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| --- |
| Industry Name |
| **Operational Practice Note Title (The title must clearly articulate what activity the practice note is applicable too)** |
| Author |

# Operational Practice Note Guide Overview

### Introduction

The purpose of an operational practice note is to record risks and mitigation measures **for a specific activity** where they are standard practice to be repeated regularly, for example cycle races or water management activities.  It is not intended that an operational practice note is prepared one off or unique activities/sites; a TMP is required for these situations.

### Background

Every activity has different risks. Consider cycle racing, waste collection, 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 and the many other different activities that are undertaken on the road network. These all have very different safety risk profiles due to the duration of time onsite, location within the road reserve, moving or fixed position, ability to accommodate general traffic through or past the site, public reaction to the activity, planned or unplanned, local or regional or national event, media coverage, and many other factors.

The NZ Guide to Temporary Traffic Management has been written to enable companies and organisations to identify and manage safety risks specific to the activity they are undertaking, and the mitigation measures they have assessed to be appropriate.

The mitigation measures that one company adopts do not have to be the same as other companies for the same activity. This is because each company may have different detailed safe work practices, different training, or different equipment (though all equipment that is used must comply with the Section 5 TTM Toolbox – What TTM engineering includes).

An operational practice note provides guidance where the traffic management **activity** is regular and repeated.

Use of an operational practice note does not release any person or organisation from their accountability under HSWA.

### Recommendations

Waka Kotahi provides the following recommendations for preparation of operational practice notes:

* Where possible operational practice notes are to be prepared by national bodies to maximise consistency.
* That authors, peer reviewers and approvers ensure they have delegation from the officers of the PCBU, for example those who will be representing the company or organisation if something goes wrong.
* The risk management system used to identify and assess risks can be the company’s or organisation’s own system. It is important that the system encourages data driven logical thought process.
* Risk assessments are completed by a group of people with diverse backgrounds and experiences to remove personal bias.
* The risk controls must be developed using the hierarchy of controls concept as outlined in the Health and Safety at Work Regulations 2016
* That any residual risks must be tolerable before the operational practice note is approved. If they are not tolerable, loop through the identification of controls once again.

### Location

Operationalpractice notes will not be a formal part of the NZ guide (as they are developed independent of Waka Kotahi) and Waka Kotahi are not responsible for maintaining them.  However, they will be made available on the Waka Kotahi TTM site, along with the websites of the relevant entities, for example Sports NZ and CCNZ.

# Document Control

|  |
| --- |
| * 1. Operational Practice Note Owner
 |
| [Company or organisation who owns the operational practice note] |

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| * 1. Key Contact People
 |
| Operational Practice Note Owner Contact Person | Name: [Insert Contact Name]Contact Number: [Insert Contact Number]Email Address: [Insert Contact Email Address]Postal Address: [Insert Contact Postal Address] |
| Author/s | Name: [Insert Contact Name]Contact Number: [Insert Contact Number]Email Address: [Insert Contact Email Address] |
| Consulted Parties  | [Who was consulted when preparing this opertional practice note? Example: Companies within the industry, workers who will operate under this opertaional practice note.] |
| Peer Reviewer/s  | [Who peer reviewed this operational practice note?] |
| Approver/s | [Who is the approver of this operational practice note?] |

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| * 1. Document Version Control
 |
| Document Version | Written/Edited By | Reviewed By | Date Issued/Submitted | Version Edits |
| [Draft] | [Who developed this draft] | [Who reviewed this verison?] | Click or tap to enter a date. | [Brief details on version updates/changes] |
| [Version 1] | [Who developed and/or editied this version?] | [Who reviewed this verison?] | Click or tap to enter a date. | [Brief details on version updates/changes] |
| [As above. Add rows as required] | [As above. Add rows as required] | [As above. Add rows as required] | Click or tap to enter a date. | [As above. Add rows as required] |

*Optional: Add disclaimer for administration and application of this Practice Note*

|  |
| --- |
| * 1. Disclaimer
 |
| [Provide disclaimer here] |

# Glossary of Terms

|  |  |
| --- | --- |
| Term | Definition |
| [Any special industry term, equipment, role or acronym that may need defining or extra explaination] | [Definition, explaination, image] |
| [As above. Add rows as required] | [As above. Add rows as required] |

# Activity Description

*This must clearly describe in sufficient detail the activity the practice note is applicable.  This includes contextual information.*

*Refer to Section 2.1 Activity and environment context – Project Confirmation for a complete list of information required.*

