

TIM01**Contribute to plans for an incident on a road network**

Kaupae Level	3
Whiwhinga Credit	20
Whāinga Purpose	<p>This skill standard is for people intending to complete qualifications in traffic incident management.</p> <p>People with this skill standard have the skills required by a lone responder or a member of a traffic incident response team to contribute to plans for an incident on a road network.</p> <p>This skill standard aligns with the New Zealand Certificate in Traffic Incident Management (Level 3) [Ref: 4263].</p>
Whakaakoranga me mātua oti Pre-requisites	Class of driver licence is required for any vehicle being driven.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Contribute to plans for plant, equipment, and personnel for an incident on a road network.	a. Plant and equipment are selected, and pre-start checks are completed for the type of incident and the site conditions.
	b. Own role and responsibilities for health and well-being are determined for the response and the type of incident.
	c. Gaps in own skills or knowledge that might impact on performance at the incident are communicated to a supervisor.
2. Contribute to plans for site operations for an incident on a road network.	a. Site conditions and traffic control measures are identified for the type of incident.
	b. Hazards not identified in the risk assessment plan for the incident site are communicated to stakeholders in line with standard operating procedures.
	c. Communication methods and escalation procedures are selected to use with onsite stakeholders and for harmful situations in line with standard operating procedures.
3. Contribute to planning procedures for an incident on a road network.	a. Company procedures are selected for the unfolding issues identified on route and at the incident.
	b. Criteria for the post-incident situation report are determined in line with stakeholder requirements.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

To achieve this standard, evidence provided for assessment of this skill standard should come from a live incident, supported by workplace verification, and not from a simulated work environment.

Communication methods may refer to verbal, written, information recording system, paging system, radio messages, locator beacons.

Hazards may refer to uneven surfaces, slippery surfaces, vehicles in the live lane, fast moving traffic, people, passing traffic, debris, injured people and animals.

Plans may refer to generic or existing plans, action plans, safety plans, traffic control plans, contingency plans, traffic management plans, that are used to prepare for the incident response and adapted based on the risk assessment or intelligence on arrival and throughout the duration of the incident.

Stakeholder requirements refer to the requirements of the stakeholders who are part of the incident response team. It might be the transport operations centre, the contractor who received the call, other members of the traffic incident team, or other emergency services called to respond to the incident.

Standard operating procedures are the instructions to staff and procedures which are documented in memo or manual format and are available in the workplace. They may refer to site specific procedures, organisational procedures, manufacturers' specifications, codes of practice, traffic management plans, post-incident situation reports, health and safety plans, contract work programmes, product quality specifications and reference to legislative or regulatory procedures relevant to industry.

Type of incident may refer to equipment or plant failure, environmental issue, fire, flooding, natural disaster, threats, traffic accident, seismic activity, tsunami, negligence, road crash, driver error, livestock, adverse weather conditions, chemical spills, hazardous substances, fatal accident or injury, over-dimension vehicles, noise, dust, fuel on the road, pipe leakage.

Ngā momo whiwhinga | Grades available

Achieved.

Ihirangi waitohu | Indicative content

Plant, equipment, and personnel

- Pre-start checks and correct use and selection of tools and equipment.
- Roles and responsibilities of the traffic incident management team in response to an incident, including how to provide support and quickly return to normal operation.
- Self-assessment and being open to constructive feedback.

Site Operations

- Incident information/intelligence and where to find it to manage the environment around you.
- Dynamic risk assessment, identifying the risk management process.
- Communication method selection for use at the incident site, identifying sources of information/intelligence, to escalate issues, and to keep everyone safe.

Planning procedures

- Selection of relevant company incident related policy, processes, and procedures.
- Criteria for the incident response de-brief and reporting, communicating continuous improvement initiatives.

