

CoPTTM Advisory Note

Part 8 of the Traffic Control Devices Manual (TCD Manual)

Code of Practice for Temporary Traffic Management (CoPTTM)

(CoPTTM) - (SP/M/010)

Advisory Note – Interim Requirements - State Highways

Approved By:	James Hughes, Lead Safety Advisor, the NZ Transport Agency
Date of Issue:	16 April 2019

Circulation	Regional Operations Managers, holders of the Code of Practice for Temporary Traffic Management and NZTA website. Please forward to your consultants and contractors.
Objective	To enhance the existing CoPTTM compliant closures, because of a recent serious harm incident, where on ground workers were carrying out activities within 5m of the edge line.
Effective Date	This Advisory Note takes effect from 16 April 2019.
Status	The Interim Requirements included in this Advisory Note relate to the State Highway network.
Reminder for all holders	It is important to keep holders of our documents up to date.

About this Advisory Note

This Advisory Note should be read in conjunction with the NZ Transport Agency notice titled: **TTM Requirements for controlling risks when working on State Highways** issued 16 April 2019.

This Advisory Note supersedes the **Advisory Note – Interim Safety Engineering Exception Decision (EED) - All State Highway Network** issued 1 April 2019.

This Advisory Note includes interim requirements that relate to worksites on State Highways with permanent speed limits over 65km/h **and** personnel are on foot either within 5m of the edgeline or on the lane.

Other RCAs may adopt these interim requirements for their networks.

The Interim requirements **DO NOT** relate to installation, maintenance or removal of TTM at static worksites.

Any changes to these interim requirements will be communicated as and when they are identified, assessed and decisions for appropriate controls are made.

Risk assessment, operational procedures and controls

Further information relating to the TTM for the identified activities included in the NZ Transport Agency notice titled: **TTM Requirements for controlling risks when working on level 1 roads** issued 16 April 2019 are as follows:

Site Specific TTM Risk assessment

- The attached TMP checklist (refer Appendix 1) must be used to complete an on-site risk assessment before installing TTM (or establishing a worksite)
- Where the TMP is deemed to be unacceptable for the installation of a **fit for purpose** worksite, the STMS must:
 - contact the TMC to reach agreement on actions to be taken (eg change in TSL), or
 - postpone works and re-submit a revised TMP for approval.
- All changes and decisions are to be recorded on the TMP or On-site record.

Traffic Management Diagram (TMD)

- This Advisory Note introduces enhancements to existing requirements within the CoPTTM. Those enhancements are reflected in the attached example interim TMDs which are additional to the existing TMDs in sections F and J.

Traffic Management Plan (TMP)

- Any TMP approved from April 16, 2019 must reflect these changes.
- Any existing approved TMP (including Generic TMP) that does not reflect these changes must be amended and re submitted for approval.

Temporary Speed Limit (TSL)

- The enhancements include TSLs for attended worksites. When these worksites are unattended the TSL must be removed (unless there is approval for it to remain).

Audits/Notices of non-conformance (NNC)

Where audits of worksites have a positive outcome, the contractor is to be notified and positive feedback also given to the STMS on site upon completion of the audit.

- NNCs will be issued where required:
 - to the STMS identified in the TMP/site record as the person in charge of the worksite, and
 - to the TTM contractor identified in the same TMP

The main supplier is also to be notified of the NNC

- The CoPTTM requirements regarding issuing of NNCs and any further rules relating to an NNC (eg the 3 strikes policy) are to be applied to these interim requirements by auditors.

Engineering Exception Decisions (EEDs) –

- Any existing approved EEDs that are being used in association with TMPs that relate to the identified types of work activities in the NZ Transport Agency notice titled: **TTM Requirements for controlling risks when working on State Highways** issued 16 April 2019 must **not** be used
- Any request for an EED relating to the identified types of work activities in the NZ Transport Agency notice must be forwarded to the **Lead Safety Advisor, the NZ Transport Agency** for review and a decision on the approval or dismissal of the EED request.

