Business Procedure

Traffic Management
Document Number – OHS-PROC-130

This document applies to the following sites:

All Sites	☐				
Rockhampton Office	☐	**Brisbane Office**	☐	**Tarong Site**	☒
Barron Gorge Hydro PS	☒	**Kareeya Hydro PS**	☒	**Mica Creek PS**	☒
Koombooloomba Hydro PS	☒	**Swanbank PS**	☒	**Mackay Gas Turbine**	☒
Wivenhoe Small Hydro PS	☐	**Stanwell PS**	☒	**Meandu Mine**	☐

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1.0 Purpose

This Business Procedure describes Stanwell's minimum mandatory requirements for traffic management.

Traffic management involves the safe movement of vehicles, powered mobile plant and pedestrians within, through and around sites.

This Business Procedure excludes specific operational and maintenance requirements for powered mobile plant and vehicles; refer to *Business Procedure: Powered Mobile Plant* and *Business Procedure: Motor Vehicle Safety and Journey Management*.

2.0 Scope

This Business Procedure applies throughout Stanwell, all its sites and all activities under Stanwell's control. It applies to all Stanwell employees and contractors, including visitors to Stanwell workplaces.

3.0 Actions

The following shall occur:

- risks associated with traffic hazards are identified, assessed, and controlled;
- traffic hazards are eliminated, where reasonably practicable; and
- where operations / work activities force changes to the flow of either pedestrian, vehicular or mobile plant traffic, adequate traffic management planning is adopted.

3.1 Planning

3.1.1 Site Traffic Management Plans

Where identified as a control via a risk assessment process, production sites where vehicles, powered mobile plant or other load shifting equipment is operated, shall develop and implement a site traffic management plan. A site traffic management plan documents how traffic risks will be managed on site. Where required, the traffic management plan shall include the following:

- the desired flow of pedestrian and vehicle movements;
- designated travel paths for vehicles including entry and exit points, haul routes for plant and materials, or traffic crossing other streams of traffic; the expected frequency and where vehicles and pedestrians interact;
- control measures for each expected interaction including illustrations of the layout of barriers, walkways, signs and general arrangements to warn and guide traffic around, past, or through a work site or temporary hazard;
- how short term, mobile work and complex traffic situations will be managed;
- responsibilities of people managing traffic in the workplace;
- responsibilities of people expected to interact with traffic in the workplace; and
- instructions or procedures for controlling traffic including in an emergency.

The following shall occur:

- consideration is given to various vehicle and mobile plant including heavy vehicles, light vehicles and mules;
- vehicles and mobile plant are physically separated from people, so far as is practicable;
- speed limits are set, clearly sign-posted and enforced;
- pedestrian routes, safe crossings and pedestrian exclusion zones as required, are provided and clearly marked;
- parking areas are provided and clearly marked;
- prominent safety signage is posted for traffic hazard(s), for example,
  - overhead hazards, e.g. structures and power lines indicating maximum vehicle clearance height(s);
  - poor road conditions;
  - poor or changed traffic conditions;
  - sharp or blind corners;
- vehicle routes are provided and clearly marked; and
- loading and unloading areas are designated and controls for pedestrian access are implemented.

Checklists to assist in the identification of traffic hazards and review of control measures are provided in the Appendices section of this procedure.

3.2 Control of Road Closures and Significant Traffic Flow Changes

Where site operations / work activities require traffic to be impeded or have significant traffic flow changes or impact on pedestrian footpaths, sites shall develop specific traffic management plans.

3.2.1 Specific Traffic Management Plans

The specific traffic management plan shall include the following details, where applicable, for the particular road closure or work activities:

- how long the specific traffic management plan will be in place;
- signage and location details;
- specific lighting requirements;
- how workers working adjacent to traffic are to be protected;
- methods of controlling plant movement;
- details of traffic control devices to be used including delineation, barricading and traffic controllers;
- instructions required to be communicated to workers; and
- inspection arrangements, including the person responsible for the undertaking of inspections and keeping of inspection records.

Note: Detailed information to assist in preparing a specific traffic management plan can be obtained from Traffic Management for Construction or Maintenance Code of Practice 2008.

The following is a list of general requirements that are to be considered when undertaking activities that may involve road closures or in the course of road construction related work. These requirements are particularly important on perimeter roadways and public access areas:

- advance warning for on-site / off-site traffic (e.g. visual warning, email communication in advance);
- clear delineation of the work area or road closure to be provided for vehicular traffic;
- existing signs that do not apply during road closure or works are to be covered;
- convenient paths for pedestrians are to be provided;
- unnecessary interference with traffic flow is to be avoided; and
- after the road closure or construction related work is completed, all signs and devices used during the activity or work are to be removed and the conditions returned to normal.

