

Men at Work Traffic Management - Safe Work Method Statement 1

DOCUMENT TO BE REVIEWED IN FEB 2026



Task/Process	Traffic Control (high risk activity) - Development, planning, installation, and operation of Traffic Control/ Management (traffic management plans) for intermittent and low impact works including creating temporary speed zones at worksites and installation and operation of traffic control devices.	Safe Work Method
		Statement No: 1

Project	All Situations – New Zealand				
SWMS developed by	Jared Talbot	Signature	<i>J. Talbot</i>	Date	25/02/2025
SWMS approved by	Daniel Adams	Signature	<i>D. Adams</i>	Date	09/02/205
Adopted by (STMS):		Signature		Date	

Training & Qualifications Required	Equipment, Mobile or Static Plant	Personal Protective Equipment
<ul style="list-style-type: none"> • TTM Worker Accreditation Training • TTM Worker Competency Based Practical Training Sign off • Traffic Controller License (issued by NZTA) carried on the person • Induction and Safety Training • Site (client) Induction as directed • Drivers License (NZTA) • Training to design Temporary Traffic Management Plans- Level 1 , 2 , 3 as set out in CoPTTM • Training to Implement Temporary Traffic Management- Level 1 , 2 , 3 as set out in CoPTTM 	<ol style="list-style-type: none"> 1. Traffic Control Vehicle 2. Stop Go/Slow Paddle/Estop traffic lights 3. Traffic Control Signage 4. Traffic Control Equipment (e.g. traffic cones) 5. UHF radios (charged)/Estop remote 6. Traffic Control Wands (Night works) 7. AWWMS and VMS 	<ol style="list-style-type: none"> 1. TTM Worker, TMO & STMS TTMC-W Hi Visibility Vest (worn as outer garment) 2. High Visibility Clothing (suitable for work environment) 3. Long Shirt & Long pants (smart professional standard) 4. Safety Footwear (black leather lace up steel cap boots providing ankle support) 5. Headwear - broad brim or hardhat with brim & chin strap (site dependent) 6. Safety glasses (day and night dependent on environment) 7. Sunscreen (as required) 8. Reflective red wand (night & times of low visibility) 9. Hand Protection (gloves) 10. High visibility wet weather clothing (as required) 11. Harness System (during site installation & removal)

Implementation, Monitoring and Reviewing – Site Specific Risk Assessment - Communication/Consultation – Compliance

- This SWMS is used on work sites to safely identify hazards, assess risks, develop, implement, monitor and review control measures to enable the safe and controlled progress of works. A Site-Specific Risk Assessment shall also be undertaken and developed in conjunction with this SWMS. The Site-Specific Risk Assessment shall be undertaken on the ‘Daily Traffic Management Checklist & Record’ in accordance with the risk assessment process.
- **Communication/consultation** - This SWMS has been developed in consultation with senior management, supervisors and various workplace health & safety committees. All persons associated with the work site shall be given the opportunity to make comment on the content of this SWMS and the Site-Specific Risk Assessment completed and prior to the commencement of works. Consultation on and review of this SWMS will continue with relevant workgroups at regular training sessions.
- All temporary traffic management shall be planned, implemented, maintained and removed in accordance with CoPTTM (Code of Practice for Temporary Traffic Management) and the approved Traffic Management Plan
- TTM staff and worksites will be audited by Traffic Management Specialist, Operations Managers and Safety Advisors to ensure compliance for the safety of clients, members of the public and TTM staff. Any non-compliance with the control measures will be corrected on site and staff members recommended for additional training where necessary. Site Condition Rating Audits will be recorded on the Audit Form Full form