Example Interim TMDs

Over 65km/h and personnel on foot within 5m of the edgeline

- Interim TMD 1: Static worksite

Over 65km/h and personnel on foot on the lane

- Interim TMD 2: Static worksite - STOP/GO or STOP/SLOW
- Interim TMD 3: Static worksite - Portable traffic signals
- Interim TMD 4: Static worksite - Give way control (less than 1000vpd)
- Interim TMD 5: Static worksite - Two lane diversion

Note 1: These TMDs provide examples of how the NZTA Interim Requirements for level 1 State Highways can be applied. They may be used in TMPs but do not replace the need for site specific TMDs where required.

The site specific TMP would normally be based on an aerial photograph. If this is not available, the significant existing features should be clearly marked and identified on the TMD to allow the layout to be set out in the correct location.

Note 2: Other Example Interim TMDs are pending and will be issued following further consultation regarding task risk assessment

Over 65km/h and personnel on foot within 5m of the edgeline

Interim TMD 1: Static worksite

Static worksite led by a Level 1 STMS is required incorporating the following:

- Advance warning signs to be gated
- 50km/h TSL must be installed
- Positive traffic management must be used to encourage the road users to slow down
 - Install T144 supplementary plates on all approaches
 - Install cones from the TSL to the taper (or hazard area) at 5m centres on approach to the working space
- Other forms of positive traffic management to be installed if required to lower speeds
- If traffic likely to cross the centreline, place cones on the centreline with RD6L signs at each end

