6.1 Worksite risk assessments
- 6.2 Safe work Instructions/ SWMS
- 6.3 TGS record sheets
- 6.4 Training records

All records will be managed in line with the current version of General Disposal Schedule 40 for Local Government.

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7. Responsibilities and accountabilities

7.1 The Senior Leadership Team is accountable for:

- 7.1.1 Checking that the organisation manages WZTM in accordance with legislative requirements;
- 7.1.2 Approving reasonably practicable budgetary expenditure necessary to implement this procedure;
- 7.1.3 Setting objectives, targets and performance indicators for any WZTM program(s), as relevant;
- 7.1.4 Reviewing the effectiveness of the WZTM process; and
- 7.1.5 Including a review of WZTM procedures within the management review process.

7.2 Managers and supervisors are accountable for:

- 7.2.1 Consulting, so far as is reasonably practicable, with workers directly affected by work health and safety matters at the work site;
- 7.2.2 Ensuring a risk assessment/SWMS is completed by an accredited officer and that a copy of the risk assessment is readily available and easily accessible during the work and retained upon completion;
- 7.2.3 Maintaining a current WZTM card, if responsible for Traffic Guidance Schemes;
- 7.2.4 Ensuring that workers at the worksite are provided with and wear a fastened hi-visibility vest or hi-visibility clothing that conforms to Australian/New Zealand Standard 4602 High Visibility Safety Garments and any other relevant PPE;
- 7.2.5 Making sure that vehicles are equipped with hazard warning devices relevant to the work being carried out as defined in AS 1742.3 (3.12) Vehicle mounted signs and devices;
- 7.2.6 Ensuring that regular surveillance and auditing of the organisations TGSs (including contractors) are conducted by a competent person;
The results of the audits will be provided to the WHS/Risk Coordinator and corrective actions recorded on the Hazard Register, to be addressed within an appropriate time frame;
- 7.2.7 Making sure that control measures put in place to protect health and safety are monitored and reviewed regularly to ensure they are effective;
- 7.2.8 Ensuring that the requirements of the organisation's *Contractor Management Procedure* are adhered to, (refer to LGAWCS Model WHS Construction Activities Guidance Checklist for further guidance); and
- 7.2.9 Consulting, cooperating and coordinating with any other PCBU's performing work at the work site, so far as is reasonably practicable.

7.3 Workers shall be accountable for:

- 7.3.1 Carrying their WZTM card on their person where they are responsible for set up, maintenance and removal of Traffic Guidance Schemes (TGS);
- 7.3.2 Complying with the requirements set out in a TGS;
- 7.3.3 Attending training, when required;
- 7.3.4 Following reasonable instruction of the organisation in relation to work activities;
- 7.3.5 Wearing appropriate PPE; and
- 7.3.6 Seeking assistance to manage hazards, as required.

7.4 The HSC is accountable for:

- 7.4.1 Facilitating consultation between relevant workers and the Senior Leadership Team in matters relating to work zone traffic management work;
- 7.4.2 Monitoring the Hazard/ Risk/ Corrective Action Register and referring issues that require direction or enforcement to the Senior Leadership Team.

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7.5 HSRs may:

- 7.5.1 Facilitate consultation between department managers and workers in relation to any work zone traffic management work that affects the workgroup they represent; and
- 7.5.2 Request and assist in the review and revision, where necessary, of risk control measures related to work zone traffic management work activities.

8. Review

- 8.1 The Workzone Traffic Management Procedure will be reviewed by the Senior Leadership Team, in consultation with workers or their representatives, every four (4) years or more frequently if legislation or organisational needs change. This will include a review of:
 - 8.1.1 Feedback from managers, workers, HSRs, HSC members or other relevant stakeholders;
 - 8.1.2 Legislative compliance;
 - 8.1.3 Performance Standards for Self-Insurers;
 - 8.1.4 Internal or external audit findings;
 - 8.1.5 Incident and hazard reports, claims costs and trends; and
 - 8.1.6 Any other relevant information.
- 8.2 The reviews may result in preventative and/or corrective actions being implemented or revision of this document.

