

New Zealand guide to temporary traffic management:

**Operational practice note
guidance**

Introduction

Operational practice notes capture activity specific establishment, maintenance and uplift processes. They should be created and applied when risks and control measures for a specific activity are consistent. It's not intended that a operational practice note be prepared for one off or unique activities and sites. A site specific TMP is more suitable for these situations.

Background

Every activity has different risks. Consider some of the many different activities on the road network:

- Cycle racing
- Waste collecting
- Surveying
- Line marking
- Major concerts
- Civil defence cordons
- Fire cordons
- Chip sealing
- Pavement construction
- Power cable repairs
- Vehicle breakdown response
- Motor sport
- Major crash
- Gas main failure
- Flood

These all have very different safety risk profiles to consider due to:

- the amount of time onsite
- the location within the road reserve
- whether it's a moving or fixed position
- the ability to accommodate general traffic through or past the site
- the public reaction to the activity
- whether it's planned or unplanned
- whether it's a local or regional or national event
- the media coverage
- and many other factors.

The controls that one company uses doesn't have to be the same as another company uses for the same activity. This is because each company may have different detailed safe work practices, different training, or different equipment available.

Practice note preparation

Consider the following when preparing a operational practice note:

1. **Title** – must clearly state what activity the operational practice note applies to.
2. **Practice note owner** – company or organisation who owns the operational practice note.
3. **Contact person** – name of person responsible for the operational practice note.
4. **Author** – who wrote the operational practice note.
5. **Consulted** – who was consulted with when preparing the operational practice note.
6. **Peer reviewer** – who reviewed the operational practice note.
7. **Approver** – who approved the operational practice note.
8. **Document version control** – date and version number.
9. **Activity description** – must clearly detail the activity the operational practice note applies to, including contextual information.
10. **Activity exclusions** – list any activity the note doesn't apply to, so the practice is not applied incorrectly.
11. **Activity specific safety risks** – list and assess all risks specific to the activity if no controls were in place, that is, doing the activity without any TTM.
12. **Risk controls** – a list of all controls, there may be multiple, for each risk.
13. **Residual risks** – list and assess all risks that remain after each.
14. **Risk commentary** – capture any key risk decision points, for example the trade-off between different risks, effects on different parties, lowest total risk. It's very important that this information is captured as it helps users determine if practice note is applicable to a future activity.
15. **Traffic management diagrams** – show the risk controls in a diagram, including dimensions and the TTM zone, exclusion zone, and worksite.

Recommendations

Waka Kotahi recommends the following for preparation of operational practice notes:

- Where possible, operational practice notes should be prepared by national sector representative bodies to achieve the best consistency.
- The risk management system used to identify and assess risks can be the organisation's own system.
- Risk assessments are most robust when completed by a group of people with diverse backgrounds and experiences to reduce personal bias.
- The risk controls must be developed using the hierarchy of controls as outlined in the Health and Safety at Work Regulations 2016.

Location

Operational practice notes will not be a formal part of the NZGTTM as they're developed independently of Waka Kotahi and Waka Kotahi is not responsible for maintaining them. However, links to the published operational practice notes will be maintained in the TTM library, available through the Waka Kotahi website at nzta.govt.nz/roads-and-rail/new-zealand-guide-to-temporary-traffic-management



Te Kāwanatanga o Aotearoa
New Zealand Government