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Job Step	Identified Hazards	INITIAL Risk Level	Current Control Measures	Residual Risk Level	Additional Controls (as required)	Level of Control	Responsibility for Control Measure
1. PLANNING OF JOB	Misinformation between client and TMP designer potentially impacting the active works	H-12	<ul style="list-style-type: none"> Direct communication with client to clarify job scope, duration, equipment required and any other additional information that may impact the active works 	M-6	Face to face client meeting and site visits	Admin	TMP Designer
	Lack of detailed planning potentially impacting active works	H-12	<ul style="list-style-type: none"> Planning meeting with Operations to determine scope and duration of work. Identification of correct TMP and competencies required 	M-6	Planning meeting	Admin	Traffic Manager/TMP Designer/Ops
	Use of Generic TMP that is not fit for purpose	H-12	<ul style="list-style-type: none"> Planning meeting to check that proposed TMP is fit for purpose and manages all site-based risks 	M-6	Planning meeting	Admin	Traffic Manager/TMP Designer/Ops
	Railway crossing within proposed site (inside Advanced Warning to Works End)	VH-16	<ul style="list-style-type: none"> Rail Protection Officer to be on site at all times. Draft TMP submitted to Kiwirail for review. Generic TMP's not to be used. 	H-9	Planning meeting	Admin	Traffic Manager/TMP Designer/Ops
2. RESOURCING & STAFF MANAGEMENT	Incompetent, unlicensed or unauthorised Temporary Traffic Management Workers and TTM staff	H-12	<ul style="list-style-type: none"> Employment check to include qualification, competence, and licensing. All staff to be 'MAW Inducted' prior to commencing work All staff to be at minimum trained and signed off through the NZTA TTMW training module and/or the Practical Traffic Controller Competency Procedure prior to commencing work Supervisor to re-check status of induction cards including client-required inductions Site induction to be completed (where applicable) 	M-6	Periodically monitor staff to ensure consistency in the competency process.	Admin	STMS / Shift Supervisor / Training Manager

	Incompetent, unlicensed or unauthorised Site Traffic Management Supervisors (STMS)		<ul style="list-style-type: none"> • Employment check to include qualification, competence and licensing • All staff to be 'MAW Inducted' prior to commencing work • All staff to complete the following training procedure: • TMO P 			
			<ul style="list-style-type: none"> • As a TTM Worker be deemed to be competent by MAW to progress to TMO Practising • TMO course, TMO practical training. • Complete sign offs with the assigned Assessor as meeting the practical competency requirement for TMO P • Supervisor to re-check status of induction cards including client-required inductions • TMO Practising to be site inducted (where applicable) • STMS CAT A, B and/ C • As a STMS be deemed competent by MAW to progress to STMS CAT A, B and/ C • Attend and pass theory part of course • As a TMO Practising complete the required sign offs with the assigned Mentor/Verifier as meeting the practical competency requirement for STMS CAT A, B and/ C • Attend and pass the Practical Assessment 			
	Inadequate/ faulty devices and signage	H-8	<ul style="list-style-type: none"> • Check all devices and signage is working properly and in satisfactory condition • Check quantity of devices and signs against plan 	M-6		Admin STMS / Driver
	Additional hazards not identified in SWMS	H-12	<ul style="list-style-type: none"> • Site assessment to be undertaken to identify potential site-specific hazards • Hazards and controls to be entered into 'Daily Traffic Management Checklist & Record' form 	M-6		Admin TTM staff / STMS

	Slips, Trips, Falls	H-9	<ul style="list-style-type: none"> • Conduct a site-specific risk assessment prior to commencement of works to identify hazards (e.g. potholes, gravel/ uneven surfaces and wheel ruts). Hazards identified to be listed on 'Daily Traffic Management Checklist & Record' form • Ensure secure footing when moving about worksite (3 Points of contact) • Harness System to be intact and worn while on the back of the moving TTM vehicle from sign to sign • Enter the cab while the TTM vehicle is conducting a loop • Extreme care to be taken when installing, maintaining & removing traffic control equipment (including signage & traffic cones) at the work site 	M-6		Admin	TTM staff / STMS
			<ul style="list-style-type: none"> • Ensure that personal belongings (e.g. water bottles, drink coolers) are not positioned where they can be a trip hazard 				

