



Traffic Management Procedure

HSEQ Management System Procedure

What this procedure describes:

To assist managing the risks associated with pedestrian and vehicular traffic interactions.

Why it is required

- TasNetworks is required to manage the risks associated with traffic management in accordance with the Work Health and Safety Act 2012, its Regulations, Traffic management guidelines and relevant Australian Standards.
- The procedure supports TasNetworks' goal of Zero Harm.



Who it applies to and when

This procedure applies to all workers associated with TasNetworks' work sites.

Traffic presents a danger to people working at or visiting TasNetworks in the following four ways:

1. The distribution business is faced with the risk of being injured by traffic when performing underground and overhead electrical work near roads, for instance, when maintaining streetlights and servicing infrastructure.
2. Truck drivers, forklift operators and people working in or near exclusion zones or where loading or unloading is performed are at risk of being hit by moving plant.
3. Workers and people visiting TasNetworks could encounter traffic at pedestrian crossings, car parks and loading areas.
4. Workers and people visiting depots, offices and warehouses.

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This procedure must be applied when work will be performed:

- on or near a road or other traffic corridor
- on or near pedestrian crossings or walkways
- on or near pedestrian exclusion zones
- on or near car parks and parking areas
- on or near loading areas
- near a railway
- near shipping lanes, and
- where mobile plant, such as Elevated Work Platform Trucks, will be used.

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1. Traffic Management Requirements (TMP)

1.1 Depot and Office Traffic Management Plans

Each depot and office must set up a traffic and pedestrian management plan. These plans are to be incorporated into the site HSE management plans.

A traffic management plan may include details of:

- 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.
- instructions or procedures for controlling traffic including in an emergency.

The following controls are required:

- Designated parking locations
- Short term parking locations
- Disabled parking locations
- Vehicle speed limits are set at (15km/hr) with clearly displayed signage
- Speed controlling devices are in place
 - Speed humps
- Other considerations
 - One way signs and painted arrows
 - Reverse parking requirements
 - Painted pathways for pedestrians
 - Signage to indicated reception/office entry location

1.2 Warehouse Traffic Management Plans

Each warehouse must set up a traffic and pedestrian management plan. These plans are to be incorporated into the site HSE management plans. Key issues to consider for warehouse traffic management:

- pedestrian safety
- pedestrians working with vehicles including trucks and vans and powered mobile plant
- using powered loadshifting equipment
- the layout of the work area
- signs, warning devices and visibility.

A traffic management plan documents and helps explain how risks will be managed at the warehouse. This may include details of:

- designated travel paths for vehicles including entry and exit points or traffic crossing
- other streams of traffic
- pedestrian and traffic routes
- how often powered mobile plant and pedestrians interact

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- traffic control measures for each expected interaction including drawings of the layout of barriers, walkways, signs and general arrangements to warn and guide traffic around, past, or through the workplace or temporary hazard
- the responsibilities of people managing traffic at the workplace
- the responsibilities of people expected to interact with traffic at the workplace
- instructions or procedures for controlling traffic including in an emergency, and
- how to implement and monitor the effectiveness of a traffic management plan.

The following controls are required to be implemented:

- Painted passageways for pedestrians
- Speed limits for forklifts
- Hi vis clothing for pedestrians
- Separate pedestrian doors
- Other considerations
 - One way signs and painted arrows

See Appendix 1 for considerations for loading zones and mobile plant traffic controls.

1.3 TMP Requirements- Road side projects

1.3.1 General Requirements

TasNetworks employees must use and set up a TasNetworks TMP for road side projects.

A copy of all standard TasNetworks' TMPs are contained in the Zone. Use the following selection matrix to determine the most appropriate TMP to use:

<http://hsegzone.tnad.tasnetworks.com.au/how-to/work-practices/Documents/Traffic Management Plan Selection Matrix.pdf>

TasNetworks TMPs cover open roads and non busy back street urban roads and have been provided for implementation under the following conditions :-

- Traffic flow is minimal.
- The road is straight with good visibility to oncoming traffic from both directions.
- The vehicle(s) can be parked safely on the road, road verge or shoulder or, in an off road parking lane.
- The TMP shall not be set up :-
 - On a corner or sharp bend.
 - Near or at traffic lights.
 - On roundabouts.
 - At major intersections.
 - On bridges.
 - Where there are too many pedestrians to manage, even after using Closed Footpath Signs.
 - Where public vehicles would have to cross the centre of the road or centre line where the TMP is set up, unless the specific TMP indicates otherwise.
 - Where more than 1500 vehicles pass the work site per day (about one every minute) and the work vehicle is not classed as plant (EWP, Proline or Crane) or does not have a flashing arrow sign fitted.