Rauemi | Resources

- Refer to the Traffic Incident Management Programme Guidance document which includes resources, definitions, and further information of relevance to this standard, available from qualifications@waihangaararau.nz.
- Coordinated Incident Management System (CIMS) [Coordinated Incident Management System \(CIMS\) third edition » National Emergency Management Agency](#).
- Waka Kotahi NZ Transport Agency: *New Zealand Guide to Temporary Traffic Management*, available from www.nzta.govt.nz.
- WorkSafe good practice guidelines: *Keeping healthy and safe while working on the road or roadside*. Guidance for PCBUs, available from www.worksafe.govt.nz.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa |
Standard Setting Body

Waihanga Ara Rau Construction and
Infrastructure Workforce Development
Council

Whakaritenga Rārangi Paetae Aromatawai DASS classification	Engineering and Technology > Infrastructure Works > Temporary Traffic Management
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0120

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	[dd mm yyyy]	N/A
Kōrero whakakapinga Replacement information	N/A		
Rā arotake Planned review date	31 December 2030		

Please contact Waihanga Ara Rau Construction and Infrastructure Workforce Development Council at qualifications@waihangaarau.nz to suggest changes to the content of this skill standard.

TIM02**Respond to an incident on a road network**

Kaupae Level	3
Whiwhinga Credit	10
Whāinga Purpose	<p>This skill standard is for people intending to complete qualifications in traffic incident management.</p> <p>People with this skill standard have the skills required by a lone responder or a member of a traffic incident management team to respond to an incident on a road network.</p> <p>This skill standard aligns with the New Zealand Certificate in Traffic Incident Management (Level 3) [Ref: 4263].</p>

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Respond to an incident on a road network.	a. Traffic incident information is used to provide a response in line with standard operating procedures.
	b. Roles and responsibilities for the incident response are identified and confirmed with stakeholders.
	c. Onsite communications with relevant stakeholders are completed in line with standard operating procedures.
	d. Risk re-verification is completed in line with standard operating procedures.
	e. Health and well-being techniques are used that address the site conditions and the type of incident response.
	f. Techniques for managing traffic workflow are identified in line with standard operating procedures and with consideration of the impact on the wider road network.
	g. Requirements for clearing the road and dis-establishment of the incident site are completed in line with standard operating procedures.
	h. Documentation for the onsite management of the incident is completed in line with standard operating procedures.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

To achieve this standard, evidence provided for assessment of this skill standard should come from a live incident, supported by workplace verification, and not from a simulated work environment.

Communications may refer to restrict to incident call outs, immediate calls, visual record of the incident, appropriate signage, regular updates.

Documentation may refer to traffic management plan, incident plan, incident record, site safety plan, job sheet, site reopening form, situation report, document history form, emergency plan, detour route plan, transport operations centre sheet, situation report, recording sheets, shift handover documents, vehicle pre-start checklist, hazard identification form, vehicle condition checklist, vehicle inspection form, service agreements, schedules, debrief document, dangerous goods documentation, photograph documentation, certificate of loading, transport service licences, unplanned event re-opening form, LT400 and weight certificates, logbook.

Stakeholders may refer to transport operations centre (TOC), emergency services, supervisor, road users, other vehicles on the site, traffic incident management team, incident response manager, incident response team leader, incident controller, civil and incident response supervisor, police, fire service, paramedics, roading personnel, vehicle drivers, site traffic management supervisor, contractors, operations and maintenance manager, mechanical and electrical personnel, supervisor, engineers.

Standard operating procedures are the instructions to staff and procedures which are documented in memo or manual format and are available in the workplace. They may refer to site specific procedures, organisational procedures, manufacturers' specifications, codes of practice, traffic management plans, post-incident situation reports, health and safety plans, contract work programmes, product quality specifications and reference to legislative or regulatory procedures relevant to industry.

Type of incident may refer to equipment or plant failure, environmental issue, fire, flooding, natural disaster, threats, traffic accident, seismic activity, tsunami, negligence, road crash, driver error, livestock, adverse weather conditions, chemical spills, hazardous substances, fatal accident or injury, over-dimension vehicles, noise, dust, fuel on the road, pipe leakage.

Ngā momo whiwhinga | Grades available

Achieved.

Ihirangi waitohu | Indicative content

- Traffic information and intelligence for different types of incident response.
- Roles and responsibilities for the type of incident response.
- Communications methods and standard operating procedures for the right on-site communication for the transport operations centre, stakeholders, and the public.
- Dynamic risk re-verification for the re-identification of new hazards during the incident response.
- Onsite health and well-being techniques for the incident response team or the lone responder to manage different types of incidents.
- Techniques for managing traffic flow at the incident in TMPs and incident response plans.
- Clearing up the incident site, securing the site, and co-ordinating with other onsite stakeholders.
- Documentation, responsibilities, and information for completing and reporting.