Fatigue	M-6	<ul style="list-style-type: none"> • Breaks while controlling traffic (i.e. stop/Go/slow) at minimum every 4 hours or more for a 15-30 minute interval. This may be adjusted on the agreeance of all parties due to possible job restrictions. • The non-receipt of rest pauses to be recorded in additional information section of Daily Traffic Management form. • Rest breaks to be coordinated & rotated. • To combat fatigue employees must notify their Supervisor if any shift is to exceed 10hrs duration. After assessment of situation, direction will be given regarding the continuation of shift or rostering of relief personnel • Maximum work time for all staff (excluding Class 2 drivers) is 14 hours. • The Operations Manager (in conjunction with the Supervisor) will monitor staff work hours daily. • Employees affected by fatigue are to immediately advise their STMS or Supervisor prior to driving motor vehicles (private and company vehicles) so alternative arrangements can be made if required. • If the warning signs of fatigue are noticed in other employees, the Supervisor must be notified. • Meal breaks should be coordinated at the worksite. Meal breaks must be taken clear of the work area • Minimum 10-hour consultation period before a switch of shifts is required. <p>Class 2 Driver Fatigue Management:</p> <ul style="list-style-type: none"> • A 30-minute break must be taken every 5 ½ Hours of Work time. • Maximum 13 hours work time and a 10 hour stand down break period is required. • Maximum 70 Hours before a 24 hour stand down break time is required. 	L-2	See Fatigue Management Policy for further information of Fatigue Management, Logbook requirements and any exemptions that may apply.	Admin	TTM staff / STMS / Shift Supervisor / Operations Coordinator.
Lack of Access to Amenities	M-6	<ul style="list-style-type: none"> • Access to toilets is to be reasonably available • If toilet facilities not readily accessible, identify the nearest facilities on the 'Daily Traffic Management Checklist & Record' form 	L-2		Admin	TTM staff / STMS

			<ul style="list-style-type: none"> • Transport shall be available at the worksite so amenities can be accessed 				
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	Environmental Damage	M-6	<ul style="list-style-type: none"> • Conduct pre-start check of TTM MAW vehicles prior to attending worksite using the pre-start form. Any form of oil, fuel, fluid leak or smoking exhaust must not be taken to worksite. The Supervisor must be advised immediately • Oil, fuel and fluid leaks at worksite must be reported to the STMS and the Supervisor immediately and actions taken to contain and remove spillage • All MAW vehicles are to be maintained and managed in a timely and appropriate manner. A Maintenance record is to be kept by the Plant Manager. • TTM vehicles must be properly secured - engines turned off, keys removed, placed in gear and hand brake applied whenever possible with wheels turned toward kerb. If on a slope wheel chocks are to be installed. • All refuse (including litter, broken signs, cones, frame legs) must be removed from worksite and returned to depot for disposal or recycling • Vehicles not to be driven onto any flora at worksite. Always remain on road surface or shoulder • Do not interfere with flora / fauna at worksite • Any observed environmental impact at worksite must be immediately reported to the STMS, the Supervisor and/or the client onsite. 	L-2		Admin / Minimisation	TTM staff / STMS
3. INSTALLATION OF SIGNS	Traffic- struck by passing vehicle or vehicle collision. Struck by item deflected by passing vehicle	VH-16	<p>Before setting out of site is undertaken a Toolbox must be undertaken by the STMS with the TTM crew to outline the specific site setup process. Risks and controls discussed.</p> <p>All signage set out to be conducted in accordance with approved diagrams/ plans (refer CoPTTM and the Approved Traffic Management Plan. The plan showing signage set-out to be held on site at all times. Signage must be installed as per plan and as follows:</p> <ul style="list-style-type: none"> • Extreme care to be taken during erection of advance warning signage. Ensure sufficient room for signage vehicle to be parked on shoulder or use 	M-6		Minimisation Admin	TTM staff / STMS

