

Traffic Management | Mirvac Minimum Requirements

1. Purpose & Scope

The purpose of this document is to eliminate or minimise the risk of injury from the interface between vehicle movements in and out of the workplace or site, project work outside the site boundary (e.g. external lay down yards or waste handling facilities) and members of the public (other footpath or road users), so far as is reasonably practicable.

This document applies to all workplaces under the management or control of a Mirvac entity.

2. Minimum Requirements

Mirvac personnel and Service Providers must have processes in place to ensure compliance with:

- the Critical Controls (refer Section 3);
- relevant Forms (refer Section 4);
- all relevant Legislation, Codes of Practice and Standards (refer Section 7); and
- product guidelines for installation, use or maintenance from the Original Equipment Manufacturer.

3. Critical Controls

- **Risk Assessment:** Prior to commencing work all risks associated with the interface between people and traffic must be identified, assessed and controlled. The hierarchy of controls shall be applied in determining the most appropriate method of controlling the identified risks (refer examples in the Hierarchy of Controls Triangles in Section 9), with preference always being given to elimination of the risk, and where this is not possible, substitution, isolation and then engineering controls. A risk assessment must be conducted and where applicable, as a minimum consider the following controls.
- **Traffic Management Plan:** A traffic management plan (TMP) must be established for all sites where there is interface between plant, vehicles and people, including workplace, visitors, personnel, public and surrounding neighbourhood. The hierarchy of control and this document must be used for how traffic/ vehicle and pedestrian risks will be managed

The reviewer of the TMP must ensure the TMP:

- contains location specific traffic control plans;
- contains site-specific emergency procedures for associated potential emergencies;
- details the methodology for implementing and dismantling traffic control devices (may also be contained in the relevant JSEA/SWMS);
- is approved, as required, by the relevant authority prior to implementation; and
- is prepared by an appropriately qualified and licensed person (refer Section 6, Training and Competency).

Where the TMP is prepared externally, the Mirvac Workplace Manager (or designated Representative) must review the TMP to ensure it complies with this MMR, including all relevant Legislation, Codes of Practice and Standards.

The TMP must be reviewed annually, as a minimum.

- **Exclusion zones:** On a construction site, there must be adequate separation between vehicles and members of the public and Traffic Controllers in developing the TMP preference should be given to elimination of risk and where possible, substitution, isolation and engineering controls. Vehicles, members of the public and Traffic Controllers should be adequately protected through the use of:

- hard barriers, fences or guardrails with safe access routes and no-go zones established;
- high impact barriers (e.g. modular concrete/steel/water-filled barriers or an earth berm); or
- temporary physical barriers using:
 - crowd barriers or parwebbing;
 - traffic cones;
 - signs;
 - flashing lights; and
 - reflective markers.
- **Exclusion zones:** In a carpark (non construction site), there must be a consideration given to ensure there is adequate separation between vehicles and members of the public. Vehicles and members of the public should be adequately protected through the use of;
 - walkways
 - pedestrian crossings
 - shared zones
 - appropriate signage
- **Vehicle movement:** Vehicle routes for must be an adequate size for the traffic, maintained and free from obstructions. ;with appropriate sign-posting for speed limits and traffic calming devices such as speed humps considered.
- **Pedestrian routes / crossings:** Where pedestrians are required to cross vehicle routes (including building entrances and exits) consider methods to manage the risksuch as:
 - interlocked gates or gates with warning devices;
 - truck mounted attenuators;
 - physical barriers or rails;
 - traffic light systems;
 - a Traffic Controller directing traffic;
 - ground markings, lights or signs; or
 - crossings points where pedestrians cross busy circulation roadways.

Pedestrian routes and crossings must have clearly marked footpaths or walkways complying with AS 1742.10 *Manual of uniform traffic control devices Part 10: Pedestrian control and protection*.

- **Parking:** Where there is parking for workers, visitors, trucks and other vehicles consideration must be given so parking areas are:
 - implement reverse parking where possible;
 - the parking be located away from busy work areas and traffic routes;
 - have walkways leading to and from parking areas which are separated from vehicles or vehicle routes;
 - are clearly marked and sign-posted, well-lit and unobstructed.

Note: there must be no parking of vehicles or storage of bulk materials in designated tree protection zones.

- **Reversing:** Where practical eliminate the use of reversing on site. Where this is not possible, as a minimum, reversing cameras and a safely positioned spotter are to be used for reversing vehicles such as light or heavy trucks. For areas with public interaction e.g. carparks, this requirement applies to Mirvac vehicles.
- **Truck loading and unloading:** Fall control to enable safe access and egress must be in place with delineated people segregation and / or adequate exclusion zones to manage the risk.

A risk assessment must consider the methods of stopping vehicles moving during loading and unloading, which includes:

- vehicle or trailer restraints;
- dock locks;
- air brake isolation interlock devices;
- barriers or other 'stop' signals;
- systems for controlling access to vehicle keys or the cabin; and
- safe systems of work which make sure the driver is aware of when it is safe to leave.

Raised loading docks must have a Loading Dock Management Plan which must consider:

- Wheel chocks – in place when trailers are using the dock;
- A dock locking mechanism to secure the load vehicle when un/loading;
- Where dock levellers / cross plates are installed, capacity markings;
- Where forklifts are used, physical barriers or raised edge protection;
- Protection to prevent pedestrians falling from raised dock platform - e.g. barricades or signs and line marking; and
- Where there is not a fixed barrier, a boom gate or chain system installed across the entrance which is kept closed when not in use.