Rauemi | Resources

- Refer to the Traffic Incident Management Programme Guidance document which includes resources, definitions, and further information of relevance to this standard, available from qualifications@waihangaararau.nz.
- Coordinated Incident Management System (CIMS) [Coordinated Incident Management System \(CIMS\) third edition » National Emergency Management Agency](#).
- Waka Kotahi NZ Transport Agency: *New Zealand Guide to Temporary Traffic Management*, available from www.nzta.govt.nz.
- WorkSafe good practice guidelines: *Keeping healthy and safe while working on the road or roadside*. Guidance for PCBUs, available from www.worksafe.govt.nz.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa |
Standard Setting Body

Waihanga Ara Rau Construction and
Infrastructure Workforce Development
Council

Whakaritenga Rārangi Paetae Aromatawai DASS classification	Engineering and Technology > Infrastructure Works > Temporary Traffic Management
Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga CMR	0120

Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	[dd mm yyyy]	N/A
Kōrero whakakapinga Replacement information	This skill standard replaces unit standard 32208 <i>Respond to a traffic incident</i> Level 3 Credits 10 and 32210 <i>Demonstrate knowledge of a traffic incident response</i> (Level 3) (Credit 10)		
Rā arotake Planned review date	31 December 2030		

Please contact Waihanga Ara Rau Construction and Infrastructure Workforce Development Council at qualifications@waihangaararau.nz to suggest changes to the content of this skill standard.

TIM03**Monitor an incident and adjust for changing site conditions on a road network**

Kaupae Level	3
Whiwhinga Credit	10
Whāinga Purpose	<p>This skill standard is for people intending to complete qualifications in traffic incident management.</p> <p>People with this skill standard have the skills required to monitor an incident, and make adjustments for changing site conditions.</p> <p>This skill standard aligns with the New Zealand Certificate in Traffic Incident Management (Level 3) [Ref: 4263].</p>

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Monitor an incident and adjust for changing site conditions on a road network.	a. Roles and responsibilities for monitoring and adjusting an incident site are identified in line with standard operating procedures.
	b. New hazards for the site and for the changing site conditions are identified and escalated to a supervisor.
	c. Health and well-being practices are adjusted, and situational awareness is used to address changing site conditions.
	d. Information on changing site conditions is communicated to stakeholders in line with good practice.
	e. Incident reporting documentation is completed including a record of actions taken from monitoring or changing site conditions, and in line with handover requirements, standard operating procedures, and own role and responsibilities.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria*Assessment specifications:*

To achieve this standard, evidence provided for assessment of this skill standard should come from a live incident, supported by workplace verification, and not from a simulated work environment.

Changing site conditions may refer to changes in the weather, air quality, flooding, snow and ice, fire, smoke, sudden increase in traffic, queues, additional traffic accident, harmful or aggressive behaviour, debris, spills, slippery road, dangerous goods spill.

Communications may refer to restrict to incident call outs, immediate calls, visual record of the incident, appropriate signage, regular updates.

Good practice for communicating changing site conditions can be found in the *New Zealand Guide to Temporary Traffic Management – Part 2 The temporary traffic management system* (NZGTTM), Emergency Procedures and Preparedness Plan (EPPP), or emergency management plan of the principal contractor.

Hazards may refer to uneven surfaces, slippery surfaces, vehicles in the live lane, fast moving traffic, people, passing traffic, debris, injured people and animals.

Standard operating procedures are the instructions to staff and procedures which are documented in memo or manual format and are available in the workplace. They may refer to site specific procedures, organisational procedures, manufacturers' specifications, codes of practice, traffic management plans, post-incident situation reports, health and safety plans, contract work programmes, product quality specifications and reference to legislative or regulatory procedures relevant to industry.

Ngā momo whiwhinga | Grades available

Achieved.

Ihirangi waitohu | Indicative content

- Roles and responsibilities for monitoring an incident when traffic conditions change.
- Incident monitoring and adjustments including new hazards and risk reassessment.
- Health and wellbeing practices and situational awareness factors for the type of incident response.
- Good practice for communicating changing site conditions to stakeholders including environmental issues.
- Incident reporting documentation required for recording adjustments to the incident management response and alerting stakeholders including local councils.