			<p>TMA and/or traffic management vehicle to minimise risk of impact with vehicles</p> <ul style="list-style-type: none"> • Activate arrow board and/or warning lights to warn approaching traffic of signage crew. (Activate arrow setting when diverting traffic from lane or detouring traffic. Activate hazard setting at other times). • Shadow vehicle to be positioned 15 – 40 metres (under 65kp/h) or 50-70 metres (over 65kp/h) behind the work vehicle to provide protection to the work vehicle and TTM staff installing equipment. If the shadow vehicle is in the live lane it must have as a minimum a Pass with Care sign (under 65kph) or an attenuator (over 65 kph) irrespective of the road level. • Signs to be unloaded from kerb side of vehicle where practical • Signs must always be erected in same direction as flow of traffic • Cover any conflicting signage across work site • If permanent speed is 65 kmh or higher and the site is being walked out – two TTM staff must be used, one to act as lookout for approaching traffic • Crossing a road on foot with a permanent 70kmh speed limit or higher is strictly prohibited • LV2/3 roads require the use of a truck mounted attenuator (if the work vehicle is in the live lane) or AWWMS (if the work vehicle is on the shoulder). This vehicle must act as advance warning of crew erecting signage. Position vehicle and activate arrow board and/or warning lights to warn approaching traffic of signage crew <p>1. Stop/Go/Slow Operation Signs</p> <ul style="list-style-type: none"> • Install advance warning signage in direction of traffic flow to give warning to motorists • Conduct complete drive around and repeat sequence in opposite direction with traffic flow • Install taper at work site with appropriate protection • Use appropriate communication devices (e.g. UHF radios) <p>1. Contra Flow Signs</p> <ul style="list-style-type: none"> • Install advance warning signage in direction of traffic flow to give warning to motorists 				
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			<ul style="list-style-type: none"> • Conduct complete drive around and repeat sequence in opposite direction with traffic flow • Install taper at work site on side of road furthest from work area • Install contra flow taper/delineation at worksite • Use appropriate communication devices (e.g. UHF radios) <p>2. Lane Closures</p> <ul style="list-style-type: none"> • Install closed lane advance warning signs to give warning to motorists • Conduct complete drive around and repeat sequence to erect fast lane signage for dual carriageway with traffic flow • Complete a drive around loop and install taper on lane to be closed (either slow or fast lane) • Use appropriate communication devices (e.g. UHF radios) 			
	Signage positioning and security – wind-blown signage striking persons or vehicles / vehicle travelling at excessive speed or an incorrect direction due to obscured signage and lack of visibility.	VH-15	<ul style="list-style-type: none"> • Sandbags must be applied to bases and traffic cones positioned beside sign where required by CoPTTM • Signage not to be positioned obscuring other items (e.g. permanent signs) • Signage not to be positioned as to be a hazard to workers, pedestrians or vehicles • Signage erected clear of travel path (e.g. Obscuring driveways) • Signage and delineation to be checked immediately after site installation, after any TTM amendments or at least every 2 hours on an active site with times and comments (where applicable) recorded on the 'On Site Record' within the 'Daily Traffic Management Checklist & Record' form • Long Term or Aftercare sites to be checked at minimum once daily. 'On Site Record' to be updated. 	M-6		<p>Engineer Admin</p> <p>TTM staff / STMS</p>
	Injury from Poor Manual Handling Techniques	H-9	<ul style="list-style-type: none"> • Always wear PPE when manual handling. Gloves, safety glasses and safety boots are compulsory • Always use the correct technique for lifting, carrying or pushing to avoid or minimise risk of physical injury • Do not attempt to lift/ carry anything outside your capacity – 18.5kg max. Heavy items use team lifts • Check for slippery or uneven surfaces 	M-6		<p>Admin Minimisation (PPE)</p> <p>TTM staff</p>