TWO-WAY TWO-LANE ROAD

Person on foot within 5m of the edgeline - speed limit over 65km/h

**Interim TMD 1
Level 1 and LV**

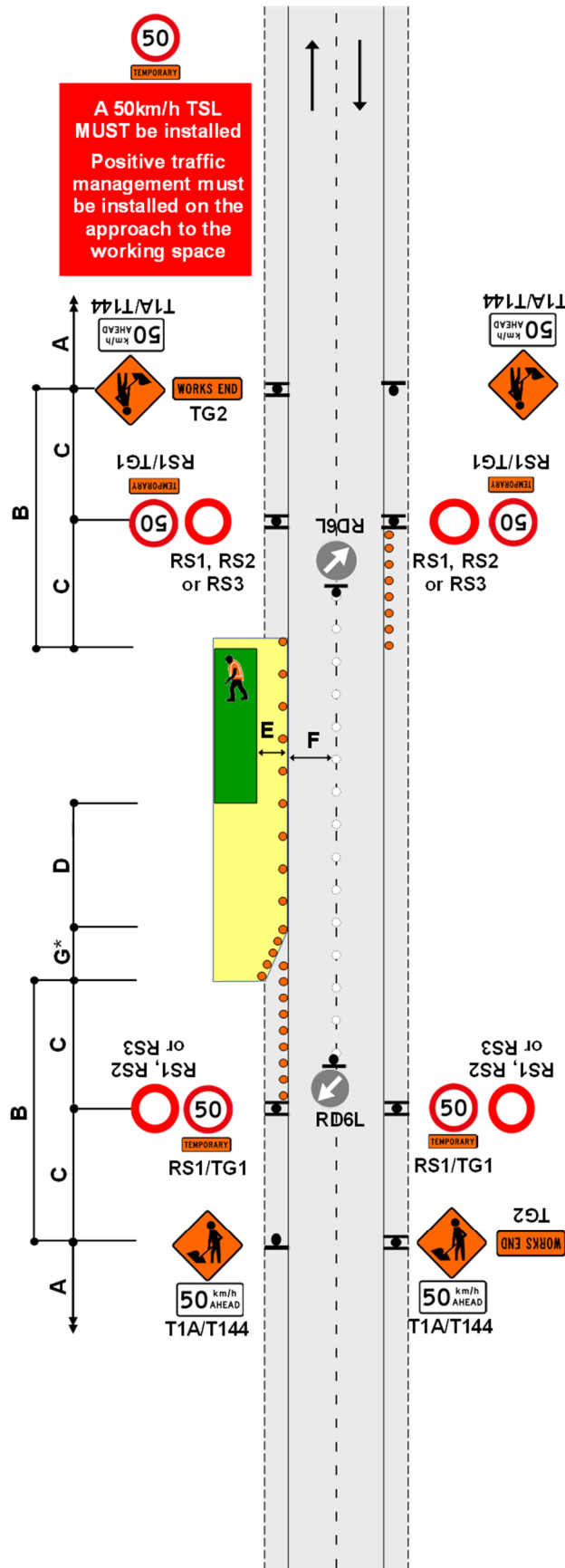
Notes

1. Static worksite under the control of a L1 STMS
2. Advance warning, direction and protection and end of works signs to be gated (does not include RD6L/R)
3. 50km/h TSL must be installed
4. Positive traffic management must be used to encourage the road users to slow down
5. Install T144 supplementary plates on all approaches
6. Install cones from the TSL to the taper (or hazard area) at 5m centres on approach to the working space
7. Other forms of positive traffic management are to be installed if required to lower speeds
8. A 10m taper is allowed where shoulder width is less than 2.5m
9. *For shoulders exceeding 2.5m width, apply the following calculation; calculation of taper length for lateral shift of less than 3.5m is:

$$\frac{W \times G}{3.5}$$

W = Width of shoulder
 G = Taper length in metres from the level 1 layout distance table
10. If traffic likely to cross the centreline, place cones on the centreline with RD6L signs at each end