9. References

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

General Disposal Schedule 40 for Local Government

ReturnToWorkSA's Performance Standards for Self-Insurers

SA Standards for Workzone Traffic Management Version 7.1, 2021 <https://www.dit.sa.gov.au/?a=316525>

Code of Practice: How to Manage Work Health and Safety Risks. June 2020

Code of Practice: Construction Work, June 2020

Australian Standard 1742.3 - 2009 Manual of uniform traffic control devices – Traffic control for works on roads

Road Traffic Act, 1961 (South Australia)

Road Traffic (Road Rules—Ancillary and Miscellaneous Provisions) Regulations 2014 (South Australia)

Field Guide for Workzone Traffic Management, Version 9, 2020

https://dit.sa.gov.au/_data/assets/pdf_file/0020/316523/Field_Guide_Booklet_Sep2020.PDF

Manual of Legal Responsibilities and Technical Requirements for Traffic Control Devices Part 2 - Code of Technical Requirements for the Legal Use of Traffic Control Devices Dec. 2019

<https://www.dpti.sa.gov.au/?a=40255>

Australian Standard 4602 – High visibility safety garments

LGAWCS CD-ROM Work Zone Traffic Management Figures and Guidance Material (v3)

NOTE: this is not an exhaustive list and other documents may need to be referenced depending on the nature and hazards being undertaken and the respective work environment.

10. Relevant Documents

Hazard Management Procedure

Hazardous Manual Tasks Procedure

UVR and Inclement Weather Procedure

WHS Emergency Management Procedure

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11. Document History

Document History	Version No	Issue Date	Description of Change:
	1.0		New Document, September 2011
	1.1	Oct 2011	Minor changes; Correction to Regulation number in Definition section within Hierarchy of control Inclusion of requirement for DETI approval for working on their roads within appendix 1 - Considerations prior to the TGS set up
	2.0	24/03/2014	Terminology changes to reflect 2012 WHS Act, Regulations and Codes of Practice including: OHS to WHS; employee to worker; requirement for White Card training; requirement for safe work method statements where appropriate. Terminology and referencing changes to reflect introduction of SA Standards for Workzone Traffic Management including: changes under 3. Definitions and requirement for end of day risk assessment where appropriate. DPTI's changes to WZTM training requirements. DTEI changed to DPTI. Work Zone changed to Workzone. In Appendix 1, risk assessment combined with daily set up record on one form. Risk assessment form in Appendix 2 becomes a guidance document.
	2.1	25/3/2014	Minor grammar corrections – e.g. 7.3.1 Care to Card.
	3.0	24/06/2016	Inclusion of definitions for Hierarchy of Control & PCBU, deleted definitions for long-term & risk control (not used elsewhere in document), update definition for SWMS; 4.1.5 deleted (HoC included in definitions); Addition of 4.5.3; Rewording of Sections 7 & 8 for consistency with other procedures; language, formatting & hyperlinks
	4.0	09/8/2021	Updated management team to Senior Leadership Team; reference documents - SA Standards for Work Zone Traffic Management, Field Guide for Work Zone Traffic Management, Manual of Legal Responsibilities and Technical Requirements for Traffic Control Devices Part 2, and GDS 20 to GDS 40; and Codes of Practice. Added Relevant (DCP) documents; and HSR & HSC to the Responsibilities and Accountabilities section of this document.

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Appendix 1 - WZTM Risk Assessment & TGS Record

Workzone Traffic Management (WZTM) Risk Assessment & Traffic Guidance Scheme (TGS) Daily Record	
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1. Type of work to be performed									
Pot holes		Line marking		Sign general/ street name		Weed spraying/ poisoning			
Pavement reinstatement		Safety bars		Road furniture		Tree trimming/ removal/planting			
Kerb/gutter maintenance		Guard rail/s		Traffic island/s		other			
Drainage construction/ maintenance		Road construction/ maintenance		Mowing (verge)					
Footpath construction/ maintenance		Bridge Maintenance		Mowing (reserve)					

2. Plant used at work site									
Backhoe loader		Bob cat		Chipper		EWP		Roller	
FE loader		Mower		Truck		Ute		Trailer	

3. Before starting any work at a worksite a written risk assessment will be conducted.
All reasonable foreseeable hazards that might put workers or members of the public at risk of injury will be identified and control measures will be put in place prior to work commencing. The risk assessment will be carried out by a person with current WZTM certification in consultation with team workers.

