

NZGTTM (New Zealand Guide for Temporary Traffic Management (new name for COPTTM) Guidelines for Waste Industry Activities



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Waste Industry Activities

Overview of services undertaken by the waste industry.

The waste industry completes a number of activities that if not managed correctly have the potential to impact other road users, or public, and put those who are completing the activities at risk of injury and harm.

Some common activities undertaken by waste industry companies that have the potential to impact other road users or public are:

this list is not exhaustive and there could be other activities that could be deemed waste activities

- Kerbside collections (MGBs, recycling crates, bag collections, uncontained cardboard collections, food waste collections, green waste)
- Rear load collections (MGBs, bag collections)
- Front load collections (risk of reversing into live lanes of traffic)
- Inorganic collections
- Bin deliveries/bin repairs/bin microchipping/bin removals/bin audits
- Skip bin deliveries and collections
- Flexi-bag collections
- Port-o-let deliveries and collections
- Maintenance of general public waste bins
- Road sweeping/sump cleaning (*these are not deemed waste collection activities but operate in a very similar way. KCTL training is not applicable to those carrying out these activities*)
- Illegal dumping removal
- Truck audits/task observations
- Waste audits/SWAP analysis/bin weighing

The risks associated with these activities not only need to be managed as per the NZGTTM (New Zealand Guide for Temporary Traffic Management (new name for CoPTTM)) but also in accordance with section 30 of the Health and Safety at Work Act 2015 - Management of Risks:

- to eliminate risks to health & safety, so far as is reasonably practicable; and
- if it not reasonably practicable to eliminate risks to health & safety, to minimise those risks so far as is reasonably practicable.

Temporary Traffic Management (TTM)

Varying the normal operating conditions of the road:

Where the activity is undertaken within the boundaries of the road corridor there is a requirement to follow the Road Controlling Authorities (Waka Kotahi or Local Territorial Authority) conditions for access to a road and having a safe system of operation in place while the work activity is carried out. Once access is agreed there will be a requirement to provide and follow a Traffic Management Plan (TMP).

When is a traffic management plan (TMP) required?

Where the activity results in other road users or pedestrians needing to take or, use an alternative route to pass the activity – blocked footpath or a blocked lane etc. Many waste activities can be covered using a task specific TMP for routine tasks which can be authorised for up to 12 months by a Road Controlling Authority (RCA). This is however at the discretion of the approving RCA and may be approved for a shorter period.

Activities that require a task specific TMP are:

- Kerbside collections
- Rear load collections
- Litter bin collections
- Inorganic collections
- Bin deliveries/ bin repairs/bin microchipping/bin removals/bin audits
- Skip bin collections and deliveries
- Flexi-bag collections
- Port-o-let deliveries and collections
- Maintenance of general public waste bins
- Road sweeping, Sump and/or Storm water evacuation
- Illegal dumping removal
- Truck audits/task observations
- Waste audits/SWAP analysis/bin weighing

The TMP design is based on a risk assessment relating to the task and how the road and road users are affected by the task.

Where detail within the TMP changes, such as:

- the work environment,
- the STMS, or
- where listed the TTM Planner

The TMP must be updated and resubmitted to the approving RCA for approval as soon as this becomes known to the organisation. Once the updated TMP has been approved, a new copy must be issued to the worker. Where work requires to continue, a copy of the updated TMP **MUST** be explained to the person/team undertaking the task, issued, and signed off by the person/team receiving the TMP while awaiting approval.

NO TASK IS TO BE COMPLETED WITHOUT SOME FORM OF TMP AVAILABLE

The Short form is to be used by the waste industry when using Task Specific diagrams.

The Full form is preferred when the task specific diagrams are not suitable.

When a task specific TMP is not suitable, a non-routine TMP will need to be developed and submitted for approval. All non-routine TMPs will need to be developed by a Temporary Traffic Management Planner (TTMP).

For more information go to section A7.5 Task Specific traffic management plan (TMP)

The onsite record would not be required for task specific activities and only required for independent TMP activities.

The checking process for task specific TMPs, as detailed in the NZGTTM, is not required for the waste industry, but waste collectors will use either their own risk assessment form or a customised version (*to be developed*) to ensure tasks are being completed as per the TMP.