**EXAMPLE
INTERIM TMD**



Over 65km/h and personnel on foot on the lane

Interim TMDs 2, 3, 4 and 5: Static worksites

If mobile operations as per TMDs 3 and 4 cannot be utilised, then one of the following static worksites is to be installed:

- Interim TMD 2: Static worksite - STOP/GO or STOP/SLOW
- Interim TMD 3: Static worksite - Portable traffic signals
- Interim TMD 4: Static worksite - Give way control (less than 1000vpd)
- Interim TMD 5: Static worksite - Two lane diversion

Each of these worksites will be under the control of a level 1 STMS and incorporate the following features:

- Advance warning to be gated
- 30km/h TSL must be installed
- Positive traffic management must be used to encourage the road users to slow down
 - Install T144 supplementary plates on all approaches
 - Install cones from the TSL to the taper (or hazard area) at 5m centres on approach to the working space
- Other forms of positive traffic management to be installed if required to lower speeds

TWO-WAYTWO-LANEROAD

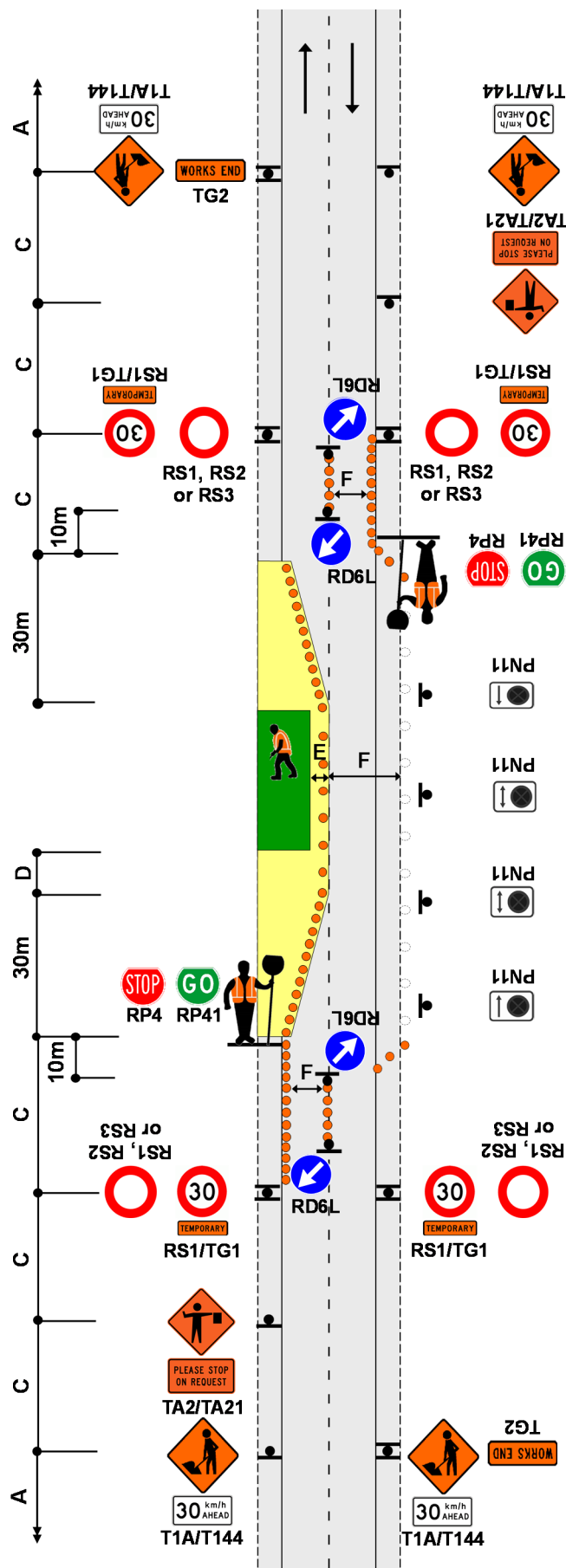
Person on foot on the lane - speed limit over 65km/h
Static worksite - STOP/GO or STOP/SLOW