Risk	1	STOP	High level of risk with potentially catastrophic outcomes. Work is to stop and not to resume until controls are implemented.
Rating	2	ACT	Timely implemented control/s required to minimise the risk of injury, illness or equipment damage.
Code	3	MONITOR	Work as normal, monitoring the situation for any change in risk. If the risk elevates raise the rating to 2 or 1 as appropriate.

Hazards identified	Risk rating			Controls	Residual rating	risk
Traffic in work zone	1	2	3	Controls	1/2/3	
Others affected by the work site	1	2	3	Controls	1/2/3	
Weather conditions	1	2	3	Controls	1/2/3	
Road conditions	1	2	3	Controls	1/2/3	
Detour	1	2	3	Controls	1/2/3	
Other hazards	1	2	3	Controls	1/2/3	

Name (print) Signature

Team Date

This form is to be given to your supervisor at the end of each day for reference and recording.

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4. Considerations prior to the work commencing

<input type="checkbox"/> Is there a need to contact or notify <input type="checkbox"/> Dial Before You Dig 1100 <input type="checkbox"/> SA Power Networks 131366 <input type="checkbox"/> Dept Planning, Transport & Infrastructure (DPTI) <input type="checkbox"/> Relevant emergency services?	Can work be programmed when the traffic flow is reduced e.g. <input type="checkbox"/> During school holidays <input type="checkbox"/> On weekends <input type="checkbox"/> Between 9am and 3pm?
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5. Signage layout reference of TGS

Book No.	Page No.	Figure No.	Job locations	Time installed		Time dismantled	
				AM	PM	AM	PM

Has the worksite been driven through to ensure the TGS setup is appropriate for traffic conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Time of inspection	Has signage been inspected to ensure it is non-conflicting, easy to see, and secure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Time of inspection	Have pathways been checked to enable safe access for disabled, pedestrians and cyclists? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Time of inspection
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Use the space below to write or draw any alternative or additional layout; or changes to signage (include time) compared with TGS adopted at the beginning of this job.

6. At the conclusion of work on site:

For short term work:				
The work site will be returned to normal				
All signs and devices removed and properly stored	Completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
All permanent signage, especially speed signs, returned to normal	Completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
For long term work:				
When the worksite is left unattended overnight, an end of day risk assessment will be carried out (using page 3 of this form)				
	Completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Name (print) Signature

This form is to be given to your supervisor at the end of each day for reference and recording.

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7. An end of day risk assessment will be conducted when the worksite is left unattended overnight.

Note: the unattended worksite will be set up for the road user and not for the road worker.

The Risk Assessment will be carried out by a person with current WZTM certification.

Risk Rating Code	1	STOP	High level of risk with potentially catastrophic outcomes. Work is to stop and not to resume until controls are implemented.			
	2	ACT	Timely implemented control/s required to minimise the risk of injury, illness or equipment damage.			
	3	MONITOR	Work as normal, monitoring the situation for any change in risk. If the risk elevates raise the rating to 2 or 1 as appropriate.			
Hazards identified			Risk rating			Residual risk rating
Traffic in work zone			1	2	3	Controls
Others affected by the work site			1	2	3	Controls
Weather conditions			1	2	3	Controls
Road conditions			1	2	3	Controls
Detour			1	2	3	Controls
Other hazards			1	2	3	Controls

End of day risk assessment done by: Name (print)

Signature Date

This form is to be given to your supervisor at the end of each day for reference and recording.

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Appendix 2 - WZTM Risk Assessment Guidance Tool

Workzone Traffic Management (WZTM) Risk Assessment guidance tool
with examples of hazards and suggested controls