- **Signs, Markings and Lighting:** Signs must be provided to indicate exclusion and safety zones, directions, parking areas, speed limits, vehicle crossings and hazards like blind corners, steep gradients and where specific plant is in use.

Signs must comply with AS 1742.3 *Manual of uniform traffic control devices Traffic control for works on roads* plus any local road authority requirements and be covered if not in use.

Traffic routes, manoeuvring areas and yards must be well lit with attention given to junctions, buildings, walkways and vehicles routes. Where possible they should be designed to avoid extreme light variation, for example drivers moving from bright into dull light or vice versa.

- **Traffic Control Plan (TCP):** a TCP must be developed for task specific traffic control arrangements in compliance with the TMP (refer Section 6 Competency and Training for required qualifications of persons who develop the TCP).
- **Traffic Controllers:** Depending on the volume of traffic and/or conditions at the site a Traffic Controller may be required to control the movement of traffic. Application must be made to Council/s or appropriate authorities for authorisation of traffic controllers on public roads.

Traffic Controllers must:

- hold the appropriate certification (refer Section 6 Training and Competency);
- wear high visibility clothing (incorporating reflective material at night); and
- not be used for traffic control of roads with speed limits greater than 60km per hour.

When directing traffic, Traffic Controllers must:

- direct traffic in conjunction with any nearby traffic intersection lights to minimise traffic congestion;
- have physical protection, where possible;
- have a safe escape route; and
- face or always have full view of oncoming traffic.
- **Proof of Compliance with the TMP/TCP:** Following set-out of the Traffic Control arrangements the Traffic Control supervisor must provide confirmation to the Workplace Manager that arrangements are compliant with the TMP/TCP. This could be provided as written confirmation, an ITP, or, for low risk site, verbally to the site Foreman.

- **Maintenance and Inspection:** There must a process to regularly monitor the Traffic Management / Control arrangements for weather, tampering or vandalism – including a visual and operational check of the equipment such as signs, barricades and lighting. Additionally, a weekly inspection will be undertaken by the Safety Committee (or other relevant group identified in the [Consultation Statement](#)).
- **Traffic-related Emergencies:** Specific requirements for managing traffic-related emergencies must be included in the TMP and in the relevant JSEA/SWMS.

4. Mirvac Forms

Checklists and Permits are to be completed and then authorised by Mirvac representative prior to work

[Work Area HSE Inspection Form](#)
[Critical Control Check Form](#)

5. Roles and Responsibilities

The Mirvac Workplace Manager of each workplace over which Mirvac has control is responsible to ensure workers at the site are aware of and adhere to the performance requirements of this document and responsible to ensure workers are equipped with adequate tools, training, competency and licensing to undertake the work.

6. Training and Competency

The following qualifications are required to be in place for the relevant tasks.

Minimum Training Requirements for Traffic Management/Control Activities

Activity	Required Training
Traffic Management Plan and Traffic Control Plan development	Prepare Work Zone Traffic Management Plan Ticket
Traffic Controller	Traffic Controller (restricted to only controlling traffic with a Stop Slow Bar)
Traffic Control Supervisor	Implement Site Traffic Control Plans (can only undertake minor adjustments, conducting inspection and certification compliance with the TCP)

7. Relevant Legislation, Codes of Practice and Standards

Document Title

NSW:	Work Health and Safety Act 2011 (NSW) Work Health and Safety Regulation 2017 (NSW)
Vic:	Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017
Qld:	Work Health and Safety Act 2011 (Qld) Work Health and Safety Regulation 2011
SA:	Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012
ACT:	Work Health and Safety Act 2011 (ACT) Work Health and Safety Regulation 2011
WA:	Occupational Safety and Health Act 1984 (WA) Occupational Safety and Health Regulations 1996 (WA)

AS/NZS 4602.1: *High visibility safety garments - Garments for high risk applications*

AS/NZS 2890.1: *Parking facilities Off-street car parking*

AS 1742.3: *Manual of uniform traffic control devices Traffic control for works on roads*

AS 2578: *Traffic signal controllers*

AS 1742.10: *Manual of uniform traffic control devices Pedestrian control and protection*

Safe Work Australia – Workplace traffic management: Guidance Material (Series)

Work Cover NSW – Moving plant on construction sites: Code of Practice

Work Cover NSW – Safety in the road freight transport industry: Code of Practice

Work Safe QLD - Traffic management for construction or maintenance work: Code of Practice

Work Safe Vic - A Guidebook of Industrial Traffic Management & Forklift Safety

Work Safe WA - Safe movement of vehicles at workplaces

RMS (NSW) Traffic Control at Worksites

Vic Roads Guidelines for Traffic Controllers

Where there is interface with public roads / traffic (e.g. road works); further regional / state must apply.
Refer to the regional road authority for requirements:

NSW - <http://www.rta.nsw.gov.au/>

VIC - <http://www.vicroads.vic.gov.au/>

QLD - <http://www.transport.qld.gov.au/>

SA - <http://www.transport.sa.gov.au/>

TAS - <http://www.transport.tas.gov.au/>

WA - <http://www.mainroads.wa.gov.au/>

8. Additional Information

Site Establishment MMR

9. Hierarchy of Controls Triangle – Traffic Management