Interim TMD 2
Level 1 and LV

Notes

1. Extend or place extra advance warning signs towards on-coming traffic beyond any expected traffic queues
2. Positive traffic management must be used to encourage the road users to slow down
3. Install T144 supplementary plates on all approaches
4. Install cones from the TSL to the taper (or hazard area) at 5m centres on approach to the working space
5. Other forms of positive traffic management are to be installed if required to lower speeds
6. A 30m return taper at the end of the closure is mandatory
7. Cones are required on edge of the temporary lane opposite closure if road is not well defined
8. To allow heavy vehicles to manoeuvre, cones in the channel must be offset by at least 10m where the direction changes. Refer C8.2.12
9. Use PN11 no stopping signs, if necessary
10. MTC with RP4/RP41 STOP/GO or RP4/RP42 STOP/SLOW paddle on road shoulder located between 1st and 2nd cone in the cone threshold closest to the working space
11. Minimum 5 cones in cone threshold at 5m centres
12. Refer to C10.2.3 MTC essentials for further information
13. Delays cannot exceed the time approved by the RCA (normally 5 to 10 minutes)

EXAMPLE INTERIM TMD



TWO-WAY TWO-LANER ROAD

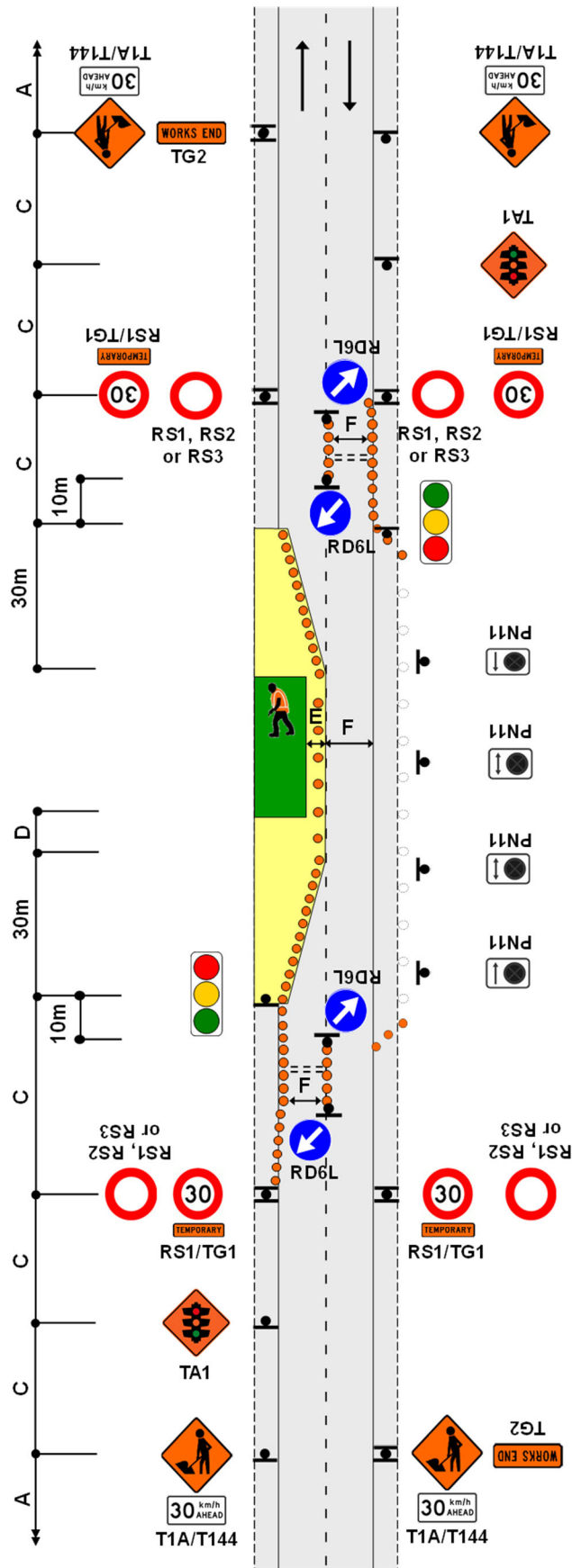
Person on foot on the lane - speed limit over 65km/h
Static worksite - Portable traffic signals

Interim TMD 3
Level 1 and LV

Notes

1. Provide details of make and model of portable traffic signals in the TMP
2. Positive traffic management must be used to encourage the road users to slow down
3. Install T 144 supplementary plates on all approaches
4. Install cones from the TSL to the taper (or hazard area) at 5m centres on approach to the working space
5. Other forms of positive traffic management are to be installed if required to lower speeds
6. Install temporary limit lines (must be able to be removed upon completion) or use RP61 STOP ON RED SIGNAL/RP62 STOP HERE ON RED SIGNAL signs
7. Approved temporary speed humps may also be used. Consider use of MTC while speed humps are installed
8. A 30m return taper at the end of the closure is mandatory
9. Cones are required on edge of the temporary lane opposite closure if road is not well defined
10. Extend or place extra advance warning signs towards on-coming traffic beyond any expected traffic queues
11. Use PN11 No Stopping signs, if necessary
12. Minimum 5 cones in cone threshold at 5m centres