4.0 Signage

Where erected on public roads, traffic management signage is to be fully approved and in accordance with *AS 1742.3 - Manual of Uniform Traffic Control Devices – Traffic Control Devices for Works on Roads,* and *AS 1742.11- Manual of Uniform Traffic Control Devices – Parking Controls.* Where erected on internal power station roads, traffic management signage is to be determined by a risk assessment process.

5.0 Training and Competency

Workers, contractors and visitors shall be provided with information, instruction and training in the use of the traffic management plan(s) as per Stanwell's requirements.

6.0 References (Including Information Services)

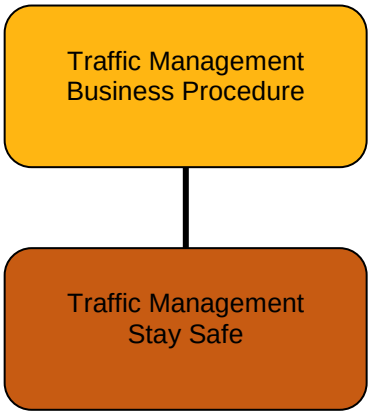
Source	Reference
Legislation and National Guidance Material	• *Queensland Work Health and Safety Regulation 2011, Part 3.2, Chapter 5* • *Queensland Traffic Management for Construction or Maintenance Code of Practice 2008.* • • *General Guide for Workplace Traffic Management*; Safe Work Australia, July 2014 • *Traffic Management: Guide for Construction Work:* Safe Work Australia, July 2014 • *Traffic Hazard Checklist:* Safe Work Australia, July 2014 • *Traffic Control Measures Checklist:* Safe Work Australia, July 2014
Australian Standards	• AS 1742.3: 2002 - Manual of Uniform Traffic Control Devices – Traffic Control devices for Works on Roads • AS 1742.11- Manual of Uniform Traffic Control Devices – Parking Controls.
Business Procedures	• Powered Mobile Plant • Motor Vehicle Safety and Journey Management
Stay Safe	• Traffic Management
Tools	• Nil

7.0 Definitions

Term	Meaning
Powered Mobile Plant	Plant that is provided with some form of self-propulsion that is ordinarily under the direct control of an operator, and may include, but is not limited to: • earthmoving machinery, for example, rollers, grades, scrapers, bobcats • excavators • cranes • hoists • elevating work platforms • concrete placement books • reach stackers and forklifts. • PMP does not include passenger vehicles, for example, cars, trucks and mules.
Plant	Includes any machinery, equipment, appliance, container, implement and tool, any component of any of those things and anything fitted or connected to any of those things. Examples of plant include lifts, cranes, computers, machinery, conveyors, forklifts, vehicles, power tools and amusement devices.

8.0 Appendices

Appendix A Traffic Management Document Flowchart



Appendix B Traffic Hazard Checklist

Traffic management hazards generally come from the interaction between vehicles and pedestrians. This checklist can assist in the identification of traffic management hazards. Use of this checklist is not mandatory, provided another means to identify traffic hazards is adopted.

CONSIDER THE FOLLOWING	Yes	No	Comments / Action
Have you checked the floor plan of your workplace? Sketching the layout of the workplace can also help.			
Have you asked your workers, pedestrians and visiting drivers about traffic management problems they encounter at your workplace?			
Have you reviewed your incident and injury records including near misses?			
Is there security footage that can be reviewed to identify areas where pedestrians and vehicles interact?			
Which vehicle types including powered mobile plant use the same area as pedestrians?			
How do vehicles, delivery drivers and pedestrians move around the area? • Are they separated? • Are there physical barriers to stop them interacting? *Note*: It can be difficult to see pedestrians when plant is reversing, moving at speed or has a load.			
Do vehicles queue in a way that could create risks to pedestrians, for example crossing walkways or obstructing people's view of vehicles?			
Are routes wide enough to separate vehicles and pedestrians?			
How often and where do vehicles and pedestrians interact? • Can work be scheduled to minimise interaction e.g. loading and unloading at night, before businesses open or when people leave the work area e.g. during meal breaks for manufacturing process lines?			
Are activities done close to public areas?			
When are traffic volumes higher e.g. pick-up and delivery times and vehicles arriving and leaving? • Are there certain times when there are more people moving around the workplace e.g. break times and the ends of shifts?			