Rauemi | Resources

- Refer to the Traffic Incident Management Programme Guidance document which includes resources, definitions, and further information of relevance to this standard, available from qualifications@waihangaararau.nz.
- Coordinated Incident Management System (CIMS) [Coordinated Incident Management System \(CIMS\) third edition » National Emergency Management Agency](#).
- Waka Kotahi NZ Transport Agency: *New Zealand Guide to Temporary Traffic Management*, available from www.nzta.govt.nz.
- WorkSafe good practice guidelines: *Keeping healthy and safe while working on the road or roadside*. Guidance for PCBUs, available from www.worksafe.govt.nz.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa |
Standard Setting Body

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Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	[dd mm yyyy]	N/A
Kōrero whakakapinga Replacement information	N/A		
Rā arotake Planned review date	31 December 2030		

Please contact Waihanga Ara Rau Construction and Infrastructure Workforce Development Council at qualifications@waihangaararau.nz to suggest changes to the content of this skill standard.

TIM04**Complete post-incident response requirements for an incident on a road network**

Kaupae Level	3
Whiwhinga Credit	10
Whāinga Purpose	<p>This skill standard is for people intending to complete qualifications in traffic incident management.</p> <p>People with this skill standard have the skills required to complete site closure requirements at the end of an incident response on a road network.</p> <p>This skill standard aligns with the New Zealand Certificate in Traffic Incident Management (Level 3) [Ref: 4263].</p>
Whakaakoranga me mātua oti Pre-requisites	Class of driver licence is required for any vehicle being driven.

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Complete post-incident response requirements for an incident on a road network.	a. Site re-opening requirements are completed and confirmed with required services and agencies in line with standard operating procedures.
	b. Post-incident stakeholder communications are completed that include any information for the on-site dis-establishment briefing, including residual risk.
	c. Responsibilities for the uplift of temporary traffic management are completed in line with the traffic management plan requirements.
	d. Post-incident documentation and reporting requirements are actioned in line with standard operating procedures.
	e. Post-incident plant and equipment safety checks are completed including requirements to ensure they are ready for the next use.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

To achieve this standard, evidence provided for assessment of this skill standard should come from a live incident response, supported by workplace verification, and not from a simulated work environment.

Communications may refer to restrict to incident call outs, immediate calls, visual record of the incident, appropriate signage, regular updates.

Documentation may refer to traffic management plan, incident plan, incident record, site safety plan, job sheet, site reopening form, situation report, document history form, emergency plan, detour route plan, transport operations centre sheet, situation report, recording sheets, shift handover documents, vehicle pre-start checklist, hazard identification form, vehicle condition checklist, vehicle inspection form, service agreements, schedules, debrief document, dangerous goods documentation, photograph documentation, certificate of loading, transport service licences, unplanned event re-opening form, LT400 and weight certificates, logbook.

Standard operating procedures are the instructions to staff and procedures which are documented in memo or manual format and are available in the workplace. They may refer to site specific procedures, organisational procedures, manufacturers' specifications, codes of practice, traffic management plans, post-incident situation reports, health and safety plans, contract work programmes, product quality specifications and reference to legislative or regulatory procedures relevant to industry.

Ngā momo whiwhinga | Grades available

Achieved.

Ihirangi waitohu | Indicative content

- Site re-opening from planning to execution, ensuring the road is safe to reopen, free from debris or spills, and damaged assets.
- Post-incident communications with the incident response team and other stakeholders. Criteria for the post-incident situation report, stakeholder requirements, handover information and residual risk.
- Responsibilities for the uplift of temporary traffic management for the incident.
- The purpose of traffic information management documentation and information for incident situation reports.
- Post-incident plant and equipment checks.

Rauemi | Resources

- Refer to the Traffic Incident Management Programme Guidance document which includes resources, definitions, and further information of relevance to this standard, available from qualifications@waihangaararau.nz.
- Coordinated Incident Management System (CIMS) [Coordinated Incident Management System \(CIMS\) third edition » National Emergency Management Agency](#).
- Waka Kotahi NZ Transport Agency: *New Zealand Guide to Temporary Traffic Management*, available from www.nzta.govt.nz.
- WorkSafe good practice guidelines: *Keeping healthy and safe while working on the road or roadside*. Guidance for PCBUs, available from www.worksafe.govt.nz.