EXAMPLE INTERIM TMD



TWO-WAY TWO-LANE ROAD

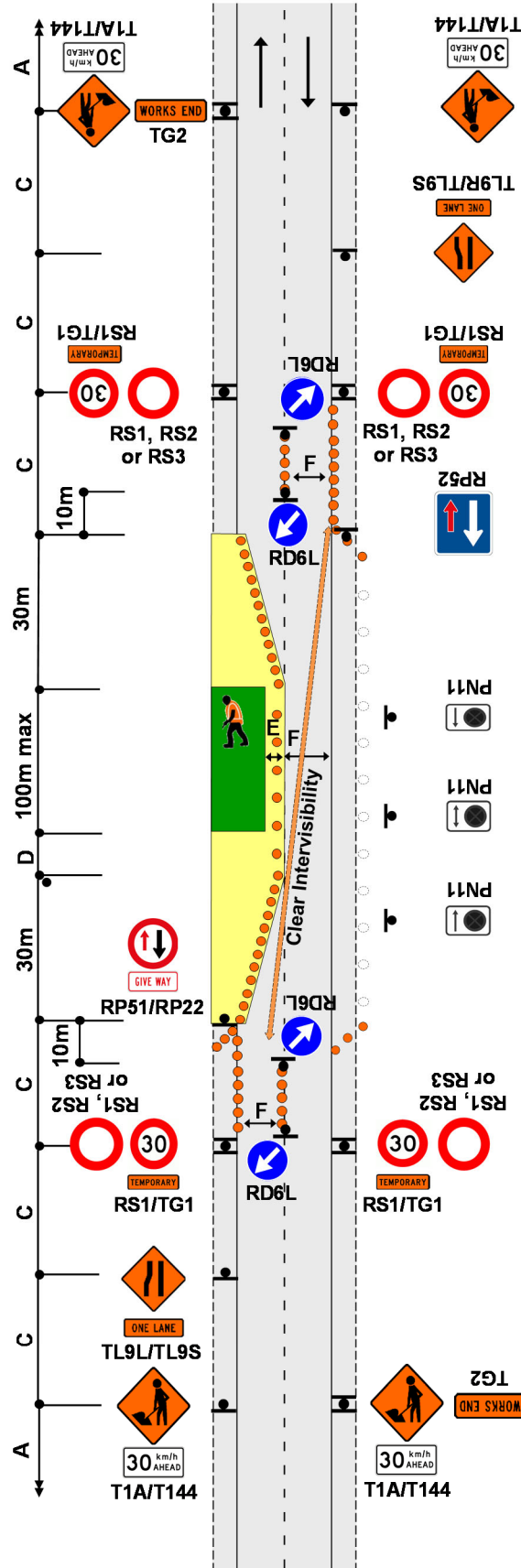
Person on foot on the lane - speed limit over 65km/h

Static worksite - Give way control (traffic volume less than 1000vpd - 80vph)

**Interim TMD 4
Level 1 and LV**

Notes

1. Positive traffic management must be used to encourage the road users to slow down
2. Install T144 supplementary plates on all approaches
3. Install cones from the TSL to the taper (or hazard area) at 5m centres on approach to the working space
4. Other forms of positive traffic management are to be installed if required to lower speeds
5. The RP51/RP22 and RP52 controls must be placed in the following priority order:
 - downhill traffic must give way to uphill traffic
 - traffic that has to cross into the opposing lane gives way, however where visibility for this vehicle is marginal the contractor may require the other vehicle with better visibility to give way
6. Intervisibility is required as indicated on diagram. This means that a vehicle at one sign is able to see whether the way ahead is clear
7. A 30m return taper at the end of the closure is mandatory
8. Use PN11 No Stopping signs, if necessary
9. Cones are required on edge of the temporary lane opposite closure if road is not well defined
10. Minimum 5 cones in cone threshold at 5m centres



**EXAMPLE
INTERIM TMD**

TWO-WAY TWO-LANE ROAD

Person on foot on the lane - speed limit over 65km/h
Static worksite - Two lane diversion