Risk	1	STOP	High level of risk with potentially catastrophic outcome, work is to stop and not to resume until controls are implemented.			
Rating	2	ACT	Timely implemented control(s)/action(s) required to minimise the risk of injury, illness or equipment damage.			
Code	3	MONITOR	Work as normal monitoring the situation for any change in risk. If the risk elevates raise the rating to 2 or 1 as appropriate.			
Hazards Identified			Risk Rating	Listed below are suggested controls - further controls may be required	Residual Risk Rating	
Traffic in or impacted by the workzone		Y	N	1, 2 or 3	Suggested Controls	1, 2 or 3
Cars, Buses, Trucks (including workers / contractors vehicles) and Motorcyclists Traffic Volume - Collision with other road users, encroachment into workzone when passing		<input type="checkbox"/>	<input type="checkbox"/>		Use traffic control signals/ devices, or where practical provide a safe detour for one lane of traffic. <i>Low Volume Road</i> - traffic is expected to pass each other on a give and take basis. Monitor traffic passing the worksite to check traffic volume is low enough for this to occur safely. <i>High/Very High Volume Road</i> - determine peak traffic times, work outside of these.	
Pedestrians, Disabled and Cyclists		<input type="checkbox"/>	<input type="checkbox"/>		Set up TGS that will protect everyone in and passing the worksite..	
High speed traffic Collision due to immediately slowing traffic from high speed i.e. > 80 Kph to 25 Kph.		<input type="checkbox"/>	<input type="checkbox"/>		Use the appropriate buffer zone speed with adequate distances for traffic to slow safely.	
Railways		<input type="checkbox"/>	<input type="checkbox"/>		Notify Train Control for work at or near interstate railway lines Australian Rail Track Corporation 8217 4540 or if working at or near local railway lines contact Trans Adelaide 8218 2301 or 82182292	
Trams		<input type="checkbox"/>	<input type="checkbox"/>		Notify Trans Adelaide if working within 3 metres of tram track.	
Buses		<input type="checkbox"/>	<input type="checkbox"/>		Notify Trans Adelaide.	
Weather conditions		Y	N	1, 2 or 3	Suggested Controls	1, 2 or 3
Hot/Dry/Dusty		<input type="checkbox"/>	<input type="checkbox"/>		Where possible keep dusty area wetted down.	
Sun glare/Overcast/Dull day		<input type="checkbox"/>	<input type="checkbox"/>		Check that all persons at the worksite are wearing the required hi-visibility PPE.	
Wet/Rainy/Windy		<input type="checkbox"/>	<input type="checkbox"/>		Monitor that flashing lights are operational, all persons wearing hi-visibility PPE and weights on signs to prevent them from being blown over.	

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Others affected by the work site	Y	N	1,2 or 3	Suggested Controls	1, 2 or 3
Entry / Exit to Schools/ Businesses/ Residences	<input type="checkbox"/>	<input type="checkbox"/>		Pre-warn the occupants of the premises of all restrictions to their movement or if necessary temporarily stop work to provide a safe access/egress when required. Where possible provide an alternative safe means of access. Plan work outside busy periods. NOTE: Where entry is required into the workzone the appropriate speed limit must be displayed.	
Road conditions	Y	N	1,2 or 3	Suggested Controls	1, 2 or 3
Unfinished road surface/loose gravel and stones potential for tripping and vehicles throwing up stones.	<input type="checkbox"/>	<input type="checkbox"/>		Set up TGS that will protect the safety of everyone in and passing the worksite.	
Altered Lane Width - Narrow/Single lane Possibility of a collision between oncoming traffic passing the worksite.	<input type="checkbox"/>	<input type="checkbox"/>		Consider increasing buffer zone and/or reducing road speed and/or placing advance warning signs re traffic hazard ahead.	
Slippery surfaces/water on roadway.	<input type="checkbox"/>	<input type="checkbox"/>			
Detour	Y	N	1, 2 or 3	Suggested Controls	1, 2 or 3
Increased traffic flow in the detour path, possibility of collision with local vehicle or pedestrian.	<input type="checkbox"/>	<input type="checkbox"/>		Inform in advance residents and organisations in the detour path of the increase in traffic. Sign the whole detour path. (Drive through detour pathway to verify it is appropriate).	
Poor Advance Sight Distance of Oncoming Traffic (> than 200m).	<input type="checkbox"/>	<input type="checkbox"/>		Consider re-arranging signs to maintain visibility to road users.	
Other hazards	Y	N	1,2 or 3	Suggested Controls	1, 2 or 3
Excavation and trenching	<input type="checkbox"/>	<input type="checkbox"/>		Follow Council's Excavation and Trenching Procedure	
Confined space entry	<input type="checkbox"/>	<input type="checkbox"/>		Follow Council's Confined Space Procedure	
Manual handling	<input type="checkbox"/>	<input type="checkbox"/>		Consider mechanical means of lifting heavy items, move smaller loads, use team lifting or alternate activities	
Environmental damage	<input type="checkbox"/>	<input type="checkbox"/>		Use of spill control kits, portable drain covers, or portable bund system.	
Night-time work				Appropriate controls eg, lower speeds than daytime, high vis clothing, lighting	
Other:					