The key people

Key Personnel

The following are key personnel for waste industry activities:

- Site Traffic Management Specialist (STMS) relevant to level of road who oversees the waste activities and creates routine waste collection TMPs (can be a company employee or a contractor).
- Drivers undertaking tasks that require a TMP must be KCTL (will need rename this at some stage to reflect whole waste sector) trained. KCTL does not replace company-based training, assessment and documentation. (it is recommended any worker/s undertaking tasks listed under section 1 – Waste Activities are trained in KCTL)
- Temporary Traffic Management Planner (TTMP) if required can be a company employee or a contractor: *Required for Complex situations. Note: 'Complex means a major change to road user conditions, the sort that comes with large projects or where large traffic flows need to be managed'* (definition taken from NZTA TTMP workshop document)
- KCTL Trainer (training must be carried out by an TTM accredited/WasteMINZ approved KCTL trainer).

Train the Trainer

There are two levels of KCTL Trainer:

- Trainers who ONLY deliver training internally for the company the trainer works for, and
- Trainers who deliver training and charge a fee for the service (Training Companies, those that deliver training for other companies)

To be able to train internally for a company, the trainer MUST:

- Be STMS trained to the level of road in which the waste activities are being undertaken on,
- Have at least 5 years waste industry experience,
- Complete a WasteMINZ KCTL Train the Trainer course before delivering training (if current KCTL train the trainer qualification has expired)
- Comply with all employer training requirements (company policies and procedures the trainer works for)
- Follow the WasteMINZ KCTL trainer code of conduct

To be able to train externally, the trainer MUST:

- Be STMS trained to the level of road in which the waste activities are being undertaken on,
- Have at least 2 years waste industry (KCTL) training experience,
- Meet the following Waka Kotahi (NZTA) training requirements:
 - Hold, or be working towards (to be gained within 12 months) a Level 4, or Level 5 Certificate in Adult and Tertiary Teaching
- Follow the WasteMINZ and Waka Kotahi trainer code of conduct

WasteMINZ suggests all companies who use internal train the trainers, have them complete Level 4 or Level 5 certificate in adult or Tertiary Teaching, or something similar.

Duties of those undertaking tasks and training required:

STMS:

- Complete task specific TMPs for sign-off by the RCA, NZTA (Waka Kotahi), etc
- Must be contactable by either RT, mobile, or other means of communication by the KCTL within 30 mins
- Must be STMS trained to the level of road the operations are being completed on.
- Must complete and document 6 monthly briefing sessions with those undertaking tasks and using TMPs
- Must complete and document random audits of waste collection and delivery activities or arrange for these audits to be done to ensure those completing the task are doing so as per the TMP
- Must stay up to date with the requirements of NZGTTM and this guide
- Must ensure those leading the crew have been trained in KCTL and check warrant cards when conducting audits

Those completing Waste Activities:

- Driver Must be KCTL trained if activity being undertaken impacts other road users or pedestrians
- Driver MUST obtain a KCTL qualification within 6 months of commencing employment
- Must have an approved TMP for the activity readily available in their work vehicle
- Must have been briefed by the STMS on the TMP before undertaking the activity
- Must undergo TMP refresher briefing every 6 months with the STMS
- Needs to ensure the work vehicle complies with NZGTTM requirements – working amber flashing beacons, PASS WITH CARE signage, red and white warning chevron, working rear camera
- Must always wear correct TTM compliant Hi-Viz clothing when undertaking task
- Must be able to contact the STMS within 30 minutes in case of emergency
- Where there is a work crew undertaking the task, it is advisable to train those workers in KCTL
- Prior to starting work, the Lead KCTL MUST give a safety briefing relating to all tasks to the team. This briefing MUST be documented
- KCTL training needs to be renewed every 3 years

TTMP:

- To develop site specific (not covered by task specific plans) TMPs for complex, non-routine waste collection activities

Those carrying out inspections, bin auditing, collection auditing, etc (not physical waste industry activity services)

- Must be briefed by the STMS on requirements before undertaking task if not STMS, TC, or KCTL trained
- Must ensure work activity is managed so it reduces the impact on road users or public
- Must wear TTM compliant Hi-Viz vest while undertaking task
- If the vehicle is driving in a manner different to the normal flow of traffic (following a collection vehicle), it **Must** have a working flashing amber beacon on the vehicle.

Planning for the activity

What is required?

