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| ***Reporting company reference:***  | ***CoPTTM.Incident reference:*** |
| **REPORT ON INCIDENT AT ROADWORKS SITE** |
| ***Send to: tmc@tfc.govt.nz and*** ***CoPTTM.Incident@nzta.govt.nz*** |
| Date of incident |  | Time of incident |  |
| STMS name |  | STMS No. |  |
| Contractor / TTM company |  | Contact number |  |
| Road location *(include direction and lane)*  |  |
| Description of work being undertaken |  |
| Worksite Details  | TMP # | TSL installed? | Attended | Post incident audit undertaken |
|  | Y/N | Y/N | Y/N | Audit Attached? Y/N |
| TTM configuration at time of incident | Temporary Barriers used? | Incident within working space or TMP closure |
|  | Y/N | Working space / closure |
| What Happened *(Facts only)* |  |
| Conditions | Speed Limit (km/h) | Surface  | Road type |
|  | Sealed / unsealed | Dry / Wet / Icy | 1 way / 2 way |
| Traffic lanes per direction | Intersection Junction | Intersection Control |
|  | Driveway / Roundabout / Cross / Tee / More Than 4 legs | Traffic signals / stop / give way / uncontrolled  |
| Weather | Light | Lighting |
| Fine / Mist / Light Rain / Heavy Rain / Snow / Frost / Strong Wind | Dark / light / bright sun / overcast / twilight | On / off / none / unknown |
| Injuries*(Number of people in each injury category)* | Road workers | Minor | Serious | Fatal |
|  |  |  |
| Road users |  |  |  |
| Crash code | From Appendix 1 attached | Road user vehicle(s) | Vehicle type | Reg. number |
|  | Cyclist / motorbike / light vehicle / bus / med – heavy vehicle |  |
| Police Attended | Y/N |

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| Crash diagram *(or scan and attach) -* Photos that show the relevant approaches and scene MUST be attached. |
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**Appendix 1: Vehicle movement coding sheet**

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