

# **CONVOY**

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T R A N S P O R T

**CONVOY TRANSPORT PTY LTD**

**Occupational Health and Safety**



Amendment Traffic Management Policy

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Record

Reviewed by: Jason Haywood  
Managing Director

Approved by: Jason Haywood  
Managing Director

## Traffic Management Policy

### Definitions:

Traffic Management: The management of powered mobile plant/vehicles and their immediate environment, with a strong focus on the interactions with pedestrians while on site.

Traffic: All vehicles, powered mobile plant or other mobile equipment that has the capacity to cause harm to people or damage infrastructure.

### Scope:

This policy applies to all workers, including contractors of Convoy Transport Pty Ltd who may be exposed to risk interactions with powered mobile plant/vehicles on site.

### Policy:

Convoy Transport Pty Ltd acknowledges the effective management of traffic is critical to the safety of people in the workplace.

Convoy Transport Pty Ltd is committed to preventing injuries caused by powered mobile plant/vehicle interactions with people will endeavour to eliminate or reduce the number and severity of injuries caused by powered mobile plant/vehicle interactions.

This will be achieved by implementing clear traffic management processes to manage hazards and the associated risks arising from these interactions. and to establish controls to minimise the risk of personal injury and damage due to those interactions.

Convoy Transport Pty Ltd has implemented strategies to minimise the risk of worker injury from traffic interactions including:

- Developing and implementing a TMP;
- Designating responsibilities for people managing or interacting with traffic in the Workplace;
- Developing control measures for expected interactions (including temporary hazards) where operations/work activities force changes to the flow of either pedestrian, or other traffic;
- Instructions/procedures for controlling traffic (including emergencies);
- Training workers in traffic management control measures.



## Traffic Management Procedure

At Convoy Transport Pty Ltd the Organisation is responsible for ensuring that:

- The identification of all traffic movement paths in the workplace;
- Risk assessments are carried out for all traffic movement where there is a risk of interaction with people or infrastructure;
- Adequate and appropriate training is provided to workers in respect to traffic management and operation of any plant or vehicle;
- Traffic management procedures are monitored and reviewed as required;
- A TMP is developed and put into place;
- Allocation of resources for effective traffic management.

Supervisors are responsible to ensure:

- Control measures are inspected and maintained;
- Permanent and temporary warning signs are in place and visible;
- Access ways are kept clear;
- Only undamaged signs are used;
- Weekly inspections are recorded;
- Training needs are identified;
- Workers/subcontractors to attend training.

Workers/subcontractors have a responsibility to:

- Assist and cooperate with the identification of traffic management issues in the workplace;
- Attend traffic management training when required;
- Ensure that they know how to use equipment safely and that they use all equipment in a correct manner;
- Are licensed to use the plant or vehicle they are operating;
- Respect all traffic management rules and procedures.

### Risk Assessment:

The following conditions are to be addressed within the TMP:

- Entering and exiting work site from adjacent roads. (including reversing);
- Entering and exiting buildings (warehouses etc.);
- Delivery points;
- Loading and unloading points;

- Reversing manoeuvres within the work area;
- Transit through the work area adjacent to personnel and other hazards;
- Parking areas;
- Speed limits;
- Collision points (pedestrian's regular routes and where they overlap with powered mobile plant and vehicles).

Traffic management hazards and risk will be identified by:

- Observing traffic movement;
- Hazard reports;
- Seeking worker input;
- Consulting with individuals with specialised knowledge and skills if required.

All risk assessments will be documented and take the following risk factors into account:

- The actual/predicted path of pedestrian and traffic movement;
- The risk of interaction of vehicles and pedestrians (frequency and how dangerous);
- The strategy for placement of signs, barriers, or other traffic guides;
- Short term traffic management;
- Emergencies.

Controls are implemented using a hierarchy of controls. E.g.:

- Eliminate task (design it out);
- Substitute for less hazardous options;
- Isolate people from risk;
- Use engineering controls (e.g. barriers);
- Develop procedures and administrative controls (line markings, signs etc.);
- Provide Information, training and instruction.

Risk controls are reviewed whenever:

- A control is no longer effective;
- Any change is likely to introduce new or different hazards that current controls will not adequately address;
- A new hazard or risk is identified;
- Results of consultation indicate a review is needed.

### **Vehicle Movements:**

The team will plan and develop procedures for all traffic movement based on the risk assessment.

Types of vehicle movements may include:

- Delivery and Dispatch of plant/equipment (Heavy vehicle);
- Frequent regular traffic of clients, workers, subcontractors' vehicle (light vehicle);

- Movement at the workplace of plant/equipment (e.g. forklifts);
- Deliveries/Dispatch of materials, supplies (loading and unloading areas).

#### **Planning traffic management:**

- Traffic management at the workplace will be carefully planned before work starts. Planning will involve identifying the hazards, assessing the risks and determining appropriate control measures by engaging with all workers involved in the work as necessary;
- Specific control measures must be implemented before using powered mobile plant near overhead power lines or underground utilities.