- Planning needs to be completed well in advance so the approving RCA has time to review and ask any questions if required. (*please refer to section A7.2 applications and approvals procedure for more information*).
- The RCA may restrict the hours of operation on some roads
- Where the activity requires the vehicle to stop in or partially in a live lane for periods longer than 10 minutes, on roads with a speed limit of 70km/h and above, a shadow vehicle and / or an advance warning vehicle may be required to mitigate the exposure of workers to approaching or passing traffic.
- Activities **MUST** be planned to prevent collections around schools when children are going to or leaving school.
- Plan collections to avoid peak hour traffic where possible
- Consideration **MUST** be given to overhead hazards (power cables, telecom cables etc):
 - emergency controls should include actions to ensure the safety of road users and others in the vicinity if overhead lines are brought down due to the activity.
- TMPs **MUST** consider all impacts of the operation on the road and the road users, eg:
 - pedestrians, cyclists and other road users.
 - blocking of driveways, straddling cycle lanes, double parking, inner city collections, etc

When activities are carried out on a weekend, or during a holiday period, there will likely be an increase in road users therefore further consideration should be given to the planning of the TMP due to a potential increased risk to those road users and the workers

For more information on contents of a TMP, please refer to the NZ Guide to Temporary Traffic Management Contents of traffic management plans

All drivers of vehicles that undertake activities that could impact other road users or members of the public **MUST ensure they:**

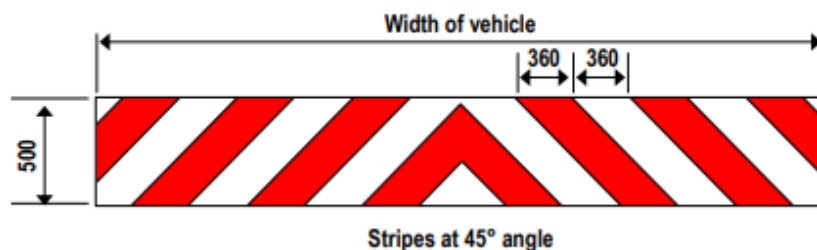
- Operate in accordance with the traffic regulations and the official New Zealand Road Code
- Carry out a vehicle check including the following before the vehicle is used:
 - confirming there is one front and two rear working amber flashing beacons on their vehicle.

- The beacons **MUST** be installed at the highest and most practical point to ensure clear visibility from all approaches.
 - that the vehicle is fitted with an audible reversing warning buzzer to warn workers and the general public when reversing
 - that the vehicle is fitted with a rear mounted camera with an active monitor in the cab for the driver
- **Please note:** the vehicle indicator lights in hazard mode **MUST** never be used to replace amber beacons
- Display a TV4 PASS WITH CARE sign on the rear of the vehicle.
 - The shape and size is a rectangle 900 x 450mm –

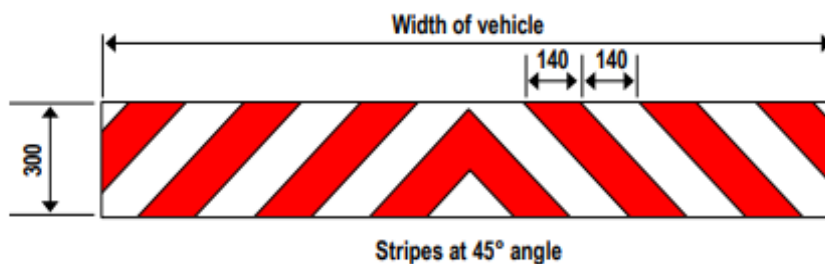


- **include a picture of the Pass with Care sign.**
- Display a red and white hatched retro-reflective panel across the rear of the vehicle (see the two options below). Gaps and variations to the panel are permitted where the vehicle's rear section is broken by loading features. Where the hatched panel cannot be placed the full width of the vehicle, additional depth of hatching i.e. 300-500mm, should be applied where practicable.

Option 1



Option 2



- the company may place a company logo or other safety message/signage on the rear of the truck provided that, it does not obstruct the view of the chevrons or PASS WITH CARE

signage. Additional waste messaging could be added in conjunction with a local RCA or Council if deemed appropriate.

example of additional safety signage



TU44 (can be used when undertaking kerbside collections to guide cyclists around the collection vehicle)

- have carried out a risk assessment to assess how the task can be done to minimise known risks (this could involve getting the collection point relocated or undertaking tasks with a shadow or advance warning vehicle)

Managing the risk!

