

QUICK GUIDE

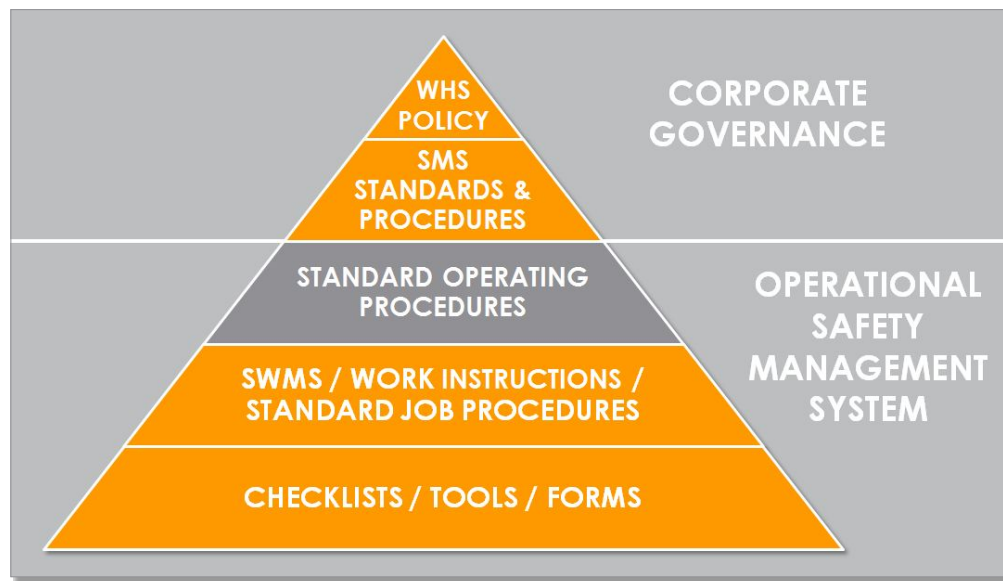
SAFETY Everyone. Everywhere. Every day

TRAFFIC MANAGEMENT

DOC ID REF225 VERSION 2

DOC OWNER Tom Foster ACTIVE DATE 25/01/2017

1. SMS DOCUMENT HIERARCHY



2. PURPOSE

To outline the minimum key compliance requirements for traffic management to ensure arrangements at each Queensland Urban Utilities (QUU) controlled worksite are in place, effective and meet QUU's safety management system requirements.

This quick guide has been developed as information and planning resource only and is not to be used as a work health and safety (WHS) inspection or audit tool. WHS audits and inspections must be undertaken using the relevant WHS audit or inspection tool as outlined in **WHS Audit and Inspection Procedure (PRO366)**.

3. RELATED DOCUMENTS

- Traffic Management Standard Operating Procedure (PRO410)
- Safe Work Method Statement – Working on or adjacent to roads (SWMS7)
- WHS Communication and Consultation Procedure (PRO361)
- WHS Hazard and Risk Management Procedure (PRO363)
- WHS Incident Reporting, Investigation and Escalation Procedure (PRO364)

4. FURTHER INFORMATION

For further information, contact your Health and Safety Representative or the QUU Safety Team.

