Traffic Management Procedure (26)

Catholic Safety & Injury Management
South Australia

Contents

1. PURPOSE

To define the requirements for the management of traffic flows within, through and around worksites to eliminate or minimise interactions between vehicles and pedestrians to, as far as is reasonably practicable, prevent injuries to workers and others.

2. SCOPE

This procedure applies to all workers under the Catholic Church Endowment Society Inc. (CCES).

3. DEFINITIONS

Definitions can be found on the Catholic Safety & Injury Management Website.

3.1. Information

Worksites shall apply a risk management approach to the management of traffic related risks in the workplace. The risk management approach to traffic management requires the identification of traffic related hazards, and the implementation of appropriate control measures commensurate to the risk determined by a documented risk assessment or equivalent.

Traffic hazards occur at the worksite when there is an interaction or potential interaction between pedestrians and vehicles including items of powered mobile plant.

Traffic hazards involving vehicles may occur because of the following:

- vehicles or plant reversing or manoeuvring.
- delivery and pick up processes.
- picking goods from pallet racking.
- arrivals and departures.
- loading or unloading on and around vehicles.
- hitching or unhitching of trailers.
- mounting or dismounting vehicles.
- securing of loads; and
- maintenance work.

Examples of traffic hazards involving pedestrians may occur due to:

- a lack of physical barriers to separate pedestrian walkways and pedestrian crossings.
- blocked pedestrian routes (e.g., routes blocked by parked vehicles or equipment causing pedestrians to divert onto unsafe routes).
- pedestrians and vehicles using the same route.
- unsuitable and dangerous pedestrian routes (e.g., routes that are poorly maintained, have blind corners, poor drainage, prone to flooding or inadequate lighting).
- narrow pathways where there is insufficient room for pedestrians and vehicles.
- a lack of disabled access.
- poorly designed routes forcing pedestrians to take short cuts; and

- locked emergency doors and gates preventing pedestrians escaping.

4. RESPONSIBILITIES

Specific responsibilities for carrying out certain actions required by the CCES, have been allocated to position holders within the organisation. Such responsibilities are consistent with the obligations that the legislation places on officers, managers, supervisors, workers, and others in the workplace.

Responsibility, authority, and accountability processes have been defined in Responsibility, Authority & Accountability Procedure (12), and summarised in:

- Responsibility, Authority & Accountability Matrix – Workers (025G);
- Responsibility, Authority & Accountability Matrix – Managers & Supervisors (023G);
- Responsibility, Authority & Accountability Matrix – Officers (024G); and
- Work Health & Safety and Injury Management Policy.

You are required to familiarise yourself with this procedure to understand the obligations that you may have in relation to its implementation and to carry out your assigned actions and responsibilities.

This Procedure is to be read in conjunction with your Organisational Policies and / or Procedures.

5. PROCEDURE

5.1. Development of Traffic Management Plans

5.1.1. Identification of traffic related hazards

The Person Conducting a Business or Undertaking (PCBU) in control of the worksite shall consider the characteristics and requirements for traffic management at that worksite. The worksite can use the Traffic Management Checklist (001F) to facilitate the identification of traffic hazards.

5.1.2. Assessing risks associated with traffic hazards

The worksite shall conduct a risk assessment using the Traffic Management Checklist (001F) or equivalent in consultation with workers considering the consequences of a person being exposed to a traffic hazard and the likelihood of the exposure.

The likelihood of a traffic related incident is increased by several factors including, but not limited to:

- the time of day or night.
- peak period operation increasing pedestrian and vehicle interactions.
- high sun conditions adversely impacting pedestrian and operator vision.
- poor weather affecting visibility.
- number of vehicle movements including the type of vehicle; and
- forklift or other mobile plant.

5.1.3. Control measures

The aim is to always eliminate a hazard, if this is not reasonably practicable, the risk needs to be minimised by working through the other alternatives in the hierarchy of controls. Table 1 below provides guidance on examples of traffic hazard control measures which can be applied.

Table 1: Examples of Traffic Hazard Controls.

Hierarchy of Control	Examples
Elimination	Eliminate the interaction between vehicles and pedestrians
Substitution	Replace forklifts with more people friendly load shifting equipment (e.g., walker stacker or automated conveyor system)
Isolation	Physically separate vehicles and mobile plant from people by distance, using barricades, boom gates or by isolating delivery areas from other pedestrian or work activities.
Engineering	Install speed limiters to mobile plant
Administration	Create 'no-go zones' that are clearly marked. Use signs and devices such as mirrors to alert drivers and pedestrians.
Personal Protective Equipment	Provide high visibility or reflective clothing.

For further examples of how traffic hazards and risk can be managed refer to Safe Work Australia Traffic Management - General Guide.

5.1.4. Pedestrian routes

The manager / supervisor shall, in consultation with workers, determine the safest way to protect pedestrians.

If pedestrians must cross vehicle routes, the worksite should, as far as reasonably practicable, implement the following:

- overhead walkways.
- physical barriers (e.g., speed humps, railing, or bollards).
- mirrors for both pedestrian and vehicle use.

These control measures shall be supplemented with:

- clearly visible ground markings, lights, and signs.
- clear pedestrian and vehicle visibility.

