

# TRAFFIC MANAGEMENT & CONTROL LTD

Your Road Safety Specialists & Suppliers with the Industry Knowledge!

## SAFETY INDUCTION & BRIEF

<b>Company / Account name</b>		
<b>Health &amp; Safety – contact person</b>		
<b>Site contact – (Foreman or Manager in charge)</b>		
<b>Phone number &amp; email</b>		
<b>Address</b>		

Do you have a Health & Safety System audited by the Accident Compensation Corporation (ACC)?  SiteWise Green Certificate / Impac (PreQual) / ISO 45001	<input type="checkbox"/> Yes	<input type="checkbox"/> No Please provide details or state what one .....
Do you have a written and signed Health & Safety Policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your company/organisation have an Incident Reporting / Near Miss process?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your company/organisation have an Incident Investigation process?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your company / organisation have a process for recording injuries?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever received any improvement/infringement /prohibition notices, formal warnings from WorkSafe NZ or been prosecuted for breaches of health and safety legislation? (Within the last 24 months for renewal applications).	<input type="checkbox"/> Yes Please provide more information if Yes .....	<input type="checkbox"/> No
Have you had any Notifiable events that have been reportable to WorkSafe NZ within the previous 24 months?	<input type="checkbox"/> Yes Please provide more information if Yes .....	<input type="checkbox"/> No
Does your company complete regular Health & Safety meetings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have all your workers received training for the job roles you carry out and are competent and qualified for those roles/tasks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have written Work Procedures and Safety Instructions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your company have Public Liability & Motor Vehicle insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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The following information is to be provided to all workers that plan or intend on working within a Traffic Management & Control Ltd (TMC Ltd) site must read and understand the following information (even when TMC Ltd are proving the qualified TC or STMS labour onsite this is still relevant to ensure your workers / company have the relevant training & knowledge to work on and within our traffic management site).

*Site specific safety measures for each site will be included in the induction by TMC Ltd if you are contracting TMC Ltd to be the STMS in charge on the day of the job. If you are providing the qualified STMS then this duty will sit with your worker/company. Below is an outline of the mandatory requirements for all sites.*

*Note we have attached a layout diagram to define the area of your work. The green Working Space and the area outside that (which is the traffic management site and safety zones) are two totally separate areas so therefore it is important both parties involved in the job (work site), including all workers, understand each other's Health and Safety requirements and expectations to ensure a safe working environment and eliminate any conflicts that may occur. If there are any specific induction processes you would like us to be aware of, including training and risks/hazards related with the type work you do, you should advise TMC Ltd prior to each job being booked.*

Traffic Management Plans (TMPs) are required for all activities that vary the normal operating conditions of a road, irrespective of whether the activity is on a carriageway, on a footpath, or on a road shoulder. This includes all road users (pedestrians on footpath, cyclists & cycle lanes). TMPs are also needed for activities outside the road reserve, which will affect the normal operating conditions of the road.

No plant, work vehicles are to be left in the three major safety zones, please refer attached layout diagram of zones.

If TMC Ltd staff are to enter your working space (while you're undertaking your work activities) or are asked by any of your own workers to help or assist with your activities, you must brief and induct them first on all safety matters relating to the task, and control measures for safety. If the work type requires formal training or qualifications then TMC Ltd staff are not to be asked by your workers unless you provide documented formal training of an appropriate level to this worker first.

The core role of TMC Ltd is to look after the traffic, cyclists and pedestrians (road users) so if the qualified TC or STMS is undertaking dual role tasks (i.e. traffic management and your own work) please bear in mind that traffic management duties must take priority and the STMS/TC worker onsite should always be in position so they can react and move the site around in the event the site needs changed or road users need catered for. This rule includes if your staff members are taking the role of the TC or STMS onsite. It's paramount that they understand the importance of this when undertaking dual role activities/work.

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## SUMMARY OF THE BASIC SAFETY RULES

- **TTMC-W Orange day/night (NTZA complaint) Hi Vis Vests** (garment) as a minimum and on all State Highways NZTA require lace up safety boots and long sleeve shirt and pants.
- **All vehicles entering site or on site must have an Amber Flashing beacon on the roof.**
- **Open Trenches or Excavations left Unattended** (at night or when workers are not onsite) must use **Safety Fences** or alternatively Backfilled or Plated. NZTA only allow Barrier Arms / Cone Bars when workers/personnel are onsite (i.e. active daytime sites)!
- **Understand that when you opt to take the role of the Traffic Controller (TC) or STMS** and TMC Ltd staff are not onsite that the implementation and monitoring of the TMP (traffic management sites) is your responsibility after TMC Ltd have set the site up. Don't hesitate to make contact with our staff members, any site changes can be made as long as you liaise with and contact a TMC Ltd staff member first for approval.
- **Whilst the TMP should cover most situations that arise**, it is accepted that the details and layout drawing cannot cover all eventualities which may arise due to unforeseen circumstances. In that case please contact us so we can make the appropriate changes to each work site.
- **The Traffic Management Plan (TMP) must be kept onsite at all times** and the On -Site Record (2 hourly check) which is attached to this form also needs filled in (only if you're providing the onsite TC/STMS otherwise TMC Ltd staff will do this). If the Site is audited by the Council or NZTA and you don't have a copy of the TMP onsite then they may shut the site down.
- **If your company is providing the onsite TC / STMS labour, they must remain onsite at all times during active work hours**, otherwise if audited by Council or NZTA they will instantly shut the site down and issue a non-conformance. Please remember this is why if you are performing dual role tasks, the TC/STMS must always be on the ground in a position where they can move and alter the site as needed for contractors and public, and be in view of all signage and cones ie the traffic management site must be their priority at all times.
- **Read & understand all requirements of each Traffic Management Plan (TMP)** and the attached Hazard Register for each work site. This will be provided to you prior to work commencing.
- **If you are unsure then please stop and ask. Call 0800 000 168**