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- Where a TasNetworks TMP cannot be used, the Traffic Management Contractor shall be called in to set up an appropriate TMP.

General Guidelines:

- Where possible, avoid setting up an EWP at a TMP site where :-
 - The boom arm could swing outside the range of where the traffic cones have been set up.
 - The bucket would be placed over traffic passing below, as this creates a risk of tools and equipment falling out of the bucket onto vehicles or pedestrians.
- Take the following work factors into consideration when planning for traffic management :
 - There may be a requirement later in the day for a Proline to arrive on site and swing a power pole into position for installation and back filling and therefore;
 - An TasNetworks TMP may be appropriate at the start of the job but, a Traffic Management Contractor (TMC) may be required to implement a TMP for when the Proline is on site later on.
- For a large job the TMP may spread over quite a distance therefore, ensure all TasNetworks work vehicles are stationed within the TMP cones and signs.
- There may be a requirement for an TasNetworks work vehicle to move outside the site TMP set up (e.g. to scope out work further down the road) and if so;
- The Job Manager shall ensure a TMP is put in place if the work vehicle is parked on the road edge/shoulder/verge or, encroaching out on the road or any TasNetworks employee is working on near the road edge (e.g. lifting a turret lid) where safety against traffic flow is an issue.

A TMP is required where work for TasNetworks is being undertaken within a public road reserve where;

- Work vehicles are parked on the road edge/shoulder or on the road or;
- Back from the road edge but work is being carried out by the employee(s) in the road reserve which may place them in danger from oncoming traffic e.g. removing the lid from a turret near the road edge to carry out inspection or repair work.

A TMP is not required:

- Where an TasNetworks employee or Contractor employee working for TasNetworks parks a work vehicle in a safe position in a public road reserve to remove tools and other equipment from the vehicle to work at the customer's private property. An example of this would be an Electrical Inspector parking the work vehicle and removing a step ladder and test equipment to carry out an electrical inspection inside the customer's premise.
- When carrying out work involving the movement of work vehicles on private property.

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1.3.2 Work Site Management Control

- A work site comes under the control of a TasNetworks Job Manager or TasNetworks Service Provider Job Manager regardless of who has set up the traffic management for the site.
- The Job Manager is responsible for :-
 - Overall site management.
 - Ensuring traffic management persons also comply with requirements for, site safety and, working under an Access Authority where applicable.
 - Ensuring all persons at the work site comply with requirements of the TMP implemented.
 - Ensuring all TMC employees have Instructed Person accreditation to be allowed at a TasNetworks work site to set up a TMP.
- Before any site work can commence, the Job Manager shall conduct a Job Risk Assessment (JRA) and work in liaison with TMC employees and conduct a site tool box meeting to cover the following issues off :-
 - Outcomes from the JRA that affect TasNetworks and TMC employees and the safe working requirements to be adhered to.
 - The proposed TMP that will be implemented and see how this fits in with;
 - The type of work TasNetworks employees will be doing (e.g. static or moving work site) and;
 - What roles the TMC employees will be carrying out and;
 - What traffic management roles and activities TasNetworks or Civil Contractor employees will be carrying out and, from this discussion;
 - The Job Manager shall reach an agreement with the TMC employees on the TMP to implement. TMC employees shall carry and furnish proof of their traffic management qualifications if requested by a TasNetworks or Civil Contractor Job Manager, Line Manager or Auditor at a TasNetworks work site.
- Throughout all the TasNetworks tasks being implemented the Job Manager (and TMC if used) shall monitor that the appropriate TMP is in place and is effective in providing a safe work place against traffic and pedestrian flow and;
- This particularly applies to a large job on a moving work site where conditions will change and therefore, the TMP must be adjusted or changed where necessary to provide adequate safety and;
- This may require going back through the selection process again and changing to a higher or lower level TMP as required.
- All work must be completed and all work vehicles and persons must have left the site before any traffic management equipment is removed.
- Traffic management equipment must be removed from the work site as soon as possible after the work on site has been completed.
- The time the site was de-mobbed must be recorded (in the Traffic Mgt. Log Book for TasNetworks employees).

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1.4 Fleet Management

1.4.1 Traffic Management Vehicle Requirements

Line Managers must ensure existing TasNetworks vehicles used for traffic management are checked for old non reflective traffic management signs etc. that do not comply with AS 1742.3 and then, ensure the vehicles are properly fitted out with traffic cones and signage etc. in compliance with AS 1742.3 and associated standards before these vehicles are permitted to be used for traffic management.