#### **Worker Training and Qualification:**

- Workers responsible for the management, operation, use and maintenance of traffic management measures requiring certification hold current operator's licenses and are fully trained and competent as required by the relevant Authorities;
- Workers must be trained to safely deploy or operate traffic management measures by a person who is suitably competent/experienced in its use;
- The workers must be able to demonstrate the safe use of any equipment under supervision before being allowed to undertake traffic management work unsupervised. E.g. radios, traffic signals or signs.

#### **Minimising vehicle movements:**

Traffic movement around the workplace will be minimised as much as possible. This will be achieved where practicable by:

- Controlling entry/exit to the work area by planning or engineering processes (e.g. gates, signage, speed control);
- Developing storage areas so delivery vehicles do not have to cross the at the workplace;
- Scheduling work processes to minimise the number of vehicles operating at the same time;
- Scheduling work processes to minimise the number of vehicles operating while people are moving through an area (e.g. start and finish of shifts).

#### **Parking areas:**

Where practicable, parking areas will be designed to:

- Be situated between the access point of the road and the work area;
- Not require passing through busy work areas;
- Be clearly marked and sign-posted for visitors;
- Be well-lit and provide an unobstructed view;
- Be situated away from regular traffic pathways;
- Utilise pathways leading to and from parking areas which are isolated from vehicle pathways (separate by using a barrier or administrative control e.g. flagging, hazard netting or physical barrier);

- Have clearly signed crossing points where a pedestrian pathway crosses a traffic pathway.

### **Reversing vehicles:**

Where possible, The TMP will avoid the need for vehicles to reverse. Where possible utilising one-way traffic flow. All reversing vehicles and powered mobile plant will:

- Have vehicles will be fitted with reversing warning alarms;
- Will have sufficient mirrors or cameras to allow the driver to see clearly behind the vehicle;
- Ensure that, for reversing vehicles/plant (e.g. delivery vehicles) a spotter wearing hi visibility clothing assists/signals the driver;
- Ensure the driver always exits the vehicle at the earliest opportunity to assess the travel path before commencing reversing operations.

### **Temporary Traffic Control:**

Where temporary road traffic control is required (e.g. when providing temporary road bypass for oversize loads etc.):

- Approvals and permits are sought from local council and/or state road transport departments where necessary;
- A TMP is developed for the temporary works (this can be a separate plan to the Construction TMP if required);
- Only accredited traffic controllers are to perform traffic control duties;
- All traffic control measures put in place must be implemented as per Australian Standard AS 1742.3–2009: Manual of Uniform Traffic Control Devices, Part 3: Traffic Control for Works on Roads ('AS 1742.3-2009') or other requirements as per permit conditions;
- Traffic controllers must have the required accreditation to perform traffic control duties;
- Traffic controllers must have sufficient experience to setup and control traffic safely and efficiently.

### **Powered Mobile Plant/Vehicles:**


- Will be operated in a safe manner;
- Only licensed/certified and competent workers are to operate vehicles/plant;
- Will comply with defined speed limits and directions;
- Pre-start safety checks must be conducted for vehicles/plant;
- Damaged or faulty plant/machinery must not be used, and reported to your Supervisor or Manager immediately;
- Will adhere to all traffic signs and directional markings;
- A moving vehicle will never be mounted or dismounted from. (Never ride on or carry passengers unless in an approved seating position (no seat-no ride!));
- Unload/load vehicles/plant only in designated areas;
- Park vehicles/plant only in designated areas;

- Switch off vehicle/plant if unattended;
- Do not operate vehicles/plant in defined pedestrian areas;
- Stop and continue at a walking speed when entering blind corners;
- Complete incident/accident reports as appropriate.

**Uncontrolled movement of vehicles and powered mobile plant:**

To prevent uncontrolled movement always ensure:

- Risk assessment is undertaken prior to working on vehicle;
- Keys are removed from the vehicle's ignition and secured;
- Parking brake is on;
- Wheels are chocked on both sides of the vehicle using serviceable purpose-built chocks;
- Work is undertaken on a flat even surface capable to bear the point load of any jacks/lifting equipment or ramps;
- A lockout system or warning sign is in place to prevent the vehicle from being started, or the vehicle or any part of it being inadvertently moved;
- Powered mobile plant attachments are fully lowered before starting work;
- For work under heavy vehicles, ensure appropriate load support is used (e.g. stands or lifting devices).

 *Do not rely on portable hydraulic system to hold any part of equipment in raised position Always use installed lift brace equipment and/or suitable SWL blocks/jacks.*

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300065	Workplace TMP Template ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300114	Workplace TMP Risk Assessment Form ( <i>OHSMS Recording Forms</i> )
Document #: OHSF300115	Workplace Traffic Management Checklist ( <i>OHSMS Recording Forms</i> )
Document #:	
Document #:	