5. PROCESS ACTIONS TO ACHIEVE COMPLIANCE

AT ALL TIMES	REFERENCE
1. RISK ASSESSMENT & PLANNING	
(a) A worksite risk assessment shall be conducted for each site / work location where traffic management hazards are present using either QUU SWMS – Working on or adjacent to roads (SWMS7) ; or a site risk assessment for traffic management.	Sections 7.1 & 9.1 (PRO410)
(b) Workers and other affected stakeholders such as contactors and land owners shall be consulted during the risk assessment process.	Sections 7.1 (PRO410)
2. TRAFFIC MANAGEMENT PLANS	
(a) A traffic management plan must be developed and implemented by competent persons for permanent QUU worksites and non-permanent / construction sites.	Sections 7.2 & 13 (PRO410)
(b) Traffic management plans are to be monitored at regular intervals or following an incident or changes at the workplace.	Section 7.2 (PRO410)
3. SEPARATING PEDESTRIANS AND VEHICLES	
(a) Physical controls are to be in place to separate pedestrians and vehicles when practicable e.g. barriers or guardrails at building entrances and sites; use of high impact traffic control barriers; interlocking, chicaned or hinged gates which open towards the pedestrian.	Section 8.1 (PRO410)
(b) If the above measures are not reasonably practicable, measures to reduce the risk of a vehicle and pedestrian impact must be in place e.g. bollards; mirrors; separate and clearly marked footpaths or walkways; speed humps; truck driver safety zones; staging areas.	
(c) If pedestrians are required to cross vehicle routes, engineering safeguards should be implemented whenever reasonably practicable, e.g. overhead walkways, gates, barriers and traffic lights, safety barriers compliant with AS3845.	Section 8.3 (PRO410)
(d) If physical barriers are not suitable, marked and sign-posted pedestrian crossings are to be in place.	
(e) Pedestrians should be able to escape quickly from the pedestrian route in an emergency.	
4. VEHICLE ROUTES	
(a) Vehicle route design should minimise the risk of incidents from vehicle movements around the work site.	Section 8.2 (PRO410)
(b) Speed limits are to be imposed and, where necessary, include traffic islands, roundabouts and speed humps.	
(c) Site roads and their traffic management arrangements shall be designed by qualified personnel.	
5. PARKING AREAS	
(a) Parking areas shall meet the following: <ul style="list-style-type: none"> • Away from flow of vehicles and pedestrians around the workplace • Close to administration office and workplace entry • Have walkways leading to and from parking areas • Easy to drive in and out of and around in • Clearly marked and sign posted, well lit and unobstructed • Have devices such as speed humps to reduce vehicle speed 	Section 8.4 (PRO410)

AT ALL TIMES	REFERENCE
<ul style="list-style-type: none"> Segregation of light vehicle and large powered mobile plant. 	
(b) Parking facilities are to be provided for persons with disabilities (as appropriate).	
6. LOADING AND UNLOADING VEHICLES	
(a) Site risk assessments and traffic management plans shall assess loading and unloading tasks.	Section 8.5 (PRO410)
7. REVERSING VEHICLES	
(a) Specific arrangements shall be in place to minimise the risk of reversing vehicles and other mobile plant including eliminating or minimising the need to reverse; minimise the amount of moving plant at one time; ensuring fixed mirrors installed at blind corners; designated reversing areas, audible reverse alarms.	Section 8.6 (PRO410)
(b) When multiple items of plant are being operated around the work site, competent persons shall be used to direct the plant.	
(c) A designated worker must be appointed and act as an observer if a driver cannot clearly see behind.	
8. SIGNS	
(a) Safety signs are to be in place for traffic hazards.	Section 8.7 (PRO410)
9. LIGHTING	
(a) Areas of vehicle and pedestrian movements are to be appropriately lit.	Section 8.8 (PRO410)
(b) Lighting and design measures are designed to avoid extremes of light variation (i.e. moving from a brightly lit area to a dark one).	
(c) Car parks must have a minimum level of lighting for safe movement.	
10. DELIVERY VEHICLES AND VISITORS	
(a) Site induction must be carried out for drivers of delivery vehicles and visitors, who are permitted to enter the site with their vehicle and must include the site traffic rules, designated routes, parking areas and pedestrian exclusions zones.	Section 8.9 (PRO410)
(b) Visitors must report to the reception area or site office for instruction regarding traffic management control measures.	
11. CONTROL OF NOISE, DUST AND EMISSIONS	
(a) Controls shall be in place to manage compliance of vehicles on site specific to controlling noise, dust and other emissions / air pollution.	Section 8.10 (PRO410)
12. ROAD SIDE TRAFFIC MANAGEMENT - TRAFFIC PLANS	
(a) A site specific risk assessment/ Safe Work Method Statement must be developed for the activity to manage traffic requirements.	Section 9.1 (PRO410)
(b) Standardised traffic plans and procedures must be developed for conducting minor routine and mobile work on or adjacent to a road.	Sections 9.1 & 9.2 (PRO410)
(c) Traffic guidance schemes shall be developed for more extensive or complex work on or adjacent to a road, where site-specific risks will assume importance.	Sections 9.1 & 9.2 (PRO410)
(d) Traffic plans are to be developed, implemented and maintained by competent persons and include / ensure: <ul style="list-style-type: none"> Signs and traffic control devices erected prior to commencing work Speed restriction signage and protective barriers erected Appropriate alarms and warning systems in place Clearly identified pedestrian walkways and roadway crossing points 	Section 9.2 (PRO410)

