

Work in Proximity to Traffic – Application of Works Protection Methods

Process steps checklist

Step 1	
<input type="checkbox"/> <i>Tick when complete</i>	Identify the type of work to be undertaken and the conditions this work will be carried out in, including: <ul style="list-style-type: none"> • location of the worksite • clearance between the traffic stream and the work site • speed limit • traffic volume and composition • geometry of the road approaching and past the work site (for example sight distance etc.).
	Notes/comments
Step 2	
<input type="checkbox"/> <i>Tick when complete</i>	Identify the conditions the work will occur under and the required controls for this type of work in the MUTCD Part 3 and its supplement.
	Notes/comments
Step 3	
<input type="checkbox"/> <i>Tick when complete</i>	Identify other safe work procedures and instructions that MUST be adhered to. This could include: <ul style="list-style-type: none"> • traffic management plans • Safe Work Method Statement (SWMS) • permits • any other relevant safe working documentation.
	Notes/comments
Step 4	
<input type="checkbox"/> <i>Tick when complete</i>	Carry out a Risk Assessment—this should occur on site so all environmental and other conditions present on the day that work is to occur are captured.
	Notes/comments

Step 5	
<input type="checkbox"/> <i>Tick when complete</i>	Implement all MUTCD requirements and safe work procedures and instructions. Implement all other hazard and risk management strategies, identified in SWMS and/or onsite risk assessments.
	Notes/comments
Step 6	
<input type="checkbox"/> <i>Tick when complete</i>	Monitor conditions and all hazard/risk mitigation methods implemented to ensure they are working and in place.
	Notes/comments
Step 7	
<input type="checkbox"/> <i>Tick when complete</i>	Maintain personal and continual vigilance during work. <ul style="list-style-type: none"> • Where possible and safe to do so, try to look at oncoming traffic as often as practical.
	Notes/comments
Step 8	
<input type="checkbox"/> <i>Tick when complete</i>	Ensure the work site is cleaned and signage removed or covered in a safe and appropriate manner at the end of work activities. Ensure all permits and other required documentation is completed and closed out where required.
	Notes/comments