Fleet personnel involved in purchasing new vehicles shall :-

1. Consult with the relevant Line Manager to determine in advance what traffic signage and associated equipment is required and then determine if any alterations are required to the new vehicle(s) and then;
2. Ensure the new vehicles are kitted out with the new traffic management equipment required prior to purchase and delivery for field use.

1.3.2 Vehicles Classified as Plant

AS 1742.3 has a requirement that where traffic flow exceeds 1500 vehicles per day past the intended work site (approx. one every minute) a support vehicle is required to be fitted with a type A (smaller sign for light vehicles) or type B (for large vehicles and plant) flashing arrow sign.

TasNetworks has received special dispensation from the Tasmanian, Department Of Infrastructure, Energy and Resources (DIER) to have large vehicles, such as EWPs and Prolines, classed as plant and therefore, it is only necessary to have two rotating flashing lights fitted instead of the flashing arrow sign (either side of the cabin roof is preferred to provide best visibility to oncoming traffic).

Therefore, Line Managers must ensure all existing EWPs and Prolines are, fitted with a minimum of two rotating flashing lights to comply with the DIER requirement.

1.4.3 Vehicles Not Classified as Plant

- Work vehicles normally used for road works (e.g. utes, work vans or small flat trays), must be fitted with twin rotating flashing lights, so they can be used on roads where traffic flow does not exceed 1500 vehicles per day beyond which;
- These vehicles must, be fitted with a type A flashing arrow sign to cope with traffic flow exceeding 1500 vehicles per day or;
- Have a support vehicle or trailer fitted with a type B flashing arrow sign, as shown by the following example.

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Large type B Flashing

Arrow Sign



- For vehicles not normally used for road work purposes, only a single rotating flashing light is required (or portable unit that can be placed on the roof when needed).

1.5 Service Provider Requirements

The requirements of this TasNetworks procedure for traffic management must be complied with by Service Providers working for TasNetworks (e.g. Civil and Cartage Contractors) unless a TMC will be engaged at all times implement and monitor traffic management plans on site.

Where a Service Provider will be working to TasNetworks traffic management requirements :-

- A hard copy of this procedure and associated traffic management plans (TMPs) will be provided upon request.
- The Service Provider must ensure all traffic management equipment (cones, bollards, speed signs etc.) complies with AS 1742.3 and associated standards.
- Service Provider's employees must be trained and accredited to the appropriate level to be permitted to implement and monitor traffic plans.
- The Service Provider must adopt and follow all the same principles and guidelines contained in the procedure.

1.6 Training and Competency

It is important each worker, contractor, subcontractor, visiting driver and other person affected by traffic at TasNetworks' workplaces clearly understand their responsibilities for maintaining a safe workplace and safe work practices.

Workers

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Certain types of plant, for example forklifts and some types of cranes, require the operator to have a high risk work licence before they can operate the plant. Further information is available in TasNetworks' Managing Plant procedure.

People operating plant (such as truck drivers, forklift operators and people working in or near exclusion zones or where loading or unloading) require training as per Table 1.

Table 1 – Worker Training Requirements

Worker and Task Description	Training Requirements
Workers who implement a Traffic Management Plan	"Implement Traffic Management Plan"
Refreshers for the above tasks	3 yearly

Visitors and customers

Anyone who has access to a TasNetworks' workplace where traffic may be a WHS risk to them must be provided with information such as designated safe routes, parking areas, pedestrian exclusion zones and speed limits. Further information about inducting visitors is available in [Tasnetworks Induction, Training and Competence Procedure](#)

2. Responsibilities

2.1 TasNetworks

- Must eliminate, or if not possible, minimise the risk of people being injured by vehicles at the workplace. This needs to be done in accordance with the Tasmanian Department of Infrastructure, Energy and Resources' requirements for road use and traffic management.
- Must ensure workplace entrances and exits and anything arising from the workplace do not present a WHS risk.
- Must ensure mobile plant (under their management or control) do not collide with pedestrians or other powered mobile plant. If the possibility of collision cannot be eliminated, the plant must be fitted with warning devices.
- Principal contractors for construction projects valued at over \$250 000 must prepare a WHS management plan and manage WHS risks associated with traffic in vicinity of the workplace.

