## Work in Proximity to Traffic – Application of Works Protection Methods

### Process steps checklist

| Step 1 | Tick when complete | Identify the type of work to be undertaken and the conditions this work will be carried out in, including:  
- location of the worksite  
- clearance between the traffic stream and the work site  
- speed limit  
- traffic volume and composition  
- geometry of the road approaching and past the work site (for example sight distance etc.).  
| Notes/comments |
|---|---|
| Step 2 | Tick when complete | Identify the conditions the work will occur under and the required controls for this type of work in the MUTCD Part 3 and its supplement.  
| Notes/comments |
| Step 3 | Tick when complete | Identify other safe work procedures and instructions that MUST be adhered to. This could include:  
- traffic management plans  
- Safe Work Method Statement (SWMS)  
- permits  
- any other relevant safe working documentation.  
| Notes/comments |
| Step 4 | Tick when complete | Carry out a Risk Assessment—this should occur on site so all environmental and other conditions present on the day that work is to occur are captured.  
| Notes/comments |
| Step 5 | Tick when complete | Implement all MUTCD requirements and safe work procedures and instructions.  
Implement all other hazard and risk management strategies, identified in SWMS and/or onsite risk assessments.  
| Notes/comments |
| Step 6 | Tick when complete | Monitor conditions and all hazard/risk mitigation methods implemented to ensure they are working and in place.  
| Notes/comments |
| Step 7 | Tick when complete | Maintain personal and continual vigilance during work.  
- Where possible and safe to do so, try to look at oncoming traffic as often as practical.  
| Notes/comments |
| Step 8 | Tick when complete | Ensure the work site is cleaned and signage removed or covered in a safe and appropriate manner at the end of work activities.  
Ensure all permits and other required documentation is completed and closed out where required.  
| Notes/comments |