AT ALL TIMES	REFERENCE
<p>designed and installed</p> <ul style="list-style-type: none"> • Public warned of adverse conditions, and guard, delineate, and, where necessary, illuminate work which may pose a hazard to road users • Long delays and detours to be avoided where possible • Adequate worker protection provided • Safe access and egress to the worksite • Compliance with permits • Arrangements to manage compliance 	
13. TRAFFIC CONTROLLERS	
(a) Accredited traffic controllers are engaged to perform traffic control duties.	Section 9.3 (PRO410)
14. AUTHORITY APPROVALS	
(a) Relevant permits and authority approvals must be in place prior to commencing work on, or adjacent to a road.	Section 9.4 (PRO410)
(b) Traffic management plans must comply with permit and approval conditions.	
15. INSPECTIONS	
(a) Traffic management signs, are to be regularly inspected by the health and safety representative at fixed sites and a suitable person at road side sites.	Section 10 (PRO410)
<p>(a) Traffic management devices at construction and roadside sites shall be scheduled and carried out daily by competent persons. Inspection of traffic management devices at work sites on, or adjacent to a road, by competent persons are carried out:</p> <ul style="list-style-type: none"> • Before starting work; • During work hours; • At the end of the day; and • After hours to monitor key controls e.g. warning lights 	
16. INCIDENT MANAGEMENT	
(a) Incidents are to be reported, investigated and managed as per QUU requirements.	Section 11 (PRO410)
<p>(b) In the event of an incident involving a member of the public, the following information shall be recorded:</p> <ul style="list-style-type: none"> • The actual type, size and location of signs and devices in use at the time of the incident; • The sign arrangement shall be photographed; • The actual width and condition of the travelled path; and • Weather conditions at the time of the incident. 	
17. EMERGENCY RESPONSE AND PREPAREDNESS	
(a) Emergency response plans are to be developed and implemented by competent persons.	Section 12 (PRO410)
(b) Workers are to be educated on the content of emergency plans these are to be tested.	
18. TRAINING AND COMPETENCY	
(a) Personnel engaged in traffic management must hold the appropriate Traffic Management qualifications.	Section 13 (PRO410)

AT ALL TIMES	REFERENCE
(b) Workers must be trained in aspects of traffic management relevant to their position.	
(c) For construction/road side sites, QUU shall engage competent persons to develop and implement emergency response procedures and plans.	Section 12 (PRO410)
(d) Emergency response plans must be developed and tested.	
(e) Workers are to be educated on the content of emergency plans and their responsibilities detailed in the plans.	
(f) Workers are to be trained in aspects of traffic management relevant to their position.	Section 13 (PRO410)
19. DOCUMENTATION	
<p>(a) All applicable documentation and records must be kept in TRIM with physical hard-copies held on site in a manner easily accessible for audit and review at each work site or facility. This includes:</p> <ul style="list-style-type: none"> • Risk assessments related to traffic management must be kept and all issues / controls recorded in QPulse. • Traffic management plans, traffic guidance schemes; • Qualifications of workers conducting traffic management activities e.g. traffic controllers; • Training records; • Daily records of sign arrangements/ traffic guidance schemes 	Sections 7.19 & 14 (PRO410)

6. REVIEW PROCESS

This document is to be reviewed every 12 months or earlier if:

- there is an identified risk to business,
- a significant safety event occurs,
- incident investigation or audit results show that application of the Quick Guide fails to deliver the required outcomes,
- there are changes in associated legislation, and
- there is evidence that the Quick Guide is not having a positive impact on safety-related KPIs.