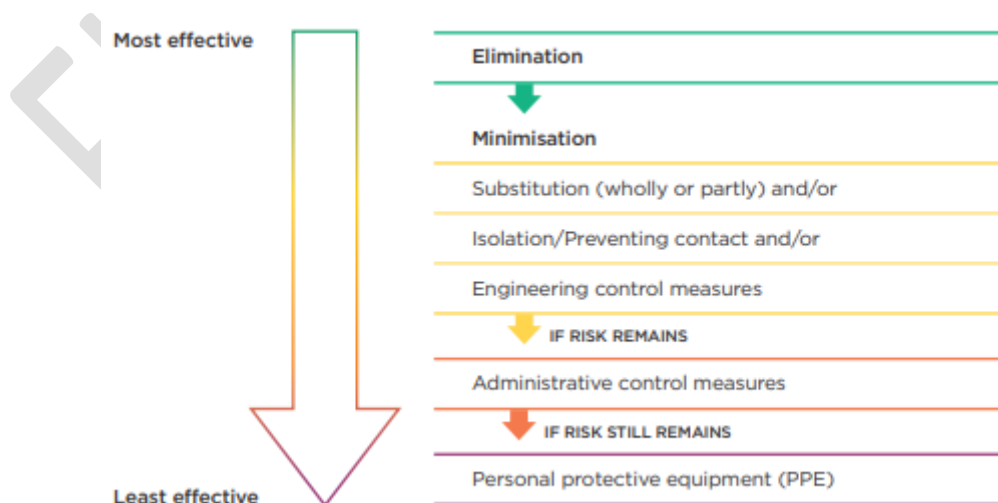
Risk is a combination of the hazard identified, the likelihood of something occurring, and the consequence should it go wrong. When assessing risk, you need to first assess the raw risk. This is the risk without any controls in place.

Once this has been completed, controls are then added to reduce the risk exposure and consequence where possible.

As per the risk model below the most effective outcome is to eliminate the risk. If this cannot be done, can you use any substitution controls to reduce the risk? If not, your next option is to apply isolation or engineering controls to reduce the risk.

If none of these are available, you are then relying on the weakest of risk management controls – administration and PPE. Please note; if relying on administration or PPE controls for a high-risk activity, constant supervision **MUST** be considered.

Risk model



Taken from Worksafe Identifying, assessing, and managing work risks 2017

Driver and Worker (Runner) briefings:

Drivers and workers must be briefed by the STMS on the task(s) they are to undertake along with any special risks/mitigation measures that apply to that task. This is to be signed by all attendees briefed and documented.

If a driver or worker encounters a situation where risks to themselves or others are not managed, they are not to proceed with the task and only continue when the identified risk(s) have been addressed (eg manually shift the bin to a safer collection point; wait until traffic volumes have reduced to ensure safety, or come back when the necessary support is available).

Monitoring of collection or delivery activities:

Work activities need to be randomly audited (recommended at least once every three months, can be more frequent if deemed necessary) to ensure they are being undertaken as per any company work instructions and being completed in alignment of the TMP. These can be completed by;

- The employer or their delegated contractor
- The client
- TLAs
- RCAs

Acceptable outcomes from the audit:

The activity is in alignment with the TMP

- this is recorded and positive feedback given to the worker/s and/or contractor/s

Use of the on-site record for mobile operations NZGTTM

Unacceptable outcomes and actions:

Where activities are not being undertaken as per the requirements of the TMP:

- the work is to be stopped immediately and discussed with the worker, contractor or team/s involved in the operation.
- The correct procedure is to be discussed, applied and monitored.

If the TMP no longer suits the task due to a change in work methodology, a risk assessment should be undertaken and the reasons for any required changes are to be recorded, documented and the TTM Planner advised for changes to be made to the TMP.

If the changes impact the TMP, a revised TMP is to be submitted to the RCA for approval as soon as is practicable (within 48hrs), and an updated version issued to the worker/s, or Contractor/s. This MUST be documented and recorded with corrective actions listed.

Records of on-site monitoring need to be retained for 12 months with the approved TMP.

Tools to assist (to be added)

Example TMP Form

Example traffic management layout

Non routine activities (emergency response)