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2.2 Managers, Team Leaders and Supervisors

- Need to consult workers and their health and safety representatives when identifying, assessing, controlling and reviewing the risk associated with traffic management in accordance with TasNetworks' HSE Responsibilities procedure.
- Need to regularly check control measures that are being used by their team are suitable, at the highest level of control possible and being used correctly. This includes checking work procedures are being followed, workers are trained and competent to work with traffic and tools and equipment are fit for work.
- Consult a Health and Safety and Environment Advisor:
 - if you are unsure of how to control a risk associated with traffic management, and
 - if any control measures need to be improved or revised, including these procedures.

2.3 Workers

Workers must:

- Attend traffic management training as instructed;
- Include TMP requirements in the Daily/Task Risk Management Plan;
- Review the TMP requirements as conditions change and, where necessary, cease work and advise the Team Leader or Manager; and
- Report all instances of traffic management improvement opportunities so that others can benefit.

3. Reference documents

The following documents were reviewed as part of developing this procedure:

Legislation			
<ul style="list-style-type: none">• Federal Register of Legislation, The Work Health and Safety Act 2012• Tasmanian Work Health and Safety Regulations, 2012			
Codes of Practice, Industry Codes, etc			
<ul style="list-style-type: none">• General Guide For Workplace Traffic Management – Safe Work Australia• Traffic Management Guide For Warehousing – Safe Work Australia• Traffic Control for Works on Roads – Tasmanian Guide – Department of State Growth - 2014• AS 1742.3-2009 Manual of Uniform Traffic Control Devices			
TasNetworks Documents			
<ul style="list-style-type: none">• Traffic Management Plan (TMP) Selection Matrix• TMP 1 – 110km/hr limit – Work 30 minutes or less• TMP 5 – 80km/hr limit – No time limit• TMP 6 – 80km/hr limit – Unsealed road – No time limit			
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- TMP 7 – 70km/hr limit – Work 30 minutes or less
- TMP 8 – 60km/hr limit – Job more than 30 minutes
- TMP 9 – 60km/hr limit – Job is greater than 30 minutes
- TMP 11 – 50km/hr limit – No time limit
- TMP 12 – 50km/hr limit – Single Shuttle lane – No time limit
- TMP 13 – 50km/hr limit – Setting up TMP near intersection
- TMP 14 – Pedestrian Mgt. – Partially blocked footpath
- TMP 15 - Pedestrian Mgt. – Fully blocked footpath
- Traffic Management – Work Practice – IMS-OPR-00-03
-

Forms

- Daily/Task Risk Management Plan CS000501F115 Ver 1
-

Other Documents/Resources

-

4. Records arising from this procedure

Record	Storage Location
A written record shall be kept of each TMP implemented, in the Daily/Task Risk Management Plan	With Team Leaders

5. Glossary and abbreviations

TMC - Traffic Management Contractor

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6. Appendix 1: Considerations for loading zones and mobile plant

Considerations for loading and unloading vehicles

- Establishing any additional pedestrian exclusion zones for loading and unloading powered mobile plant.
- Establishing or revising operating procedures to allow plant operators to control exclusion zones. This includes ensuring the operators do not operate equipment unless they can see truck drivers are well clear of a designated exclusion zone. Plant operators and drivers also need to be able to communicate to each other during work.
- Allowing for drivers to have safe access to amenities and seating for longer loading times.
- Establishing any methods of warning plant operators, drivers, and pedestrians. Warning devices can include signage, cones, lights, alarms and horns.
- Ensuring vehicles do not move during loading and unloading. For example, by using vehicle restraints, dock locks and air brake isolation interlocking devices.

Considerations when operating forklifts or other powered mobile plant

- Using boom gates and proximity devices which trigger boom gates, signals and warning signs.
- Providing separate entries and exits for pedestrians and mobile plant.
- Staging areas to facilitate alternative load shifting equipment.
- Isolating pallet-racking aisles.
- Using a combination of audio and visual warning devices—such as alarms, horns and flashing lights—and ensuring these are working when the plant is operating.
- Creating pedestrian exclusion zones, for example, forklift-only areas in loading bays.
- Creating exclusion zones for powered mobile plant, for example, pedestrian-only areas around tearooms, amenities and entrances.
- Scheduling work to prevent mobile plant and pedestrians being in the same area at the same time.
- Removing or identifying blind corners and ensuring intersections are well lit.
- Locating signs to give advance warning to pedestrians and plant operators and to indicate who must give way.
- Ensuring parked mobile plant have the wheels chocked.
- Implementing operating procedures that set out when and how mobile plant operators must give way to pedestrians. They could also specify the number of moving plant in use at one time and when a competent person should direct plant operation.
- Implementing systems of work to prevent forward carrying of loads if they impair clear vision.

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