



Worksite Traffic Management

Audit

Introduction:

The following audit checklist has been developed to suit the conditions and road network of Samoa.

This procedure provides a standardised approach to the assessment of worksites to assess and measure the application of the Samoan Worksite Traffic Management Code of Practice (SWTM) on all roads within Samoa. The results of audits will provide objective evidence to demonstrate compliance and the deliverance of “Duty of Care”

The audit is applicable to the delivery of worksite traffic management at worksites by government agencies or contractors, and can be implemented at any stage of a scheme development or delivery.

The conduct of the audits will emulate Quality Assurance principles and practices where ever possible, to help ensure that works personnel are on site to assist with discussion and review of documentation on site.

There will also be provision for a number of random compliance audits to be undertaken by Public Works Department, and other Government agencies, it is essential that these be un announced to measure a true application performance, in the field.

Records of audits will be held by the relevant departments, agencies and contractors to record performance, this will enable them to be able to physically measure changes over time. Appropriate records demonstrating compliance will also be used to demonstrate the organisation’s obligation to their Duty of Care

Process for using audit checklist pro forma is:

1. Conduct site audit with person in charge of worksite, making relevant notes of sign types, devices, spacings of signs, speed zone, traffic controllers and lengths of tapers.
2. Complete details on the top of the form in relation to company/organisation, person in charge, location and type of works.
3. Answer questions by checking appropriate box using information from the works supervisor and relevant notes
4. Score assessment and make notes on items outside of assessment criteria.
5. Score will lead to a value to be used to measure improvement as related to past assessments, but shall be used as a guide only.
6. Critical items that are related to safety of workers or the travelling public should be noted at the conclusion of the report as a summary



Worksite Traffic Management Audit

Date: ____ / ____ / ____

Supervisor on site: _____

Location: _____

Type of work: _____

Duration: _____

Company: _____

Contact details: Ph. _____ Fax. _____

Notes to Auditor

Records and Documentation:

Although not a critical part of the audit when applied to the safety of the site, worksite supervisors need to be aware of the provisions in the Code of Practice as well as have a copy of the Code on site. The Code needs to be on site to be used as a reference document when situations arise that need clarifying, or when works personnel are not familiar with the principle and practices of the Standard or Code.

Where the Code of Practice or Standard are not on site during the audit, this needs to be noted for follow up at a future time, to ensure that works personnel have access to appropriate documentation.

However, there needs to be records in a works diary or similar, of the type of plan used, locations of signs and devices used, inspections, traffic control etc. this too should be looked at in terms of the site as a whole and only marked as critical when general layout of signs and devices on site is shown to be poor.

Worksite Safety:

The main aim of this checklist is to bring awareness of worksite traffic management practices with an emphasis on safety, forward so that appropriate steps can be taken by the department or contractor to rectify issues prior to any incidents occurring.

Checklist

Records and Documentation:

Is a Code or Standard available on site?	Yes	No	N/A	<u>Score</u>	
				Act.	Poss.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="border: 1px solid black; width: 30px; height: 30px; text-align: center; font-weight: bold; font-size: 1.2em;" type="text" value="5"/>

Is arrangement recorded in diary?	Yes	No	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Protective Clothing:

Safety Jackets	100%	100-75%	75-50%	50%	Act.	Poss.
	<input style="border: 1px solid black; width: 30px; height: 30px; text-align: center; font-weight: bold; font-size: 1.2em;" type="text" value="5"/>	<input style="border: 1px solid black; width: 30px; height: 30px; text-align: center; font-weight: bold; font-size: 1.2em;" type="text" value="3"/>	<input style="border: 1px solid black; width: 30px; height: 30px; text-align: center; font-weight: bold; font-size: 1.2em;" type="text" value="1"/>	<input style="border: 1px solid black; width: 30px; height: 30px; text-align: center; font-weight: bold; font-size: 1.2em;" type="text" value="0"/>	<input type="checkbox"/>	<input style="border: 1px solid black; width: 30px; height: 30px; text-align: center; font-weight: bold; font-size: 1.2em;" type="text" value="5"/>

- Worn Properly? – note a pedestrian worker without a jacket on gives a score of '0'
- In serviceable condition?