			<ul style="list-style-type: none"> • Stand as close to the load as possible • Get a firm grip and use the palms of your hands not just your fingers • Bend your knees and keep your back straight • Use your legs, not your back to lift the load • Keep load close to your body – lifting with load close to your body creates less stress and effort • Don't twist your body – move your feet 			
4. INSTALLATION OF TAPER	Traffic- struck by passing vehicle, vehicle collision Struck by item deflected by passing vehicle	VH-16	<ul style="list-style-type: none"> • Taper to be installed as per Section C 'Tapers' in CoPTTM. • Activate roof mounted beacons • Use arrow-board if fitted to direct traffic • Position TTM vehicle to warn approaching traffic of work area ahead • Hazard Lights are to be used while vehicle is in a stationary position. • To commence stop/go operations, TTM staff (1) to stop traffic on lane where work to be completed. TTM staff (2) to erect taper and delineate work area using appropriate traffic cones • TTM vehicle positioned between TTM staff and approaching traffic to provide protection • To commence lane closure, TTM vehicle to be positioned in lane to be closed with appropriate flashing arrow illuminated and directing traffic into open lane • TTM vehicle to be positioned prior to work area to provide protection to TTM staff erecting taper and work area delineation • Vehicle to be moved forward to maintain protection for TTM staff erecting delineation of longer work areas 	M-6		Minimisation (Isolation) Admin TTM staff / STMS
5. PROTECTION OF WORKERS, PUBLIC AND TTM STAFF	Traffic- struck by passing vehicle, vehicle collision Struck by item deflected by passing vehicle	VH-16	<ul style="list-style-type: none"> • Conduct Temporary Traffic Management (TTM) under CoPTTM guidelines and as per approved Traffic Management Plan (TMP). • Monitor traffic movement through work site to ensure safety of TTM staff, members of the public, workers and vehicles • Be mindful that motorists and pedestrians may be confused by the works. Ensure signals are clear and concise • Ensure that traffic travelling in the incorrect lane (stop/slow operations) is directed back by the trailing taper to correct travel lane on 	M-6		Isolation Admin TTM staff / STMS

			<p>leaving work area</p> <ul style="list-style-type: none"> • A Safety Zone (Longitudinal – As TMP requires & Lateral - 1m) must be maintained around the working space and remain clear at all times. • Always look before stepping onto road / live lane – Never turn your back to approaching traffic • Always be aware of your surroundings and location of traffic • Ensure signage vehicles are left secured at all times – engage first gear (or park in automatics), properly applied hand brake, turn engine off and remove ignition key • Where possible or as required, turn front wheels toward kerb or median and use wheel chocks on inclines/ declines 			
	Poor Visibility - Working in low light or at night time Inclement weather	VH-16	<ul style="list-style-type: none"> • Ensure TTMC-W high visibility reflective clothing is worn at all times as per CoPTTM • Ensure retro-reflectivity of signage and reflective white bands attached to traffic cones are in compliance with CoPTTM standards. • Activate vehicle headlights, rotating lights and arrow board when required – stop and pull over if required. • Wear rain protection during inclement weather • In low light and wet weather conditions allow sufficient time for drivers of vehicles to observe and follow your directions • In wet weather conditions make allowances for increased braking distances of vehicles (NZTA 4 second rule) • Use of reflective red wands as required during times of poor visibility • Wet Weather clothing must be in compliance with CoPTTM High Visibility standards otherwise a Hi-Visibility Vest / STMS vest must be worn on the outside of wet weather and cold weather clothing. 	M-6		Admin Minimisation (PPE) TTM staff / STMS
	Environmental Hazards - Dehydration, UV Exposure, Heat, Cold	H-9	<ul style="list-style-type: none"> • Ensure a good level of hydration is maintained throughout the day. • Individual responsibility of the employee to ensure an acceptable hydration level • Take fatigue/meal breaks away from work area • Sunscreen to be applied and reapplied by all personnel as per manufacturer's instructions • Long sleeve shirt, long trousers to be worn at all times – Shift Sleeves are not to be rolled up. 	L-2		Admin Minimisation (PPE) TTM staff / STMS

