Introductions

• Robyn Denton – LTSA
• Leanne McAdams - LTSA
Purpose of Today

Introduce concept of the ODC safety management System

• What is an SMS
• Why are we doing this
• Who is involved
• What is expected of each person
SOFT SHOULDER
BLIND CURVES
STEEP GRADE
BIG TRUCKS
GOOD LUCK!
Why are we doing this?

• ODC “volunteered” to be one of early trial group - was going to become a future requirement
• Increasing legal liability on RCA’s for safety on their networks
  • Non-feasance (not done)
  • Mis-feasance (done wrong)
  • Mal-feasance (done badly)
• Council showing increased desire to improve safety on network
Safety Audits at Contract work sites show the majority of sites to be inadequate.

COPTTM for Low volume roads to be nationally adopted by July 2005, and ODC will implement immediately.
Health and Safety in Employment Act (Incl 2003 Amendment)

Object is to

“..promote the prevention of harm to all persons at work and other persons in, or in the vicinity of, a place of work…”
Council officers role:

• Principal has responsibility to ensure Contractors have adequate H & S Policy, procedures etc,……
  ….AND ARE IMPLEMENTING THEM CORRECTLY!!

• If Contractor does not have adequate systems, must abide by Council system

• To receive the Contractors Hazard ID and do nothing further is not sufficient

• By doing nothing to stop an unsafe practice, you can be held personally liable, and prosecuted /fined
  • Up to 2 years imprisonment
  • Fine not exceeding $500 000
  • Typical fines for non-action are around $3000
I would like to see a culture change to increased ownership of, and safety on, our network.
Users of the SMS

• Major users
  • ODC Roading design, construction and maintenance staff / consultants
  • Planning – subdivisions / land use

• Other groups impacted (WOTR)
  • Utilities operators
  • Consultants and Contractors
  • Anyone else who works within the road reserve
Perhaps if these guys had used a SMS, .........
this wouldn’t have happened.......
Background

• Road Safety to 2010 identified the development of “Safety Management Systems” for Road Controlling Authorities as one of the prime means of improving Road Safety into the future.

• Consultant commissioned by the LTSA to assist Otorohanga District to develop a “Safety Management System” ~ July 2003.
What is a SMS?

- A high level “Umbrella” document.
- A systematic approach to managing the activities which will or could impact upon the safety performance of the road network.
  Includes both Council and the external agencies contracted to Council
- An integral part of the overall management of the road network.
- Documentation of existing policies and practices already being undertaken.
What is a SMS?

• Includes the 3 “E’s”
  • Engineering, Education and Enforcement.

• The main focus is on “Engineering”.

The SMS covers:-

• Design and Construction,
• Maintenance,
• Network Management, and
• Policy and Planning functions
Benefits of a SMS

- ensures that safety is considered in all decisions that affect the road network
- assists in the achievement of targets and goals identified at national, regional and local levels
- will lead to greater consistency in the implementation of road management procedures
Benefits of a SMS

• demonstrates risk management approach is being used - which helps provide protection from litigation
• provides clear guidance for all staff
• useful training tool for new staff
• development, review and auditing of the roading network are undertaken in a systematic way
Benefits of a SMS

Better safety for all road users
Structure of the SMS

Direction

Means of Delivery

Control

Review

Safety Strategy

Policies Standards Procedures Guidelines

Expertise Experience Qualifications

Management of the System

Audit Regime
Safety Strategy ~ Direction

Direction

Means of Delivery
- Policies
  - Standards
  - Procedures
  - Guidelines
- Expertise
  - Experience
  - Qualifications

Control
- Management of the System

Review
- Audit Regime
ODC Road Safety Strategy

• Adopted by Council 14 October 2003

Vision

“Council and Community working together to provide a safe roading network”
ODC Road Safety Strategy

Key Road safety issues:

• Speed
• Poor Observation
• Road factors
• Restraints and helmets

• Road factors are our greatest concern with regard to the SMS

• Council aim is to reduce road factors to, and maintain at zero.
ODC Road Safety Strategy

• Means of Achievement
  • Engineer the safest road possible
  • Relationships with stakeholders
  • Encourage a responsible road safety culture though community ownership of road safety
Means of Delivery

Direction

Safety Strategy

Policies Standards Procedures Guidelines

Expertise Experience Qualifications

Management of the System

Audit Regime

Review

Means of Delivery

Control
Activity Sheets

- Cover activities relating to **Design and Construction** (roads, bridges, barriers etc),
- **Maintenance** (pavement, bridges, drainage, signs, marking, lighting, vegetation, footpaths etc),
- **Network management** (speed limits, temp. road closures etc)
- **District Asset** (safety and structure inspections)
- **Policy and Planning** (parking, road hierarchy, Land use etc)

*Found in Appendix 2*
## Activity Sheets

**Maintenance PEDESTRIAN CROSSINGS**

- **To provide safe, well maintained pedestrian crossing facilities.**
  - **Road Maintenance Engineer and Contracts Engineer**

