

### 6.1 Inspections and record keeping

In addition to traffic control safety inspections (see Section 2.5) formal and documented daily (short term) and weekly (long term) inspections shall be undertaken at work sites. Examples of typical checklists are included in Appendix E, *Inspection checklists and 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 and at least once every two months for the duration of 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:-

- if the works supervisor is not available inspect the site on the final day to ensure that unnecessary signs and devices are removed
- keep a record of the TCP that was used
- have on site a copy of the TCP used
- record start and finish times and location of the works
- 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
- make these records available to authorised staff.

### 6.1.3 What the project manager shall do

The project manager shall:-

- ensure that a traffic control safety inspection (reference Section 2.5) 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. 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.

- **Incidents involving RTA employees.**

All workplace incidents and near misses shall be reported immediately to the workplace supervisor who is responsible for investigating the incident. The incident and investigation must also be recorded in the RTA's incident reporting system, EnSafe. Contact the EnSafe Helpdesk on 1300 131 469 for assistance.

- **Incidents involving non-RTA employees on RTA works.**

All workplace incidents that involve a non-RTA employee including contractors, visitors and members of the public shall be reported immediately to the RTA workplace supervisor, who is responsible for investigating the incident. The incident and investigation shall also be recorded in the RTA's incident reporting system, EnSafe. Contact the EnSafe Helpdesk on 1300 131 469 for assistance.

### **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.

Serious incidents as defined in Section 6.2.1 to non-RTA employees shall be reported immediately to the RTA workplace supervisor. The incident and investigation shall also be recorded in the RTA's incident reporting system, EnSafe. Contact the EnSafe Helpdesk on 1300 131 469 for assistance.



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