	<input style="border: 1px solid black; width: 30px; height: 30px; text-align: center; font-weight: bold; font-size: 1.2em;" type="text" value="5"/>	<input style="border: 1px solid black; width: 30px; height: 30px; text-align: center; font-weight: bold; font-size: 1.2em;" type="text" value="3"/>	<input style="border: 1px solid black; width: 30px; height: 30px; text-align: center; font-weight: bold; font-size: 1.2em;" type="text" value="1"/>	<input style="border: 1px solid black; width: 30px; height: 30px; text-align: center; font-weight: bold; font-size: 1.2em;" type="text" value="0"/>	<input type="checkbox"/>	<input style="border: 1px solid black; width: 30px; height: 30px; text-align: center; font-weight: bold; font-size: 1.2em;" type="text" value="5"/>
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Communication:

Does the message displayed clearly suit site conditions?	Yes	No	N/A		
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input style="border: 1px solid black; width: 30px; height: 30px; text-align: center; font-weight: bold; font-size: 1.2em;" type="text" value="1"/>

Is the sequence of the message correct? (i.e. Advance, condition, plant/people, guidance)	Yes	No			
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input style="border: 1px solid black; width: 30px; height: 30px; text-align: center; font-weight: bold; font-size: 1.2em;" type="text" value="1"/>

Are the sign spacing's correct for approach speed?	100%	75-100%	<75%		
	<input style="border: 1px solid black; width: 30px; height: 30px; text-align: center; font-weight: bold; font-size: 1.2em;" type="text" value="5"/>	<input style="border: 1px solid black; width: 30px; height: 30px; text-align: center; font-weight: bold; font-size: 1.2em;" type="text" value="3"/>	<input style="border: 1px solid black; width: 30px; height: 30px; text-align: center; font-weight: bold; font-size: 1.2em;" type="text" value="0"/>	<input type="checkbox"/>	<input style="border: 1px solid black; width: 30px; height: 30px; text-align: center; font-weight: bold; font-size: 1.2em;" type="text" value="5"/>

Is the sight distance appropriate to approach speed?	Yes	No	N/A	Act.	Poss.
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	1

Signs and Devices – Condition of Signs:

Legible	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	1
Clean	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	1
Reflective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Fluorescent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Level	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	1
Current Type	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	1

Condition of Supports:

Straight	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	1
Stable	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	1
Appropriate	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	1
Cab assembly	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	1

Sign Placement:

	Yes	No	N/A	Act.	Poss.
Is access to private property Adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Is provision for pedestrians Adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
Are side roads appropriately signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Is pavement width appropriate For traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Surface condition adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Is the line marking satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Side tracks/Detour adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1

Lane Closures:

Lateral Shift markers used Appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Use of Cones appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Use of Bollards appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Use of sign trailer					

100% 75-100% <75% Act. Poss.

Are tapers the correct length For approach speed?	5	3	0	<input type="checkbox"/>	5
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Night Use:

	Yes	No	N/A	Act.	Poss.
Is Worksite Traffic Management Scheme for overnight use?	<input type="checkbox"/>	<input type="checkbox"/>	If no go to Traffic Controller section		
Are signs suitable for night use?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	5
Are other devices suitable for Night use?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	5

	Yes	No	N/A	Act.	Poss.
Have suitable lamps been Provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Do lamps work? (Check)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Has site had a night inspection? (Validate from records)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
Does arrangement provide for Adequate worker and user safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
Traffic Controller:					
	Yes	No	N/A	Act	Poss
Are traffic controllers in use?	<input type="checkbox"/>	<input type="checkbox"/>			
Number in use (circle)	1	2	3	4	
Is number appropriate for site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
Are traffic controllers trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10
High Visibility clothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
Worn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
Good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Good	Fair	Poor		
Position re traveled path	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
Stop/slow bat condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
Use of stop/slow bat (observation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
Bearing and attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
Safety – escape path etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
Can traffic controllers see each other?	<input type="checkbox"/>	<input type="checkbox"/>			
If NO then communication (Radio)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6
Time on duty since last break < 2 hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2

	Yes	No	N/A	Act	Poss
Symbolic workman sign present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
Prepare to stop sign present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3

This audit

Points achieved
 Points possible × 100 = %

Comments

Audit conducted by:
