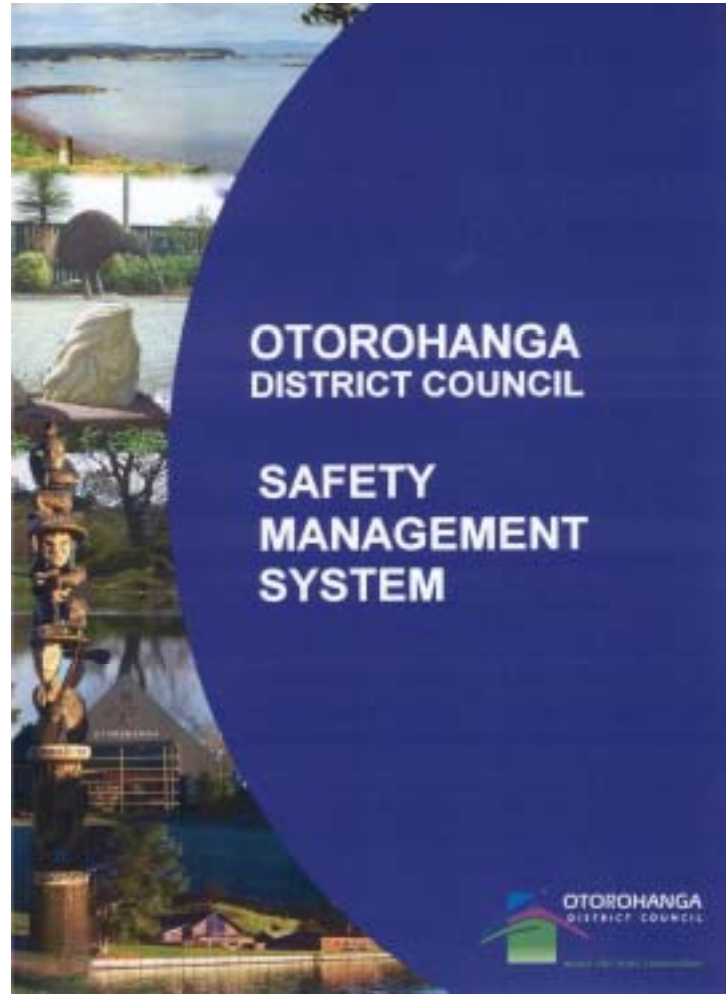


OTOROHANGA DISTRICT COUNCIL SAFETY MANAGEMENT SYSTEM (SMS)

24 November 2004



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



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 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 Rooding 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.....

29. 10. 2001

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

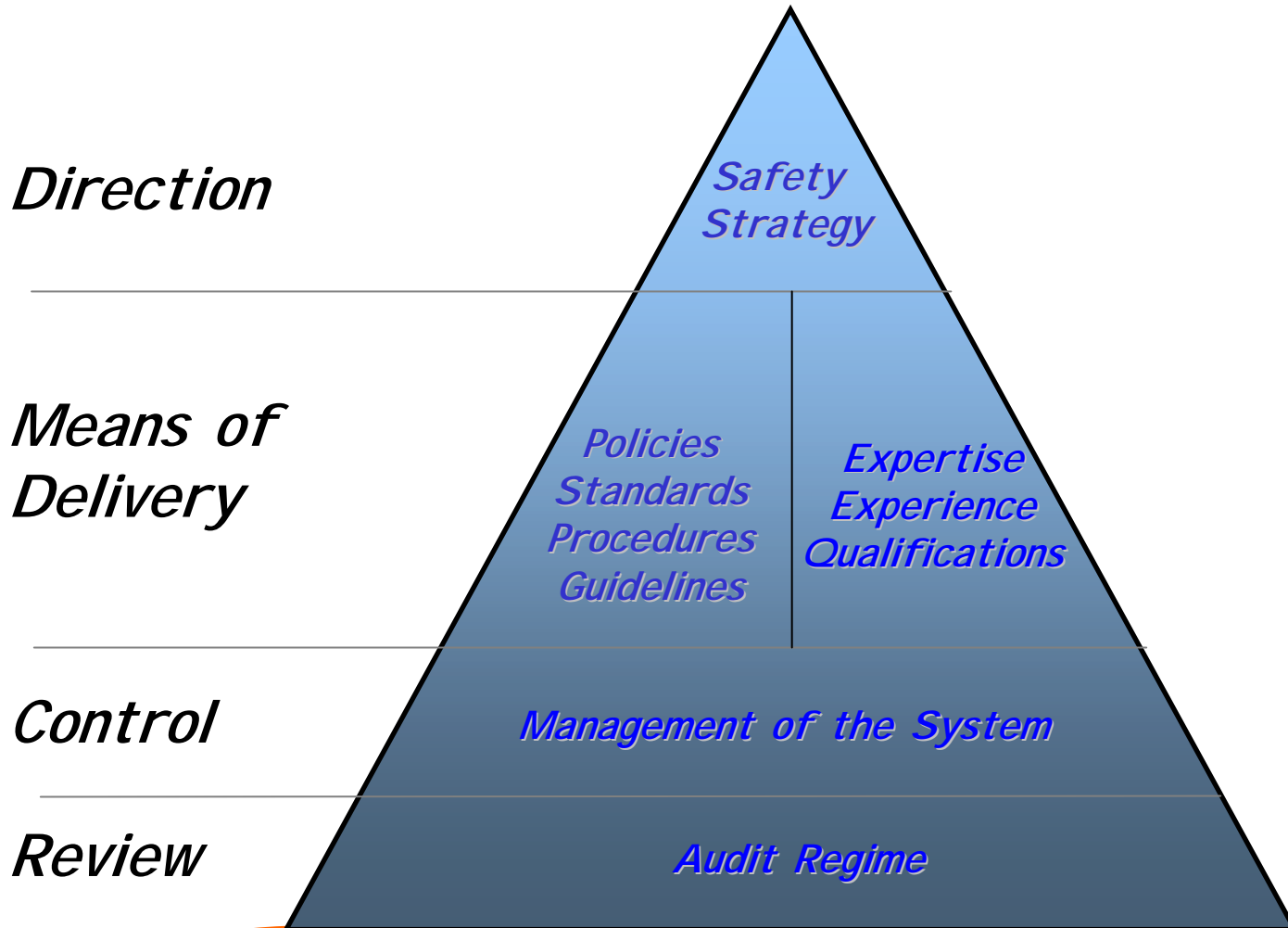
Benefits of a SMS (2)

- 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 (3)

Better safety for **all** road users

Structure of the SMS



Safety Strategy ~ Direction

Direction

*Safety
Strategy*

*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

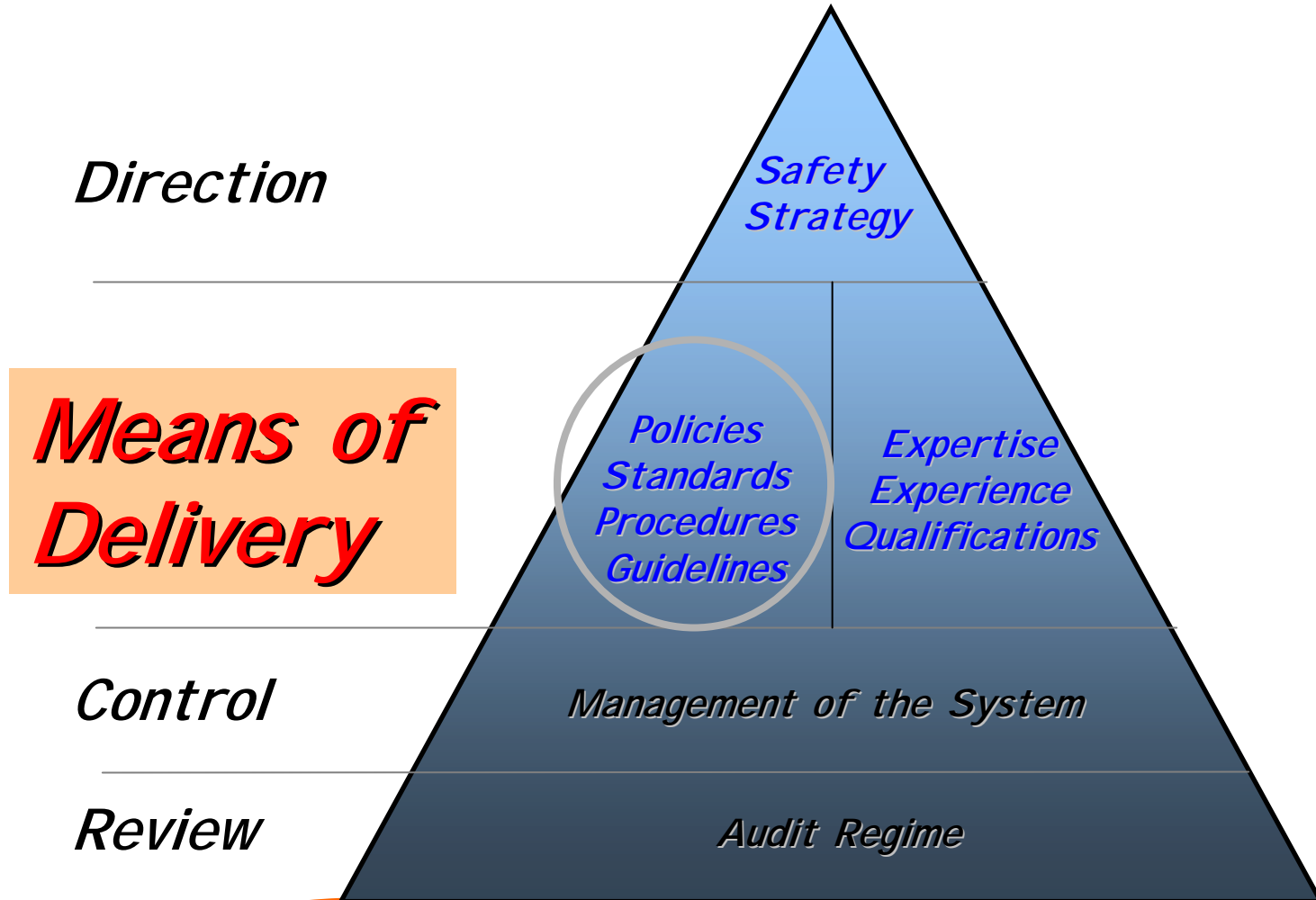
Key Road safety issues:

- 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 through community ownership of road safety*

Means of Delivery



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	Maintenance
Subject	PEDESTRIAN CROSSINGS
Description/Purpose	To provide safe, well maintained pedestrian crossing facilities.
Primary Responsibility	Road Maintenance Engineer and Contracts Engineer
Safety Issues	<ul style="list-style-type: none"> • Location • Visibility of pedestrians by road users • Visibility of traffic by pedestrians • Maintenance of signs and markings and lighting
Legislation	<ul style="list-style-type: none"> • Traffic Regulations (1976)
Policies	<ul style="list-style-type: none"> • ODC Asset Management Plan • Signs maintained under Road Maintenance Contract g.
Standards	<ul style="list-style-type: none"> • TR11 (MOT/LTSA specification) • MOTSAM Parts I and II
Guidelines	<ul style="list-style-type: none"> • "Trafifix" Guide to Pedestrian Crossing Facilities (Draft August 2001) • LTSA Traffic Note 40 • RTS 14 Guideline for installing pedestrian facilities for people with visual impairment. • NZS 3661 • AS/NZS 1158 – Road Lighting • LTSA Guidelines for KEA crossings • Austroads Part 13 – Pedestrians
Inspection/Monitoring	<ul style="list-style-type: none"> • Routine monitoring of roadmarkings 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
Emergency Maintenance	<ul style="list-style-type: none"> • 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.
Routine Maintenance	<ul style="list-style-type: none"> • As required for signs, markings and lighting contracts
Capital Works	<ul style="list-style-type: none"> • New signs shall be installed as per above standards
Audit Requirement	<ul style="list-style-type: none"> • As per Transfund Safety Audit Policy and Procedures

FINAL: July 2004: Signed.....

Activity Sheets

Activity
Subject
Description/Purpose
Primary Responsibility

Maintenance

PEDESTRIAN CROSSINGS

To provide safe, well maintained pedestrian crossing facilities.

Road Maintenance Engineer and Contracts Engineer

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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

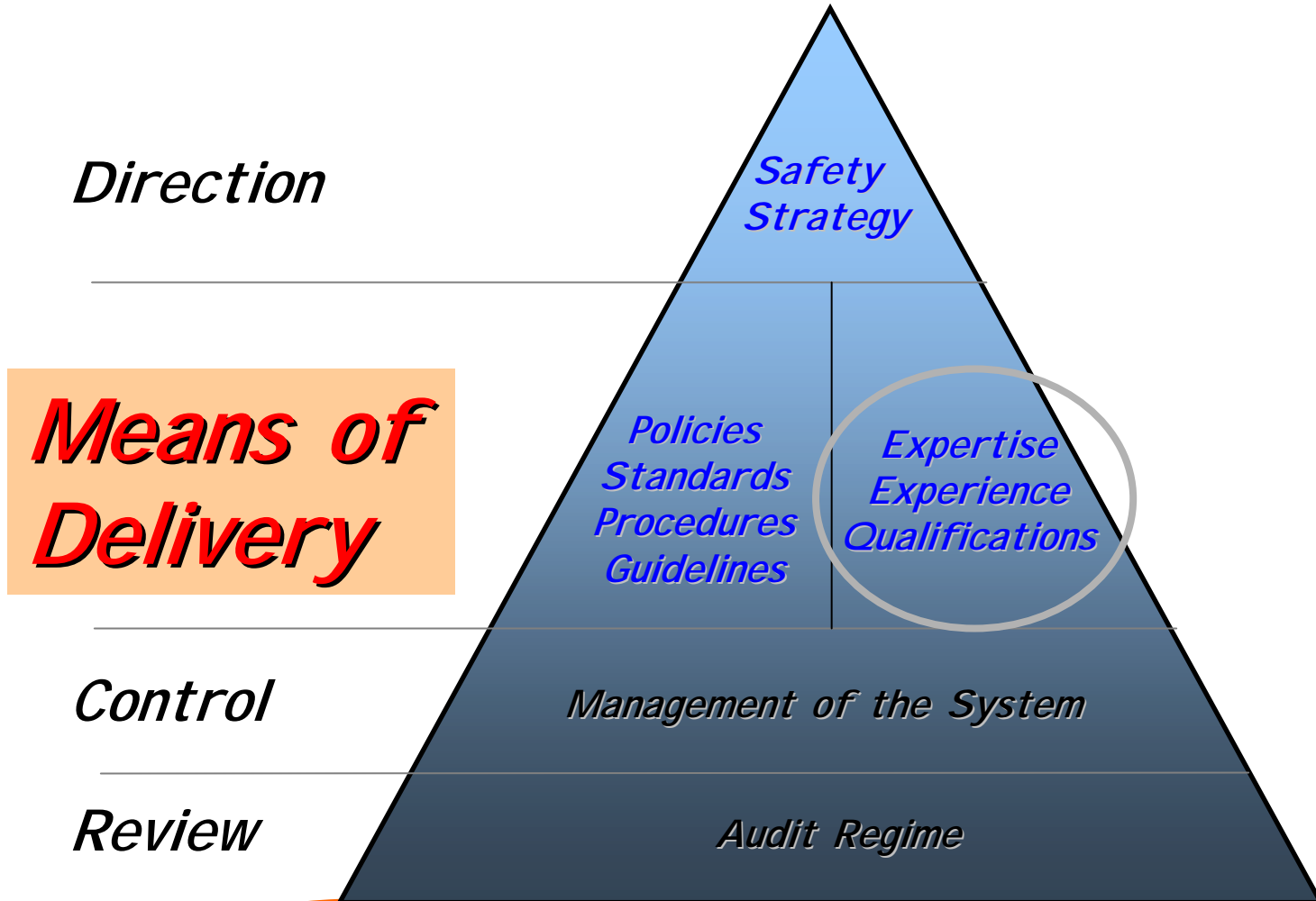
Hazard Reported:

- 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.

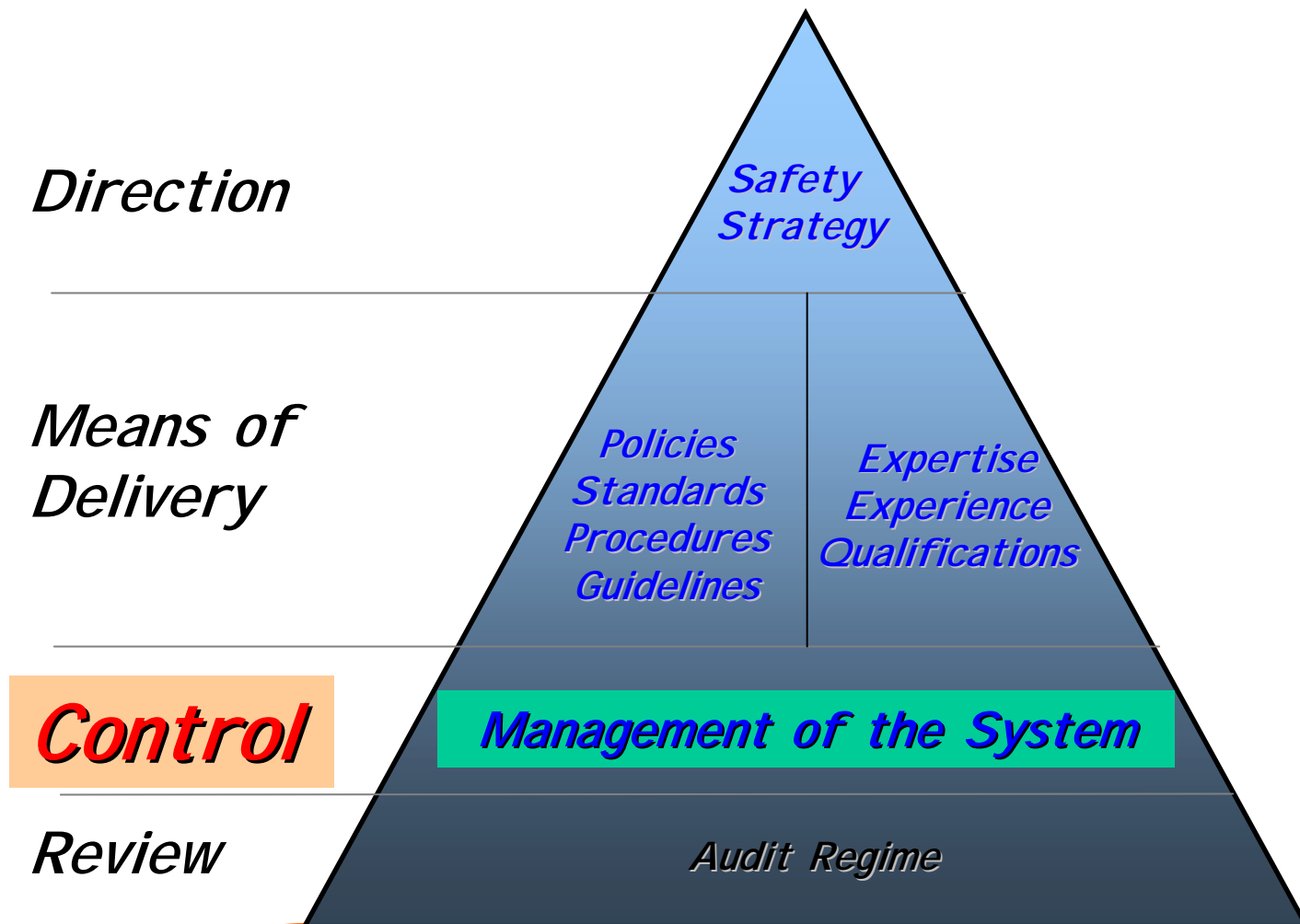
Means of Delivery



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

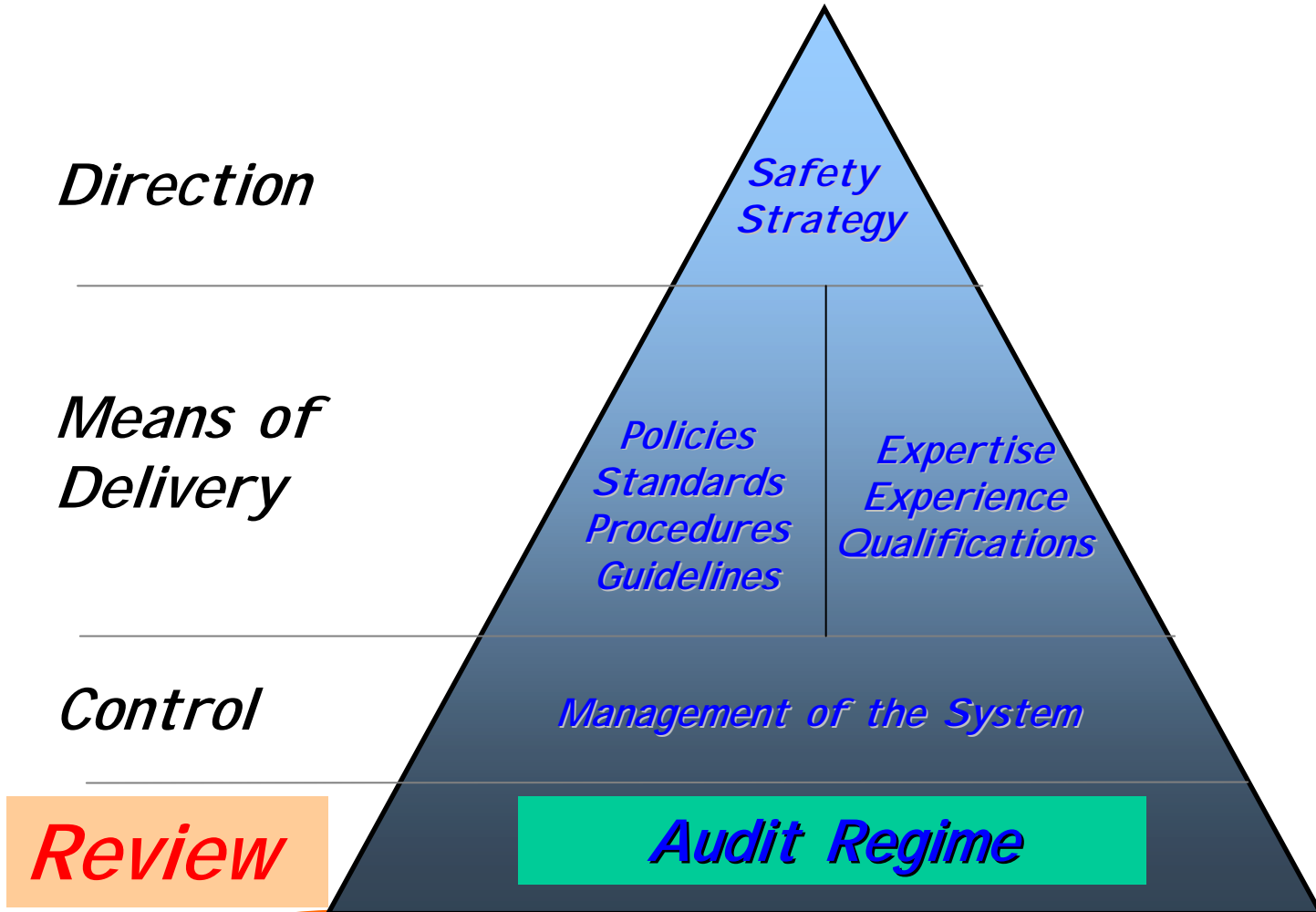
Management of the System



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 ideas are captured.

Audit Regime



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*