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| --- |
| * 1. Activity introduction
 |
| [Provide an overaching summary of the activty/activities and why a operational practice note is applicable] |

|  |
| --- |
| * 1. Work methodology
 |
| [Explain the relationship between the work undertaken (methodology), the road reserve and its users.][This may include but is not limited to: where the activity is carried out in relation to the road reserve, the duration of the activity, plant, people and equipment required, and the overall impact on the network and its users.][Option to use images or figures to help explain the activity, reference with in explaination and add below.] |

*Optional: Images can be a great tool to supplement the explanation of the activity and show examples of plant and/or equipment used.*

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*Image/Figure 2*

*Image/Figure 3*

*Image/Figure 1*

# Operational Practice Note Application

*Section 4 is intended to provide clear instruction to the correct application of the operational practice note to the end user. Details in this section form the preliminary information which will help in the comprehension of the example diagrams in* [*Section 5*](#_Traffic_Management_)

* 1. Activity Exclusions

*If there is any activity or environment the practice note is not applicable too? These must be specifically noted.  Again, this is so the practice is not applied when it should not be.*

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| * + 1. Activity Exclusions
 |
| [List any activity that could be associated with this Operational Practice Note but is explicitly excluded.]*Example: Excavations* | [Provide commentary on why it is excluded from this operational practice note] |
| [As above. Add rows as required] | [As above. Add rows as required] |

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| * + 1. Environment Exclusions
 |
| [List any environmental conditions that are explicitly excluded from this Operational Practice Note.]*Example: Catagory C Road Environments* | [Provide commentary on why it is excluded from this operational practice note] |
| [As above. Add rows as required] | [As above. Add rows as required] |

* 1. Activity & Environment Inclusion

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| --- |
| * + 1. Activity Inclusions
 |
| [List any applicable activity that could be associated with and is covered under this Operational Practice Note.]*Example: Road side cabinet access* | [Option to provide additional commentary on why this activity is included/applicable to this operational practice note] |
| [As above. Add rows as required] | [As above. Add rows as required] |

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| * + 1. Environment inclusions
 |
| [List any environmental conditions covered under this Operational Practice Note.]*Example: Level 1 Catagory A Road Environments* | [Option to provide additional commentary on why this environment is included/applicable to this operational practice note] |
| [As above. Add rows as required] | [As above. Add rows as required] |

*Optional: Infographics can be a great tool to assist in displaying different road environment characteristics and considerations.*



* 1. Activity Specific Safety Risks

*List and assess all risks specific to the activity if there were no controls in place, that is undertaking the activity without any TTM.*

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| 4.3.1 Identified Risks and Controls |
| Risk | Associated Control | Commentary on Selection *(in accordance with Hierarchy of Controls)* | Residual Risk  | Risk Commentary |
| [Provide a list of activity-specific risks if there were no TTM controls in place][Include risks for all aspects of the activity and environment, as well as any additional flow on impacts on the network] | [Provide a description of the controls applied to the listed risk. Include the level in the hierarchy of controls that the control fits within][There may be multiple for each risk] | [Provide an explanation regarding the choice of controls, what others might have been considered and discounted, and why the chosen control/s are the best available in accordance with the hierarchy of controls.] | [List and assess all risks that remain after each] | [The purpose of this section is to capture any key risk decision points, for example the trade-off between different risks, effects on different parties, lowest total risk. It is vitally important that this information is captured as it helps users determine if practice note is applicable to a future activity.] |
| [As above. Add rows as required] | [As above. Add rows as required] | [As above. Add rows as required] | [As above. Add rows as required] | [As above. Add rows as required] |

* 1. Diagram Selection

*Provide a diagram selector that the user is able to work through onsite, taking into consideration the activity, current environmental conditions and risks laid out in Section 4.3.*

*Example only:*

![The 8 Best Free Flowchart Templates [+ Examples]]()

# Traffic Management Diagrams

*Drawings to show the risk controls in diagrammatic format including dimensions and showing the TTM Zone, Exclusion Zone, and Worksite. Drawings may be attached as a separate document and referenced here.*

*Provide the specific TMD information that this TMD Form information relates to. This must correspond to the information held in the TMP General Form.*

|  |  |  |
| --- | --- | --- |
| TMD Reference | Name/title of Diagram | Sheet Number |
| [Enter TMD Reference] | [Enter name of attached TMD] | [Enter sheet number] |
| [As above. Add rows as required] | [As above. Add rows as required] | [As above. Add rows as required] |

* 1. RCA notification prior to accessing the network

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| [Describe the notification procedure to be used] |

* 1. Operational Practice Note final approval

*If Practice note is not approved, utilise this section to provide comments regarding non-approval*

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|  |  |  |  |  |
| *Version Approved*  | *Name of Approver* | *Position (authority to approve)* | *Date* | *Signature* |

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| --- |
| * + 1. Returned comments
 |
| [For Approver use only to outline reasons or comments for return of Operational Practice Note for correction.] |