CONSIDER THE FOLLOWING	Yes	No	Comments / Action
Where are potential collision locations? For example: • intersections and bottleneck areas around driveways and entrances • 'blind' or convex corners • where vehicles work close to other vehicles or pedestrians • lack of disabled access to and within a workplace e.g. where a person in a wheelchair shares a ramp used by forklifts.			
Are workers and visitors safe from vehicles when hitching and unhitching trailers, carrying out maintenance, getting on and off vehicles and securing loads?			
Is contact with stationary objects possible? For example, overhead structures, stationary plant or stored or discarded items.			
Are there blind spots at the workplace caused by stationary equipment and vehicles and other areas of poor visibility or low lighting levels? Consider how well the driver can see when their vehicle is moving.			
What other hazards could arise when routing pedestrians, for example noise, emissions or falling objects?			
What impact does the physical environment have on health and safety e.g.: • road surfaces • poor drainage and flooding • lighting levels and visibility, and • shade and light glare at different times of day?			
Are pedestrian routes designed so pedestrians will not take short cuts?			
Are workers and visitors aware of the hazards and what procedures are in place to manage risks e.g. site induction training?			
Are contractors and new people to the site supervised?			

Appendix C Traffic Control Checklist

This checklist can assist in the implementation of effective control measures. Use of this checklist is not mandatory, provided another means to identify traffic control measures is adopted.

1.0	Separation	Y	N	NA
1.1	Are separate entries and exits provided for vehicles and pedestrians including visitors?			
1.2	Do the entries and exits protect pedestrians from being struck by vehicles?			
1.3	Does the layout of the workplace effectively separate pedestrians, vehicles and powered mobile plant?			
1.4	Are systems in place to keep pedestrians and moving vehicles or plant apart like physical barriers, exclusion zones and safety zones?			
2.0	**Vehicle routes**	**Y**	**N**	**NA**
2.1	Are the roads and pathways within the workplace suitable for the types and volumes of traffic?			
2.2	Are loading zones clearly marked?			
2.3	Do vehicle route designs take into account vehicle characteristics under all conditions, for example emergency braking, running out of fuel or adverse weather?			
2.4	Are there enough suitable parking places for every vehicle and are they used?			
2.5	Are traffic directions clearly marked and visible?			
2.6	If a one way system is provided for vehicle routes within the workplace is it properly designed, signposted and used?			
2.7	Are vehicle routes wide enough to separate vehicles and pedestrians and for the largest vehicle using them?			
2.8	Do vehicle routes have firm and even surfaces?			
2.9	Are vehicle routes kept clear from obstructions and other hazards?			
2.10	Are vehicle routes well maintained?			
2.11	Do vehicle routes avoid sharp or blind corners?			
3.0	**Pedestrian routes**	**Y**	**N**	**NA**
3.1	Are pedestrian walkways separated from vehicles?			
3.2	Where necessary are there safe pedestrian crossings on vehicle routes?			
3.3	Is there a safe pedestrian route which allows visitors to access the site office and facilities?			
3.4	Are pedestrian walkways clearly marked?			
3.5	Are pedestrian walkways well maintained?			
4.0	**Vehicle movement**	**Y**	**N**	**NA**
4.1	Have drive-through, one-way systems been used to reduce the need for reversing?			
4.2	Are non-essential workers excluded from areas where reversing occurs?			
4.3	Are vehicles slowed to safe speeds, for example speed limiters on mobile plant or chicanes on vehicle routes?			
4.4	Do drivers use the correct routes, drive within the speed limit and follow site rules?			
5.0	**Signs**	**Y**	**N**	**NA**
5.1	Are there appropriate speed limit signs?			

5.2	Are there clear warnings of powered mobile plant hazards?			
5.3	Is there clear signage of pedestrian and powered mobile plant exclusion zones?			
5.4	Is lighting adequate to ensure signs are visible, particularly at night?			
6.0	**Warning devices**	**Y**	**N**	**NA**
6.1	Are flashing lights, sensors and reversing alarms installed on powered mobile plant?			
7.0	**Information, training and supervision**	**Y**	**N**	**NA**
7.1	Do powered mobile plant operators have relevant high risk work licences? Are they trained in operating the particular model of plant being used?			
7.2	Have workers received site specific training and information on traffic hazards, speed limits, parking and loading areas?			
7.3	Is information and instruction about safe movement around the workplace provided to visitors and external delivery drivers?			
7.4	Is the level of supervision sufficient to check traffic movement and ensure safety of pedestrians and drivers?			
8.0	**Personal Protective Equipment**	**Y**	**N**	**NA**
8.1	Is high visibility clothing provided and used?			
9.0	**Vehicle safety**	**Y**	**N**	**NA**
9.1	Have vehicles and powered mobile plant been selected which are appropriate for the tasks to be done?			
9.2	Do vehicles have good direct visibility or devices for improving vision like external and side mirrors and reversing sensors?			
9.3	Are vehicles fitted with effective service and parking brakes?			
9.4	Do vehicles and powered mobile plant have seatbelts where necessary?			
9.5	Is there a regular maintenance program for all vehicles and powered mobile plant?			
9.6	Is there a system for reporting faults on all vehicles and powered mobile plant?			
9.7	Do drivers carry out basic safety checks before using vehicles?			