

Processes for development, assessment, and endorsement of Good Practice

From: Good Practice Group

Purpose

This document sets out the definition of Good Practice and the processes to guide the Industry Steering Group in the identification, development, collection, assessment and communication of Good Practice.

It is issued as a 'Working Draft' due to the evolving nature of the transition to a risk-based approach for Temporary Traffic Management (TTM) in New Zealand.

Document Control

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Owner:	ISG Good Practice group

Definitions

The following was agreed by ISG on 26 October 2023 as the ISG definition of Good Practice:

A Good Practice is not only a practice that is good, but a practice that meets regulatory requirements has been proven to work well, can be reliably used and produces good results. It has been validated by solid evidence to consistently yield better results compared to other approaches.

Note: Good Practice is expected to be iterative, adapting and improving over time (i.e. ongoing pursuit toward best practice). It will provide a solution to a problem or respond to an opportunity to be better. It can be related to processes, equipment, or people.

We will use three categories to manage Good Practice.

- a) **Endorsed:** Good Practice that has been reviewed and verified.
 - i. *Note: 'Endorsed Good Practice' is effectively a Practice Note as defined by Worksafe.*
- b) **Exists:** A Practice that is in use, still to be assessed, and/or has been assessed and not met the required standard for ISG Endorsement.
 - i. *Note: This recognises that such processes may still have value for the industry.*

- c) **Good Practice in development:** The purpose of this category is to allow sharing of developing knowledge and projects, avoiding duplication of effort and connecting those with similar interests and needs.

Background:

The ISG have used the wider term of “Good Practice” as this recognises that new Good Practice should evolve quickly as the transition to a risk-based approach takes place.

The root of the Good Practice concept is in the HSWA and is related to Practice Notes. The following definition of a Practice note is from Worksafe:

A practice note provides good practice guidance for a traffic management activity where risks and mitigation measures are standard practice and repeated regularly. These are developed and maintained by businesses or industry organisations but can be accessed via Waka Kotahi’s website for all to refer to.

(Ref: Worksafe: Keeping healthy and safe while working on the road or roadside. Appendix 1 Glossary)

Put simply, Practice Notes are validated or endorsed Good Practice.

The proposed ISG definition is wider than the Worksafe definition which has a focus on “risks and mitigation measures”. It covers other aspects which may be important to the industry (such as efficiency). “Risks and mitigation measures” are a sub-set of the “regulatory requirements” in the ISG definition.

The ISG noted that inclusion with the definition of good practice of “validated by solid evidence” will be challenging, and maybe too difficult, especially for assessing the relative safety of new ways of working where the only ‘solid evidence’ is the lag measure of crashes, incidents or near misses.

Development and Endorsement of Good Practice

Looking at organisations who produce Practice Notes, these are typically written by practitioners and subject to review by Subject Matter Experts (SME) or peers within the industry. The ISG should be aiming to evaluate and if appropriate endorse the process more than the practice itself. Endorsement is ISG confirming that the Good Practice “*provides good practice guidance for a traffic management activity where risks and mitigation measures are standard practice and repeated regularly*” (a direct WorkSafe quote, as above). In other words we are endorsing that there was a robust risk assessment and management process used in the development of the Good Practice.

ISG are not experts in the various technical fields - that is better done by SMEs for the particular subject matter. (ref “*These are developed and maintained by businesses or industry organisations*”, again direct from Worksafe). As an example, we would not wish to endorse Generic TMP’s that have been developed, however the risk identification, assessment and management /control selection process that was used to develop such generic TMP’s, if done well, would have value to the industry, lie within the above guidance, and be sensible for endorsement as Good Practice .

The consequence of the above paragraph is that ISG will require SME's to provide review services and provide recommendations to ISG on Endorsement.