			<ul style="list-style-type: none"> • Hat with brim / brimless available at request • In cold weather conditions additional items of clothing (layers) may be required. The Hi Visibility / STMS vest must always be the outer garment unless the item of clothing is CoPTTM compliant. 			
6. CONTROL TRAFFIC	Traffic- struck by passing vehicle, vehicle collision Struck by item deflected by passing vehicle	VH-16	<ul style="list-style-type: none"> • Traffic to be controlled in compliance with CoPTTM. This is a legislative requirement. A copy of the CoPTTM is available @ http://www.nzta.govt.nz/resources/code-temp-traffic-management/copttm.html. • E-Stops and or temporary barrier arms are to be used where-ever possible in preference to manual traffic control to reduce risk. • Always maintain a clear escape route (escape path) to road shoulder, footpath etc. Always have somewhere to run to in case of an emergency. The escape route MUST be clear of obstructions of any kind. • Assembly /Evacuation Point must be recorded on 'Daily Traffic Management Checklist & Record' form. • Ensure located so they are in a position to see and be seen by approaching vehicles – Clear Site Distance. • Be able to see approaching traffic at a minimum distance of 120m on roads with a speed limit above 60kmh • Always face traffic. Never turn your back to approaching traffic, but ensure you are projected outside the projected travel path of vehicles. • Give approaching vehicles sufficient distance to stop safely – extend site if ques exceed installed Temporary Speed Limit (TSL). • Use clear and definite signals (stop/Go/slow sign and hand signals in conjunction with sign if required) • Do not position yourself in close proximity to a vehicle or barrier, that if impacted by another vehicle, it could impact with you • Be aware of traffic movements – LOOK BEFORE MOVING – BE ALERT • Always use as a preference E-Stops (temporary traffic lights) or barrier arms to remove the manual Traffic Controller from the high risk areas. If this cannot be achieved then: 	M-6	Admin	TTM staff / STMS

			<p>1. Stopping Traffic</p> <ul style="list-style-type: none"> • Turn sign to STOP and raise the free hand into stop signal with palm facing the traffic • Ensure you stand outside projected travel path of vehicles • Give vehicles sufficient distance to stop • Keep facing stationary vehicles • Move position so you are clearly visible to approaching traffic (e.g. 10m in front of stationary lane of traffic in line with drivers side headlight) • Ensure a clear escape path is available when conducting stop/slow operations - turn side on to stopped lane of traffic to allow viewing of stationary lane and traffic approaching from opposite direction • Ensure STOP sign is facing the stationary traffic • DO NOT PUT YOURSELF IN UNSAFE POSITIONS <p>2. Allowing Traffic to Proceed</p> <ul style="list-style-type: none"> • Wait until all opposing traffic is clear of work site • Check work site/ traffic lane are completely clear of vehicles, mobile plant, workers, pedestrians etc. • Confirm (by radio) that work site/ traffic lanes are clear and is safe to send traffic (i.e. "Am I clear to send traffic?") • Move to side of road/shoulder, stand clear of traffic • Turn side on to traffic, turn sign to GO/SLOW and use your free hand to give the 'GO' hand signal <p>3. Detouring Traffic (In Emergency Situations)</p> <ul style="list-style-type: none"> • Stand on side of road/shoulder – outside projected travel path • Extend free arm and give the 'GO' hand signal and indicate the intended direction of travel 				
7. WORKING NEAR MOBILE PLANT AND MACHINERY	Struck by moving plant / equipment	VH-16	<ul style="list-style-type: none"> • Review the expected movement of plant with STMS at prestart • Keep a safe distance from all mobile plant/ machinery in case it moves unexpectedly • Keep out of radius of swinging parts of mobile plant/ machinery (e.g. excavators) – aim to be 5 metres away from working area at all times. • Always ensure plant operator can see you. • UHF radio communication to be utilised to communicate with plant operators and works personnel where required. • Smoking, using mobile phones & MP3 players 	M-6		Admin	TTM staff / STMS

			whilst actively performing traffic control is prohibited				
	Noise	M-6	<ul style="list-style-type: none"> • Rotate positions to negate lengthy exposure to excessive noise; hearing protection is not a desirable control measure • Position to be as far from noise as possible 	L-2		Minimisation (PPE)	TTM staff / STMS
8. RECORD KEEPING – SITE RECORDS	Traffic- Redundant Gear struck by passing vehicle, redundant signage or inappropriate aftercare causing vehicle conflict or collision	H-9	<ul style="list-style-type: none"> • An On-Site record to be completed for each Traffic Management Plan implemented as required by CoPTTM in the 'Daily Traffic Management Checklist & Record' form. • If a Temporary Speed Limit (TSL) is implemented, it must be recorded on the 'Daily Traffic Management Checklist & Record' form (NZ-QHSE-FORM-021). • Work Site to be checked immediately after site installation, after any TTM amendments or at least every 2 hours on an active site with times and comments (where applicable) recorded on the 'On Site Record' within the 'Daily Traffic on 'Daily Traffic Management Checklist & Record' form and submitted to the Supervisor to ensure control measures are in place as per company and CoPTTM requirements • Long Term or Aftercare sites to be checked at minimum once daily. 'On Site Record' to be completed. • An official site handover is to be conducted between STMS's or to a qualified TC (level 1 site only). This is to be documented on the 'Daily Traffic Management Checklist & Record' form. • Any non-compliance with control measures to be corrected on site and staff members recommended for training where necessary 	L-3	Record to be kept in a secure location by HEB for 12 months as a legal requirement.	Admin	TTM staff / STMS
9. REMOVAL OF TAPERS & ADVANCE WARNING SIGNAGE	Traffic- struck by passing vehicle, vehicle collision Struck by item deflected by passing vehicle	VH-16	<ul style="list-style-type: none"> • TTM to be removed in reverse order to installation (i.e. remove cones of work area, remove taper (last cone installed is first cone removed), TSL / Direction protection signage, lastly Advance warning signage) • Ensure all sign covers are removed from permanent signs if initially covered. • TTM vehicle to be positioned to provide protection for removing equipment (i.e. always position vehicle between TTM crew and approaching traffic) • Vehicle mounted warning lights to be activated 	M-6		Admin	TTM staff / STMS

			during removal of TTM			
10. INCIDENT MANAGEMENT	Managing traffic following on road incident	H-12	<ul style="list-style-type: none"> Incident response team to be identified for call-outs If first responder to site escalate to Supervisor and carry out immediate TTM to make site as safe as practicable under Supervisor direction If Police on site follow instruction from them for immediate action to make site safe Advise TMC of TTM actions, document and submit for retrospective approval as directed 	M-6		Minimisation Admin STMS/TTM staff
11. MOBILE WORKS (OUT OF VEHICLE)	Struck by passing vehicle when carrying out short duration out of vehicle work activity on the road corridor	VH-16	<ul style="list-style-type: none"> Complete Risk Assessment and Generic TMP Form as part of planning process to identify site risks Resource mobile works team appropriately (ie if mobile works in live lane then spotter must be used) Carry out site assessment of identified site risks to ensure accurate, if not then escalate to Supervisor Ensure mobile works team competent in risk assessment 	H-9		Admin Traffic Manager/Ops
12. MOBILE WORKS (IN VEHICLE)	Struck by passing vehicle when carrying out in vehicle mobile works	H-12	<ul style="list-style-type: none"> Complete Risk Assessment and Generic TMP Form as part of planning process to identify site risks for the length of network to be maintained Identify requirements for a shadow vehicle to be used to protect work vehicle Mobile Works team to review Risk Assessment and Generic TMP to ensure risks are accurate, if not then escalate to Supervisor Ensure mobile works team competent in risk assessment 	M-6		Admin Traffic Manager/Ops

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THE RISK ASSESSMENT PROCESS

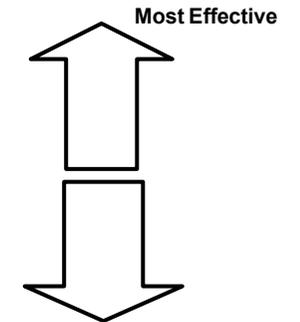
- Establish the hazard** – a hazard is something with the potential to cause harm. This can include substances, plant work processes or other aspects of the work environment.
- Identify the risk** – the risk is the likelihood that death, injury or illness might result because of the hazard.
- Assess the likelihood and consequences of the risk** – use the risk assessment matrix (below).
- Devise control measures** using the ‘hierarchy of control’ and implement control measures.
- Monitor, review and evaluate** the effectiveness of control measures
- Communication and Consultation** must be carried out at each step of the process.

Each step in the process is of equal importance and no risk assessment is completed correctly unless you follow this process.