Pārongo Whakaū Kounga | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Waihanga Ara Rau Construction and Infrastructure Workforce Development Council
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Hātepe Process	Putanga Version	Rā whakaputa Review Date	Rā whakamutunga mō te aromatawai Last date for assessment
Rēhitatanga Registration	1	[dd mm yyyy]	N/A
Kōrero whakakapinga Replacement information	N/A		
Rā arotake Planned review date	31 December 2030		

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TIM05**Contribute to a de-brief for an incident on a road network**

Kaupae Level	3
Whiwhinga Credit	10
Whāinga Purpose	<p>This skill standard is for people intending to complete qualifications in traffic incident management.</p> <p>People with this skill standard have the skills to contribute feedback and recommend improvements for the onsite de-brief for an incident response.</p> <p>This skill standard aligns with the New Zealand Certificate in Traffic Incident Management (Level 3) [Ref: 4263].</p>

Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako Learning outcomes	Paearu aromatawai Assessment criteria
1. Contribute to a de-brief for an incident on a road network.	a. Response of the incident management team is discussed identifying what went well and any improvements to action.
	b. Areas for improvement in planning and decision-making are identified in line with the site conditions and the type of incident.
	c. Improvements that address changing site conditions are identified and any changes recorded.
	d. Improvements to the communications during the incident response process are identified, in terms of responsibility and timeliness.
	e. Risks and hazards not included in the planning stage are identified to recommend improvements to the risk assessment process.
	f. Harmful situations that impact on the health and well-being of incident response personnel are identified, recorded, and further actions are recommended.
	g. De-brief requirements are completed in line with standard operating procedures and in line with own role and responsibilities.

Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

Assessment specifications:

To achieve this standard, evidence provided for assessment of this skill standard should come from one or more live incidents, where injury or a harmful incident occurs, supported by workplace verification, and not from a simulated work environment.

Changing site conditions may refer to changes in the weather, air quality, flooding, snow and ice, fire, smoke, sudden increase in traffic, queues, additional traffic accident, harmful or aggressive behaviour, debris, spills, slippery road, dangerous goods spill.

Communications may refer to restrict to incident call outs, immediacy, visual record of the incident, portability, appropriate signage, regular updates.

Hazards may refer to uneven surfaces, slippery surfaces, vehicles in the live lane, fast moving traffic, people, passing traffic, debris, injured people and animals.

Standard operating procedures are the instructions to staff and procedures which are documented in memo or manual format and are available in the workplace. They may refer to site specific procedures, organisational procedures, manufacturers' specifications, codes of practice, traffic management plans, post-incident situation reports, health and safety plans, contract work programmes, product quality specifications and reference to legislative or regulatory procedures relevant to industry.

Type of incident may refer to equipment or plant failure, environmental issue, fire, flooding, natural disaster, threats, traffic accident, seismic activity, tsunami, negligence, road crash, driver error, livestock, adverse weather conditions, chemical spills, hazardous substances, fatal accident or injury, over-dimension vehicles, noise, dust, fuel on the road, pipe leakage.

Ngā momo whiwhinga | Grades available

Achieved.

Ihirangi waitohu | Indicative content

- Incident management team reflections on performance, what went well and what could be improved.
- Reflections on planning and decision making to reinforce good practice.
- Actions for improvements and to address changing site conditions.
- Debrief improvements, feedback, communications, and methods.
- Improvements to the traffic management plan (TMP) and risk assessment.
- Health and wellbeing practice, resources, and escalation.
- Recording and reporting reflections, observations, and improvements.

Rauemi | Resources

- Refer to the Traffic Incident Management Programme Guidance document which includes resources, definitions, and further information of relevance to this standard, available from qualifications@waihangaararau.nz.
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Pārongo Whakaū Kouna | Quality assurance information

Ngā rōpū whakatau-paerewa Standard Setting Body	Waihanga Ara Rau Construction and Infrastructure Workforce Development Council
Whakaritenga Rārangi Paetae Aromatawai DASS classification	Engineering and Technology > Infrastructure Works > Temporary Traffic Management
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Rēhitatanga Registration	1	[dd mm yyyy]	N/A
Kōrero whakakapinga Replacement information	N/A		
Rā arotake Planned review date	31 December 2030		

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