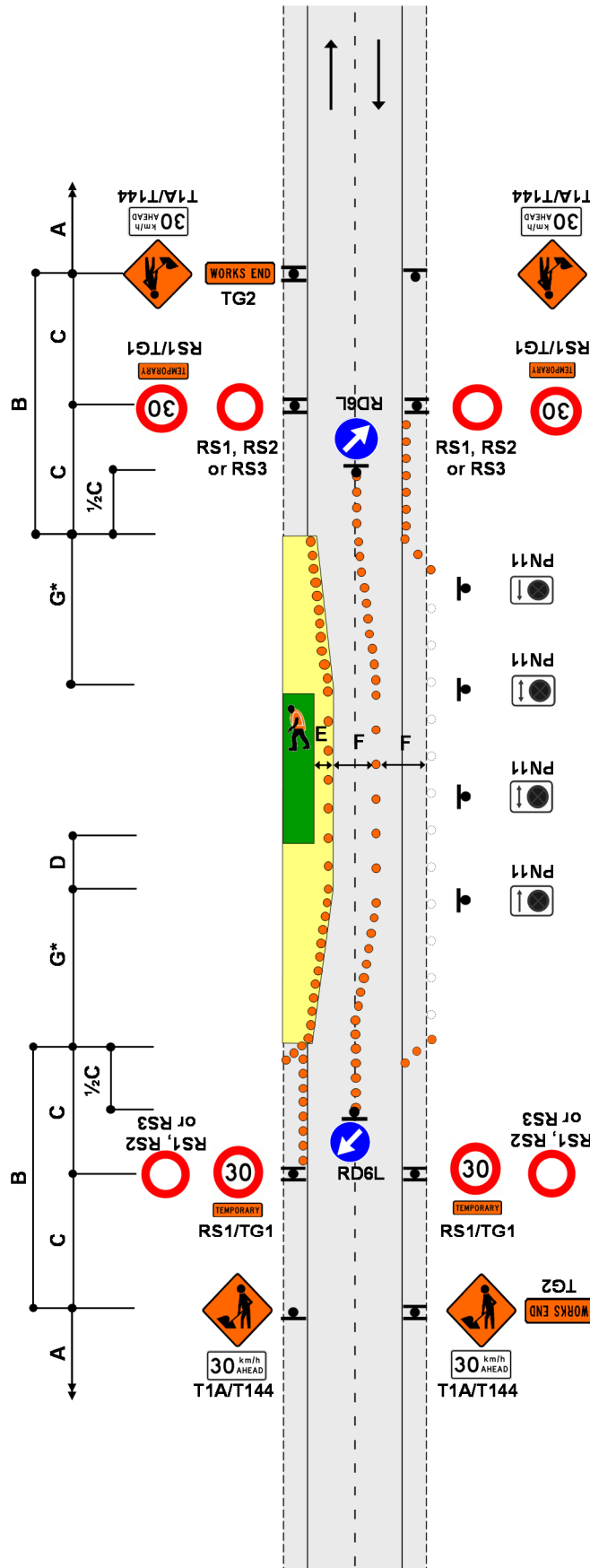
Interim TMD 5
Level 1 and LV

Notes

1. Positive traffic management must be used to encourage the road users to slow down
2. Install T144 supplementary plates on all approaches
3. Install cones from the TSL to the taper (or hazard area) at 5m centres on approach to the working space
4. Other forms of positive traffic management are to be installed if required to lower speeds
5. Cones are required on edge of the temporary lane opposite closure if road is not well defined
6. Return taper at end of closure may be shortened
7. *Calculation of taper length for lateral shift of less than 3.5m is:

$$\frac{W \times G}{3.5}$$

W = Width of lateral shift
 G = Taper length in metres from the level 1 layout distance table
4. To allow heavy vehicles to manoeuvre, cones in the channel must be offset by at least 10m where the direction changes. Refer C8.2.12
5. Use PN11 No Stopping signs, if necessary



EXAMPLE INTERIM TMD

Appendix 1: INTERIM FORM - Checking process for TMPs

INTERIM FORM - Checking process for TMPs					
<i>This form must be completed prior to set up of a worksite.</i>					
Location details					
Road name(s)		House number/RP(s)		Suburb	
Road name(s)		House number/RP(s)			
TMP reference no.		TMD no(s).		Note: The checking process must include all the TMDs to be used	
Category	Points to consider	Y	N	Comment/Mitigation	
Road	Is this at the correct road level?				
	Does your traffic count confirm the traffic volume in the TMP?				
Shape	Are the following catered for in the TMP? <ul style="list-style-type: none"> • Intersections • Vertical Curves (hills) • Horizontal Curves (corners) • Sufficient advance warning 				
Direction and protection	Check that there is: <ul style="list-style-type: none"> • sufficient length to place the planned direction and protection • sufficient road width to place the planned direction and protection ie minimum lane width is 2.75m • adequate sight distance on both approaches • sufficient room to accommodate required positive traffic control 				
Required speed restrictions	Has the correct TSL been selected for the work activity and worksite?				
Plant and equipment	Will plant and equipment fit within the designated working space?				
Personal safety	Are all workers able to carry out their work within the designated working space?				
Layout diagrams	Does the diagram(s) match the road environment at the site?				
	Will the installed TTM manage heavy vehicles passing through the worksite? Are any changes required to the TMD?				
Completed by:					
STMS in charge of the TTM					
	Name	Signature	Date	Qualification	ID number