<table>
<thead>
<tr>
<th>Safety issues</th>
<th>Legislation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Traffic Regulations (1978)</td>
</tr>
<tr>
<td>Visibility of pedestrians by road users</td>
<td>ODC Asset Management Plan</td>
</tr>
<tr>
<td>Visibility of traffic by pedestrians</td>
<td>Signs maintained under Road Maintenance Contract</td>
</tr>
<tr>
<td>Maintenance of signs and markings and lighting</td>
<td>TR11 (MOT/LTA specification)</td>
</tr>
<tr>
<td></td>
<td>MOTSAM Parts I and II</td>
</tr>
<tr>
<td></td>
<td><em>Traffic</em>“Guide to Pedestrian Crossing Facilities (Draft August 2001)*</td>
</tr>
<tr>
<td></td>
<td>LTSA Traffic Note 40</td>
</tr>
<tr>
<td></td>
<td>AS/NZS 1186 – Road Lighting</td>
</tr>
<tr>
<td></td>
<td>LTSA Guidelines for KEA crossings</td>
</tr>
<tr>
<td></td>
<td>Austroads Part 13 – Pedestrians</td>
</tr>
</tbody>
</table>

### Legislation
- Traffic Regulations (1978)
- ODC Asset Management Plan
- Signs maintained under Road Maintenance Contract
- TR11 (MOT/LTA specification)
- MOTSAM Parts I and II
- *Traffic*“Guide to Pedestrian Crossing Facilities (Draft August 2001)*
- LTSA Traffic Note 40
- AS/NZS 1186 – Road Lighting
- LTSA Guidelines for KEA crossings
- Austroads Part 13 – Pedestrians

### Policies
- Routine monitoring of road markings and signs by ODC engineering staff
- Routine monitoring of signs by road maintenance contractor as per road maintenance contract response times schedule
- Biannual day/night inspection by ODC engineering staff

### Standards
- Roadmarking contractor to respond as requested
- Road lighting maintenance contractor to inspect and repair any faults as per the contract response times Schedule
- Signs contractor – response for signs faults as per the contract works response times schedule

### Guidelines
- As required for signs, markings and lighting contracts
- New signs shall be installed as per above standards
- As per Transfund Safety Audit Policy and Procedures

---

**Final: July 2004 Signed**
<table>
<thead>
<tr>
<th>Safety Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
</tr>
<tr>
<td>Visibility of pedestrians by road users</td>
</tr>
<tr>
<td>Visibility of traffic by pedestrians</td>
</tr>
<tr>
<td>Maintenance of signs and markings and lighting</td>
</tr>
<tr>
<td>Legislation</td>
</tr>
<tr>
<td>------------------------</td>
</tr>
<tr>
<td>Policies</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Standards</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Guidelines</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Inspection/Monitoring</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td>- Routine monitoring of roadmarkings and signs by ODC</td>
</tr>
<tr>
<td>engineering staff</td>
</tr>
<tr>
<td>- Routine monitoring of signs by road maintenance contractor as per road maintenance contract response times schedule</td>
</tr>
<tr>
<td>- Biannual day/night inspection by ODC engineering staff</td>
</tr>
<tr>
<td>Emergency Maintenance</td>
</tr>
<tr>
<td>- Roadmarking contractor to respond as requested</td>
</tr>
<tr>
<td>- Road lighting maintenance contractor to inspect and repair any faults as per the contract response times Schedule.</td>
</tr>
<tr>
<td>- Signs contractor - response for signs faults as per the contract works response times schedule.</td>
</tr>
<tr>
<td>Routine Maintenance</td>
</tr>
<tr>
<td>- As required for signs, markings and lighting contracts</td>
</tr>
<tr>
<td>Capital Works</td>
</tr>
<tr>
<td>- New signs shall be installed as per above standards</td>
</tr>
<tr>
<td>Audit Requirement</td>
</tr>
<tr>
<td>- As per Transfund Safety Audit Policy and Procedures</td>
</tr>
</tbody>
</table>
How does that affect me?

•Outlined in each activity sheet
•Ongoing manual improvements re errors, clarification, updating etc (OFI sheets)
•Ensure that the network is the safest possible
•Manage the network according to best industry practices
•Identify, register and deal to hazards appropriately.
Hazard Register

Hazard Reported:

- Deal with it immediately – (Service Requester or work order to contractor)
- Hazard List in Dataworks- prioritise
- Future MSP
- Future Construction Project
- No Action if appropriate (other projects higher priority for funds)
What is expected of me?

• All work together to make the whole network safer.
• Look for and report faults or hazards on our network – not just on the job you are going to inspect.
• Include SH’s & transitions to other networks as they affect travel thru our District.
Means of Delivery

Direction

Safety Strategy

Policies
Standards
Procedures
Guidelines

Expertise
Experience
Qualifications

Management of the System

Audit Regime

Control

Review

Means of Delivery
Expertise, Experience & Qualifications

• Ensure that those who are involved with activities that take place on the road network are competent for the task.
• This includes:
  • Council staff
  • Consultants
  • Contractors
  • Utility Company staff
Management of the System

Direction

Means of Delivery

Control

Review

Safety Strategy

Policies Standards Procedures Guidelines

Expertise Experience Qualifications

Management of the System

Audit Regime
Management of the SMS

- Engineering Manager has overall responsibility for the development and implementation of the SMS
- Good working relationships between staff, consultants and contractors needed for the actual implementation.
- Opportunities for Improvement (OFI) process ensures the document remains current and everyone’s good idea’s are captured.
Audit Regime

Direction

Means of Delivery

Control

Management of the System

Policies Standards Procedures Guidelines

Expertise Experience Qualifications

Audit Regime

Review
Audit Regime

• Technical Effectiveness
  • Progress on safety outcomes
  • Suitability of safety outcomes
  • Funding needs
  • Crash trends
  • Need for updating the SMS
Audit Regime

• **Systems Compliance**

• Adherence to Procedures and Guidelines

• Adoption of *Opportunities for Improvement recommendations*