

6.1 Inspections and record keeping

Examples of traffic control safety audit and checklist forms are located in Appendix E, *Audit and checklist forms*.

6.1.1 What the works supervisor shall do

For all long-term work sites the works supervisor shall:-

- inspect the traffic control layout on the day before the work begins and at least once per week during the duration of the work
- inspect the traffic control layout between shifts at least once during the first week of operation and at least once every two months for the duration of the work
- provide after hours contact to local police for the duration of the work
- inspect the site on the final day to ensure that unnecessary signs and devices are removed
- record results of these inspections noting date, time, deficiencies and any corrective action taken or specified
- ensure that any corrective action specified is taken.

6.1.2 What the team leader shall do

For all works, the team leader (or site supervisor) shall:-

- keep a record of the TCP that was used
- have on site a copy of the TCP used
- record start and finish times of the works
- record location reference of the work
- carry out inspections before work starts, during the works and pre-closedown of the site using the nominated checklist, noting:-
 - ◆ date and time of inspection
 - ◆ deficiencies identified and corrective action taken
 - ◆ changes or modifications made to the site
- periodically check that all signs and devices are satisfactory and in their correct position
- attend to minor problems as they occur
- make these records available to authorised staff.

6.1.3 What the engineer shall do

The engineer shall:-

- ensure that a traffic control safety audit is carried out at least once per month on a selected short-term and long-term work site under his or her control and that the date, time and deficiencies are recorded
- ensure that any corrective action specified is taken and recorded.

This information may be critical should legal proceedings follow an accident.

Note: In the case of accidents, either witnessed or reported, involving the public or from which legal proceedings might arise, the actual type, size and location of signs, and devices in use at the time of the accident should be recorded and the sign arrangement photographed for subsequent reporting. (Photographic film might be more acceptable as evidence than digital images.) The actual travelled path width and condition and weather conditions should also be recorded, as well as personal injury, extent of vehicle damage and vehicle details such as registration.

6.2 Reporting incidents to WorkCover

6.2.1 What to report

By law employers and/or occupiers are required to report work-related incidents to WorkCover NSW and/or the relevant workers compensation insurers.

An occupier (of premises or workplace) is someone who manages or has responsibility for a workplace or a particular operation at a workplace, even though they may not be the employer.

Serious incidents shall be notified to WorkCover NSW immediately as an urgent investigation may need to be undertaken. Serious incidents include:-

- an incident where there has been a fatality
- an incident where there has been a serious injury or illness such as when a person:-
 - ◆ is placed on a life support system
 - ◆ loses consciousness
 - ◆ is trapped in machinery or a confined space
 - ◆ has serious burns
- an incident where there is an immediate threat to life such as major damage to machinery or buildings.

Up to 36 hours after the serious incident has been reported, the immediate area around the incident must not be disturbed, except to assist any injured persons and to avoid further injuries and problems, or where WorkCover has authorised work to continue.



6.2.2 Reporting procedure for RTA staff

The following reporting procedure is to be followed by RTA staff on RTA works.

- **Injury or illness to RTA employees.**
 - ◆ All workplace incidents involving a workers compensation claim for injury or illness to an RTA employee must be reported to Injury Management Services using Form 575 (Notification of Injury/Illness) immediately the injury or illness is known. Injury Management Services will notify WorkCover.
 - ◆ **These incidents must also be reported immediately to the OH&S Incident Helpdesk.**
- **Incidents involving non-RTA employees on RTA works.**
 - ◆ All workplace incidents, including any serious incident involving a fatality or life threatening event or incident that involves injury to a non-RTA employee including contractors, visitors and members of the public, must be reported immediately to the OH&S Incident Helpdesk by the RTA site personnel.

6.2.3 Reporting procedure for non-RTA works

For other organisations undertaking works and using this Manual the WorkCover reporting procedures must be followed. It is suggested that those in positions of responsibility should make themselves aware of those procedures.



This page intentionally left blank