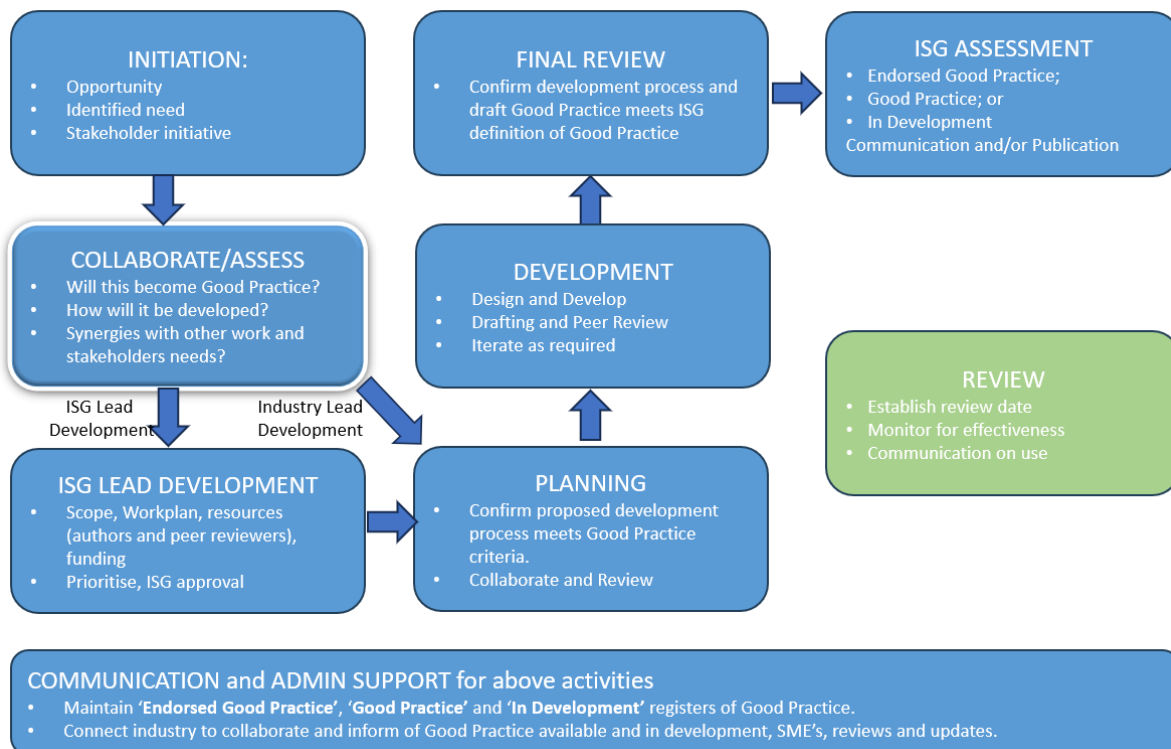
- SME's will always review the process of development and consider the proposed Good Practice against our definition. The SME reviewer here will be looking at the approach to risk/control and the inputs and review process used to develop the propose Good Practice.
- SME's may be required to review the detail of the proposed Good Practice, particularly if the process review shows areas of concern.

Process for Development, Assessment and Endorsement of Good Practice

Good Practice should originate from a defined need or opportunity. This could be brought to the attention of the ISG via many routes including us requesting the industry to put forward suggestions. Good Practice notes may also be originated in response to changes in legislation, an identified gap in TTM practice or knowledge, misinterpretation or poor application of good practice, or issues that come to light from the investigation of an incident.

The process is set out below.

Some steps will not be required for Good Practice documents developed externally, where the focus for ISG endorsement will initially be to confirm that the Good Practice has been developed using a good process of SME involvement and covers off the regulatory requirements (esp. Risk Assessment etc):



Process for Development, Assessment and Endorsement of Good Practice

Next Steps

The ISG will establish and maintain capability and capacity for assessment of Good Practice for Endorsement. The first tasks are to:

- a) Develop minimum requirements for an Endorsed Good Practice. These will include reference to any regulatory requirements (eg “risks and mitigation measures are standard practice and repeated regularly”, HSWA, Land Transport Act, Regulations). This could be a checklist and supporting guideline note. It would be available for those developing potential Good Practice (either for endorsement or not).
- b) Develop internal ISG SOP for preview/review/Endorsement. This will be the ISG’s workflow, and will involve SME’s
- c) Develop and maintain the required processes and resources for identification, assessment, storage and communication of the content and development of the three categories of Good Practice.

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