



Worker safety on or near public roads

Site visit audit tool

Person with control of the workplace - Checklist			
	Risk management		
Check	yes	no	n/a
The person with control of the construction project has an occupational health and safety management plan on site. <small>Note: required where more than 5 people work</small>			
There is a traffic management plan, sketch or procedure for the site.			
Site-specific safe work method statements are obtained from sub-contractors for proposed works before work begins.			
The person with control of the construction project identifies, assesses and controls the work health and safety risks on site.			
The person with control of the construction project identifies, assesses and controls new/emerging risks arising from changes in scheduled works.			
The person with control of the construction project has adequate systems in place for reporting hazards and investigation.			
Training			
Check	yes	no	n/a
The person with control of the construction project has ensured that traffic control employees have been provided with adequate traffic control training.			
The person with control of the construction project has ensured that all workers (including traffic controllers) have completed construction induction/safety awareness training.			
Consultation checklist			
Check	yes	no	n/a
The person with control of the construction project consults with contractors on work related matters affecting safety.			
The person with control of the construction project facilitates the consultation process on site, i.e. health and safety representatives, committee.			
The traffic control provider is included in the site consultation process. (i.e: pre-start meetings, committee meetings).			

Traffic control provider - Checklist

Traffic management checklist			
Check	yes	no	n/a
The traffic control provider has conducted a risk assessment prior to the development of the traffic management plan or sketch.			
The traffic management plan is relevant for the works in progress.			
The traffic management plan is correctly implemented.			
If applicable, an assessment of projected traffic flow has been undertaken to determine the best time for the works to proceed.			
Correct roadwork speed zones are in place.			
An adequate number of traffic controllers are engaged, taking into consideration meal breaks/rest pauses.			

Managing health and safety on site checklist

Check	yes	no	n/a
Traffic controllers on site have received adequate traffic control training.			
Traffic controllers are supplied with adequate personal protective equipment and clothing, (e.g: high visibility vest, broad rim hat, protective clothing, sun screen, safety boots).			
Traffic controllers have a clear escape route.			
Traffic controllers are rested every two hours.			
Traffic controllers have sufficient access to amenities.			
Traffic controllers have adequate methods available for communication.			
If works are being performed at night:			
• Workers are wearing appropriate clothing			
• Workers are safely lit and visible			
• Workers have a method of communication			
• Workers are using lighted wands.			
Traffic signs are being checked before use.			
Traffic signs are being maintained, clearly visible and are in good working order.			
If applicable, portable traffic signs, flashing arrow signs and variable message signs are being used correctly.			
If barriers are being used, they are correctly installed and appropriate for the purpose.			
Pedestrian, traffic and plant movement are adequately managed.			
The needs of pedestrians and cyclists have been considered.			
Impact on Public Transport considered.			
Satisfactory risk controls are in place when workers are working close to moving plant, (e.g: communication system, eye contact, spotters).			
Spotters are being used near reversing plant or delivery vehicles.			
Plant and pedestrians are effectively segregated.			
Systems are in place to manage the following general hazards:			
• risks from low light (rainy days/night work)			
• risks from sun and heat			
• risks from slips, trips and falls			
• risks from noise			
• risks from inclement weather			
• risks from manual handling tasks.			

Short term works checklist

Check	yes	no	n/a
Where applicable, the contractor has appropriate occupational health and safety procedures in place for the following:			
• planned intermittent work			
• unplanned intermittent work			
• mobile inspections – open road areas			
• short term work in traffic – open road areas			
• frequently changing work areas – open road areas			
• slow moving plant.			

Desk audit tools

Training checklist

Check	yes	no	n/a
Traffic control employees have been provided with adequate traffic control training.			
Traffic control provider ensures that employees have completed construction induction/safety awareness training, when working on a construction site.			

Consultation checklist			
Check	yes	no	n/a
The traffic control provider has consultative systems in place (i.e: health and safety representative (HSR), committee).			
The HSR is appropriately trained.			
The traffic control provider consults with the person with control of the construction project.			
The traffic control provider consults with any sub-contractors they engage:			
a. Sub-contractors have reps on their OHS Committee			
b. Sub-contractors participate in daily pre-start meetings			
c. Sub-contractors are included in pre-start site inspections to ensure appropriate resources are provided for proposed activities.			
Fatigue checklist			
Check	yes	no	n/a
The traffic control provider has adequate systems in place for fatigue management (e.g: fatigue management policy).			
Traffic control services are provided at times when staff are on extended breaks (e.g. lunch).			
The employer considers the following issues for managing fatigue:			
a. length of shift			
b. break between shifts			
c. whether the worker works for more than one employer.			
Manual tasks checklist			
Check	yes	no	n/a
The traffic control provider has identified hazards and assessed risk in relation to manual tasks.			
The traffic control provider has adequate control measures in place to manage risks related to manual tasks, for instance:			
• equipment is maintained			
• safe systems for loading/unloading			
• safe systems for moving signs			
• hand held equipment does not pose a risk of injury due to factors such as weight or awkward posture			
• regular breaks / seating provided			
• other (describe).			
Employees have been provided with adequate instruction and training on manual handling (manual tasks).			
Intermittent work and low impact works checklist			
Check	yes	no	n/a
The traffic control provider has appropriate safety systems in place for the following:			
a. planned intermittent work			
b. unplanned intermittent work			
c. mobile inspections – open road areas			
d. short term work in traffic – open road areas			
e. frequently changing work areas – open road			
f. moving plant			
g. slow moving plant – open roads			
h. night work.			

Further information

Main Roads

- Traffic management for work on roads, code of practice December 2021 Copies of these documents can be downloaded from the Main Roads website (www.mainroads.wa.gov.au)

Standards Australia

- Australian Standard 1742.3 - 2019 Manual of uniform traffic control devices, Part 3: Traffic control for works on roads. Australian Standards can be purchased via <https://www.standards.org.au/access-standards/buy-standards> A41516022