I confirm that we have our own Health & Safety Policy & Procedures in place as per Health and Safety at Work Act 2015 including JSAs, Hazard identification forms, control measures, induction and worker training processes. I have sufficient current liability insurance in place.

I acknowledge that the workers from my company / organisation are responsible for all working space activities. The working space is defined as the green space inside the coned off area, as indicated on the attached diagram showing the core safety areas & the traffic management site layout.

I confirm that all the workers and/or sub-contractors engaged by my company / organisation hold current appropriate qualifications and have received the necessary training relating to the physical work we will be undertaking (non- traffic management tasks).

I acknowledge that all workers of my company including myself who will conduct work within a TMC Ltd site have received safety induction training on Traffic Management & Control Ltd safety rules and requirements as outlined in this document. For new clients where we are providing the qualified TC or STMS labour onsite, the TMC Ltd staff member onsite will induct your workers on the day of the job.

SIGNATURE:	FULL NAME	DATE

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## **Sub-Contractors Policy**

All sub-contractors must be aware of the Health and Safety policy before commencing any work.

A Contractors Register will be kept and must be completed for all contractors undertaking work for the company.

Contractors are expected to wear or use any protective equipment necessary for the safe operation of their work.

Safety guards must be in place and used on all machinery operated by contractors.

Any injury sustained while conducting work within a Traffic Management & Control work site must be reported to the Safety Officer or management as soon as possible.

Contractors must have a current health and safety plan that meets the requirements of the Health and Safety at Work Act 2015 and produce a copy to Traffic Management & Control Ltd on request.

It's important to remember that you must still adhere to your internal Health & Safety Policy and WorkSafe NZ (any hazards within your work area should be identified and appropriate PPE worn to suit the needs of your physical work activity).

## **Reporting of accidents and near misses**

All work related accidents, other than minor cuts and scrapes, must be recorded in the Accident Register.

Accidents resulting in injury or incidents where serious harm could have resulted must be recorded. These will be investigated to ensure that corrective action is taken.

Near misses should be recorded to assess the risk they pose in order to prevent an accident happening in the future.

Should a serious harm accident occur, management is to advise WorkSafe NZ as soon as possible. **This is a legal requirement.**

## **Hazard Management & Identification**

All hazards or potential hazards must be reported to management.

A hazard register will be maintained that lists known hazards and the control measures applied.

All reported hazards or potential hazards will be investigated to assess their significance and added to the hazard register if necessary.

## **Corridor Access Requests (CAR) or Road Opening Notices (RON) that Traffic Management & Control Ltd submit on your behalf.**

This is only applicable to clients that contract TMC Ltd to submit a CAR or Road Opening Notice on your behalf. Traffic Management & Control Ltd disclaims itself from any liability resulting from all physical work undertaken i.e. excavation & reinstatements (road openings). This is your responsibility as you are the principle contractor. Please inform us of your completion date so that we can close off each CAR. Dunedin City Council fees or other fees that we receive for Corridor Access Requests that have been submitted on your behalf will be forwarded on to you.

## **Non-traffic management services (hire or retail etc)**

Customers that only require services that are not related to traffic management being implemented for them by TMC Ltd (e.g. equipment hire, retail) are responsible for the correct use and operation and use of the plant or equipment. All manuals must be read prior to use and refer to the Code of Practice for implementing and using that equipment in the best and safest way to ensure safety to your workers and road users. Replacement costs will be charged for any missing/damaged equipment that is not returned.

### **Kind Regards**

The Team at Traffic Management & Control Ltd

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- > No Plant or Equipment/Vehicles to be parked in the Yellow Safety Zones (taper, lateral or Longitudinal) at all times
- > Hi Vis TTMC-W Orange day/night vests worn at all times by all workers, State highway sites NZTA require you to wear lace up steel cap boots and legs and arms must be covered with clothing.
- > The worker or company, that is working within the Green working space below, please remember you're liable and responsible for your own internal Health Safety policy and control measures relating to your physical work (green working space). TMC Ltd will be responsible and look after the remaining areas of the work site within the signs and safety zones when contracted to be the STMS in charge. If you're providing the qualified STMS labour onsite then these areas will also be in your control to look after and maintain. All other workers will be inducted and briefed onsite by the STMS prior to work commencing.

