

Date: March 8, 2004

To: All HQ Directors, Highways, Transportation Planning & Policy, Partnerships  
All Regional Directors  
All District Managers Transportation  
All Regional Managers, Directors, Project Delivery  
All Project Managers  
All Regional Managers, Engineering  
All Regional Design Managers  
All Regional Paving Managers

**SUBJECT: ROAD SAFETY AUDIT (RSA) POLICY**

**PURPOSE**

To present policy and procedure with respect to the application of the road safety audit (RSA) process to Ministry design and construction projects.

**BACKGROUND**

A road safety audit is a formal and independent safety performance review of a road transportation project by an experienced team of safety specialists, addressing the safety for all road users.

In 1999, the Ministry established a Committee to review the process of road safety audits.

The Committee reviewed RSA practice worldwide and recommended a Pilot project. Consequently, approximately 25 Ministry staff were trained in RSA practice and conducted 10 road safety audits on Capital projects at various stages in the project lifecycle. The Committee reviewed the outcomes and determined that RSA:

- provided value,
- did not expose the Ministry to unwarranted risk, and
- did not negatively impact project delivery.

The Committee presented the findings to the Ministry Executive with a recommended set of guidelines and a set of criteria for selecting projects that would be subject to road safety audit.

**NEW POLICY**

Road transportation projects shall be subject to the Road Safety Audit (RSA) process as prescribed by, and carried out in accordance with the Ministry's Road Safety Audit Guidelines.

### **Project Selection Criteria**

Every Ministry of Transportation road project meeting the criteria shall be subject to a safety audit at the appropriate stages and with the appropriate level of resources. Projects with a value less than \$100,000 are not required to have an RSA.

The Project Manager should consult the Decision Guide in Appendix A of the MoT Guideline to determine if Road Safety Audit of the project is required. If a project does not require a Road Safety Audit as determined by the Decision Guide, one may be conducted if the Project Manager feels the project would receive sufficient benefit (i.e., local public concerns, previous high collision rate, etc.)

### **MOT GUIDELINES**

The purpose of these Guidelines is to:

- describe the subject of road safety audit
- introduce a set of formal procedures for carrying out road safety audits in the Ministry
- provide guidance regarding level of effort required based on a project's complexity and value.

Road Safety Audits are required to be carried out generally in accordance with the Transportation Association of Canada (TAC) publication, Canadian Road Safety Audit Guide. The MoT Guidelines supplement the road safety audit process and procedures described in the Canadian Road Safety Audit Guide and will be updated as practice develops.

### **RSA Reports**

The road safety audit team is responsible for providing the RSA report to the project team. In the case of external agency project delivery, a copy of the road safety audit report shall be made available to the Ministry contact person.

The project team is responsible to prepare a detailed response to the road safety audit report. The response report shall be placed in the project file, and a copy may be provided to the road safety audit team, if requested.

A copy of both the RSA report and the response report shall be forwarded to the RSA Committee representative, Mr. Darwin Tyacke, Sr. Geometrics Standards Technologist, Victoria.

#### Contact:

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