

1. Purpose

To describe the process for traffic management at workplace / sites City of Greater Dandenong (CGD).

2. Scope

This procedure applies to all employees, contractors, and volunteers at CGD workplaces and worksites under the management and control of CGD. Either directly or through contractors engaged by CGD.

3. Definitions

Contractor: An organisation, or individual, including all their employees and sub-contractors, with a contractual agreement with CGD to provide a specific service or range of services in accordance with the contract terms and the defined scope of the contract. This includes Labour Hire Agencies.

Contract Manager: A member of CGD personnel tasked to manage the work under the Contract in accordance with the Contract specification.

Hazard: A source or a situation with a potential for harm in terms of injury or illness, damage to property, damage to the environment, or a combination of these.

Registered Training Organisation (RTO): A training provider registered by Australian Skills Quality Authority (ASQA) or, in some cases, a state regulator, to deliver Vocational Education and Training (VET) services. Refer to: www.asqa.gov.au

Road Traffic Controllers: Personnel who are involved in directing vehicular and pedestrian traffic around a construction zone, accident or other road disruption.

Safe Operating Procedure (SOP): A document that provides step by step guidance for workers completing a specified task so that health and safety is maintained.

SOPs state what the potential hazards are and the precautions that need to be taken.

Safe Work Method Statement (SWMS): A document that identifies work that is high risk construction work, states the hazards and risks to health and safety of that work, describes the measures to control those risks and describes the manner in which the risk control measures are to be implemented.

Traffic Management Plan (TMP): A proposal for the management of traffic, including any relevant traffic guidance scheme and standard operating procedures that relate to the management of traffic during the conduct of works.

Traffic Management Plan Consultant: Person or organisation having detailed knowledge of current traffic management principles, applicable legislation, codes of practice and Australian Standards, which can be utilised by CGD to develop traffic management plans.

Traffic Hazards: Hazards posed by use of vehicles or mobile plant equipment present at permanent and temporary workplaces and work sites.

4. Responsibilities

For general OHS responsibilities refer to the CGD OHS Responsibility Procedure.

The Team Leader Risk & OHS is responsible for:

- ensuring the procedure is implemented and reviewed, as required.

Managers are responsible for:

Implementing the procedure in their area of responsibility, including:

- ensuring TMPs are adequate and revised when required to ensure traffic hazards are being adequately controlled;
- developing new or revised TMPs;
- ensuring the requirement for TMPs are included in contract specifications as required
- ensuring that companies contracted to undertake work for CGD that involves Traffic Hazards are familiar with and comply with this Procedure, and;
- communicating and consulting with relevant employees, contractors and volunteers about this procedure.

Contract Managers or their nominated representative are responsible for:

- implementing this procedure in their area of responsibility.

5. Procedure

5.1 Traffic Management Plan (TMP)

Where Traffic Hazards have been identified at CGD workplaces and work sites, TMPs must be developed, referring also to the CGD OHS Risk and Change Management Procedure.

For Traffic Hazards identified in projects that involve initial design, or re-design, of a building or structure, plant or workplace layout, refer to CGD OHS Safety in Design Procedure.

In developing TMPs:

- use of TMP Consultant/s is recommended for development and review;
- follow CGD OHS Risk and Change Management Procedure principles in identification and review of traffic controls;
- keep records of consultation and any changes;
- current legislation, codes and standards relevant to traffic management must be considered;
- relevant components of the TMP must be in a form that is easy to understand;
- provide details relevant to the Traffic Hazards: whether they are permanent or temporary situations, risk levels, nature of the activities being carried out and potential of the introduction of new Traffic Hazards;
- in temporary situations a TMP may be adequately encompassed within a Safe Operating Procedure (SOP) or Safe Work Method Statement (SWMS), and;
- provide a safe environment for all persons working on, and traffic travelling along, roads.

5.2 Consultation

TMPs should be developed and reviewed in consultation with relevant employees, contractors and other relevant stakeholders that may be impacted by Traffic Hazards or controls implemented.

5.3 Competency requirements

5.3.1 TMP Consultants

TMP Consultants must demonstrate currency of both knowledge and experience to identify all the Traffic Hazards and provide relevant and practical advice on suitable controls.

This may be demonstrated through:

- completion of an appropriate unit of competence in a course involving TMP preparation (e.g. RIICWD503D - Prepare work zone traffic management plan or equivalent);
- maintaining currency of knowledge by completion of appropriate refresher course (within the last three years) from an RTO;
- having had a minimum of two years' experience in preparing TMPs.

5.3.2 Road Traffic Controllers (RTCs)

RTCs should demonstrate competency through completion of an appropriate course such as *RIIWH5205D - Control traffic with stop-slow bat* or equivalent and demonstrate that they are fit to undertake the role.

5.4 Monitoring effectiveness of TMPs

CGD TMPs must be reviewed and revised as necessary, e.g. occurrence of a near miss or other incident, review or observation that indicates Traffic Hazards are not being adequately controlled.

5.5 Documentation

CGD TMPs for permanent workplaces should be document controlled, consistent with the CGD OHS Document Control Procedure.

6. References

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Code of practice Worksite Safety – Traffic Management, Road Management Act 2004

7. Related Documents

CGD OHS Responsibility Procedure

CGD OHS Risk and Change Management Procedure

CGD OHS Safety in Design Procedure

CGD OHS Document Control Procedure

CGD OHS Consultation, Communication and Issue Resolution Procedure

Document History Version Number	Issue Date	Approved by	Description of Change
0.1			1 st Draft from MAV/JLT
0.2		10.10.2019	Approved by OHS Policy Sub-Committee
0.3		18.11.2019	14 Day Employee Consultation
1.0		November 2019	Approved by OHS Oversight Team