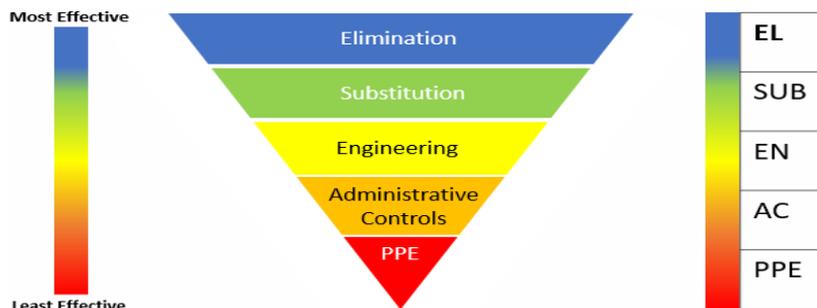
THE HIERARCHY OF CONTROL

To properly manage exposure to risks a person should consider the appropriateness of control measures in the following order:

- **Elimination**
Eliminating the hazard entirely
- **Substitution**
If not possible minimise the risk by substitution of a lesser risk.
- **Isolation**
Isolating the hazard giving rise to the risk.
- **Engineering**
Minimise the risk by engineering means.
- **Administrative Controls**
Applying administrative measures.
- **Personal Protective Equipment**
Wear appropriate PPE at the worksite.



RISK ASSESSMENT MATRIX



LIKELIHOOD	CONSEQUENCE				
	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Catastrophic
5 - Almost certain	M-5	H-10	VH-15	VH-20	VH-25
4 - Likely	M-4	H-8	H-12	VH-16	VH-20
3 - Possible	L-3	M-6	H-9	H-12	VH-15
2 - Unlikely	L-2	M-4	M-6	H-8	H-10
1 - Rare	L-1	L-2	L-3	M-4	M-5

Consequence

- 1 – Insignificant: no injuries requiring treatment
- 2 – Minor: first aid treatment
- 3 – Moderate: MTI – return to work
- 4 – Major: LTI – serious harm
- 5 – Catastrophic: fatalities

Likelihood

- 1 – Rare: may occur in exceptional circumstances
- 2 – Unlikely: could occur at some time
- 3 – Possible: should occur at some time
- 4 – Likely: will probably occur in most circumstances
- 5 - Almost Certain: is expected to occur in most circumstances

Risk Rating (multiply Consequence by Likelihood)

- 1 - 3** = Low / broadly acceptable with appropriate controls
- 4 - 6** = Moderate / acceptable with appropriate controls
- 8 - 12** = High / Tolerable [higher level management approval]
- 15 - 25** = Very High / intolerable/ Significant Risk

Men at Work Traffic Management - Safe Work Method Statement 1



Client / Project Name	Ventia	Location	Transmission Gully
Client Contact	Libby Hickman	Email	libby.hickman@ventia.com
Depot	M@W Wellington	Your Supervisor	Kurt Puryer-Smith
Depot Phone Number	0800636289	Supervisor's Phone	027 274 2369

DECLARATION

By signing this record, I acknowledge that I have been provided the opportunity to give comment on the formulation of work methods, the identification of hazards associated with this work and the development of control measures that will allow the work to be undertaken safely. I acknowledge I have been instructed in the work methods and understand and will comply with these instructions. Do not sign this record if you do not understand, do not agree or do not intend to comply with the work methods prescribed

THIS SECTION MUST BE COMPLETED ONLINE

STMS Name	Signature	Date	T/M Staff Name	Signature	Date

REPORTING OF INJURIES AND ILLNESSES AT AND AWAY FROM THE WORKSITE:

- If you suffer any form of injury or illness at a worksite, you MUST immediately advise the STMS and your operations manager
- If you suffer any form of injury, illness or are involved in a motor vehicle accident whilst travelling to or from the worksite, you MUST immediately advise your operations manager
- If you suffer any injury or illness whilst NOT at the worksite (or travelling to and from the worksite) that may affect your ability to perform your traffic control duties, you MUST immediately advise your operations manager
- Reports detailing the circumstances of any injury, illness or accident MUST be reported on a MAW Incident /Accident Report Form and provided to your operations manager at the conclusion of the day/night work shift during which the event occurred.