

# Business Procedure

## Traffic Management Document Number – OHS-PROC-130

This document applies to the following sites:

All Sites <input checked="" type="checkbox"/>	
---	--

### Table of Contents

1.0	Purpose.....	2
2.0	Scope .....	2
3.0	Actions .....	2
3.1	Planning .....	2
3.1.1	Site Traffic Management Plans.....	2
3.2	Control of Road Closures and Significant Traffic Flow Changes .....	3
3.2.1	Specific Traffic Management Plans .....	3
4.0	Signage.....	4
5.0	Training and Competency.....	4
6.0	Review, Consultation and Communication .....	4
7.0	References.....	4
8.0	Definitions .....	5
9.0	Revision History .....	5
10.0	Appendices .....	6

WRITTEN BY: .....	ENDORSED/CHECKED BY: .....	APPROVED BY: .....	DATE:
NAME: J. Fullard	NAME: J. Paull	NAME: K. Ussher	1.10.2020

Doc No: OHS-PROC-130	Revision No: 1	Revision Date: 1.10.2020	Page: 1 of 6
----------------------	----------------	--------------------------	--------------

**THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT**

## 1.0 Purpose

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

Traffic management involves safe roads, safe vehicles (movement and speed), including powered mobile plant, and safe pedestrians within, through and around sites.

## 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.

This Business Procedure excludes specific operational and maintenance requirements for powered mobile plant and vehicles; refer to *Business Procedure: Powered Mobile Plant OHS-PROC-132* and *Business Procedure: Motor Vehicle Safety and Journey Management OHS-PROC-31*.

## 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 hazards 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.

*Checklist to assist in the identification of traffic hazards and review of control measures can be found at the WorkSafe Queensland website:*

[https://www.worksafe.qld.gov.au/data/assets/pdf\\_file/0016/116260/5864-onsite-traffic-management-self-assessment-tool.pdf](https://www.worksafe.qld.gov.au/data/assets/pdf_file/0016/116260/5864-onsite-traffic-management-self-assessment-tool.pdf)

## **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;
- vehicle parking and consideration of involuntary and uncontrolled 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. Further information on vehicle parking, isolation and maintenance of vehicles can be obtained in Vehicle Parking, Isolation and Maintenance Business Procedure OHS-PROC-140.*

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, where required, on the traffic management plan(s) as per Stanwell's requirements.

## 6.0 Review, Consultation and Communication

### Review:

This Document is required to be reviewed, as a minimum, every 5 years

### Communication/Requirements after Update:

This Business Procedure will be communicated to sites via GenNet

## 7.0 References

Source	Reference
<b>Legislation and National Guidance Material</b>	<ul style="list-style-type: none"> <li>• Queensland Work Health and Safety Regulation 2011, Part 3.2, Chapter 5</li> <li>• Queensland Traffic Management for Construction or Maintenance Code of Practice 2008.</li> </ul>
<b>Australian Standards</b>	<ul style="list-style-type: none"> <li>• AS 1742.3: 2002 - Manual of Uniform Traffic Control Devices – Traffic Control devices for Works on Roads</li> <li>• AS 1742.11- Manual of Uniform Traffic Control Devices – Parking Controls.</li> </ul>
<b>Business Procedures</b>	<ul style="list-style-type: none"> <li>• Powered Mobile Plant OHS-PROC-132</li> <li>• Motor Vehicle Safety and Journey Management OHS-PROC-31</li> <li>• Vehicle Parking, Isolation and Maintenance OHS-PROC-140</li> </ul>
<b>Stay Safe</b>	<ul style="list-style-type: none"> <li>• Traffic Management OHS-PROC-130A</li> </ul>
<b>Tools</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>

## 8.0 Definitions

Term	Meaning
<b>Powered Mobile Plant (PMP)</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• earthmoving machinery, for example, rollers, grades, scrapers, bobcats</li> <li>• excavators</li> <li>• cranes</li> <li>• hoists</li> <li>• elevating work platforms</li> <li>• concrete placement booms</li> <li>• reach stackers and forklifts.</li> <li>• PMP does not include passenger vehicles, for example, cars, trucks and mules.</li> </ul>
<b>Plant</b>	<p>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.</p>

## 9.0 Revision History

Rev. No.	Rev. Date	Revision Description	Author	Endorse/Check	Approved By
0	21.05.2015	Document issued.	Jason Paul	Michael Joy / Trevor Hooper	Ian Gilbar
1	1.10.2020	Scheduled 5 year review	J. Fullard	J. Paull	K. Ussher

# 10.0 Appendices

## Appendix A: Traffic Management Document Flowchart