5.1.5. Vehicle routes

Vehicle routes at the worksite should have a firm and even surface, be wide and high enough for the largest vehicle using them and be well maintained and free from obstructions. Traffic routes shall be:

- one-way if possible, with adequate passing space around stationary vehicles.

- wide enough for the largest vehicle using them including the load.
- designed with separate entry and exit points for large vehicles.
- surfaced with bitumen, concrete or other suitable material that is well drained.
- clearly sign-posted to indicate, restricted parking, visitor parking, vehicle height clearance, speed limits, vehicle movement and other route hazards.
- able to consider routine activities such as meal breaks / pick up drop off times.
- well maintained and free from obstructions, grease, slippery substance, or surface damage and potholes.
- without excessive gradients (steep gradients one (1) in three (3) that cannot be avoided should be clearly signposted).

5.1.6. Parking

Where onsite parking is provided, the worksite shall, as far as reasonably practicable, ensure that mobile plant and private vehicles are separate. Private vehicles are to be parked in designated areas away from busy work areas where practicable.

Walkways leading to and from parking areas are to be separated from vehicle routes, clearly marked, adequately lit, unobstructed and sign posted.

5.1.7. Loading and unloading

Loading bays are to be situated in locations where vehicles can be manoeuvred easily and safely. Loading and unloading areas are to be clearly sign posted, protected from adverse weather conditions and on level ground or a platform.

Truck driver safety zones shall be provided and clearly marked, and where necessary, protected by physical barriers.

5.1.8. Reversing

Where possible the worksite shall eliminate the need for reversing vehicles, (e.g., with drive-through loading and unloading systems).

Where this is not possible, the worksite shall minimise the need for reversing, for example:

- designing reversing areas large enough for the vehicles that will be using them.
- placing fixed mirrors at blind corners.
- providing designated and clearly marked reversing areas.
- excluding non-essential personnel from the area.

5.1.9. Signage

The worksite shall as far as reasonably practicable, ensure that road markings are clear, and that signage is provided to alert vehicle operators to:

- exclusion zones.
- parking / no parking zones.

- speed limits.
- pedestrian & vehicle crossings.
- blind corners.
- direction of travel.
- steep gradients; and
- other known hazards.

5.1.10. Lighting

The worksite shall ensure as far as reasonably practicable, that all traffic and pedestrian routes, manoeuvring areas and yards are:

- adequately lit, with particular attention to junctions, buildings, plant, walkways, and vehicles routes; and
- designed to avoid extreme light variations (e.g., drivers moving from bright into dull light or vice versa).

5.2. Documenting a Traffic Management Plan

For large worksites with high volume of traffic, a Traffic Management Plan may be prepared to assist with communicating how traffic risks are being managed in the workplace. This may be documented by using Traffic Management Plan (008T) or equivalent.

Generally, for small workplaces completion of Traffic Management Checklist (001F) will be sufficient.

5.3. Review of Control Measures

The controls that are put in place to protect the health and safety of people shall be monitored and reviewed to ensure that they are working effectively and as planned.

The traffic management plan shall be reviewed when changes to the physical workplace or legislation happen or at least three (3) yearly.

The monitoring and review shall consider the following:

- Are the control measures working effectively in both their design and operation?
- Have the control measures introduced new problems?
- How effective is the risk management process?
- Have all traffic hazards been identified?
- Are the traffic safety procedures being followed?
- Has instruction and training provided to workers been successful?
- Are the frequency and severity of traffic related incidents reducing?
- If new legislation or new information becomes available, does it indicate current controls may no longer by the most effective?

5.4. Information, Instruction, Training & Supervision

The worksite shall as far as reasonably practicable, provide the necessary information, instruction, training, and supervision to ensure that all workers and others in the workplace are aware of the requirements to be followed to minimise traffic and pedestrian interactions.

5.5. Records

Documents used to manage traffic management as prescribed by this procedure will be produced in a format that allows tracking for verification and review and be in accordance with requirements detailed in Document Control Procedure (22).

5.6. Review

This procedure will be subject to a planned review by the document owner in accordance with the requirements outline in Document Control Procedure (22).

Other methods for reviewing and evaluating the performance of this procedure will include:

- audit activity.
- investigations.
- performance reports.

6. RELATED SYSTEM DOCUMENTS

6.1. Policies & Procedures

Audit Procedure (7)

Consultation & Communication Procedure (5)

Document Control Procedure (22)

Emergency Management Procedure (10)

Hazard Management Procedure (14)

Incident Reporting and Investigation Procedure (2)

Induction & Training Procedure (13)

Responsibility, Authority & Accountability Procedure (12)

WHS & Injury Management Policy

6.2. Forms & Tools

Group Legal Register (010T)

Traffic Management Checklist (001F)

Traffic Management Plan Template (008T)

Traffic Management Process Flow Chart (045T)

7. REFERENCES

Legislation and other requirements related to this procedure are defined in Group Legal Register (010T) which can be accessed via the Catholic Safety & Injury Management Website

7.1. Internal Resources

Responsibility, Authority & Accountability Matrix – Managers & Supervisors (023G)

Responsibility, Authority & Accountability Matrix – Officers (024G)

Responsibility, Authority & Accountability Matrix – Workers (025G)

7.2. External Resources

SafeWork Australia Traffic Management - general guide

8. AUDITABLE OUTPUTS

The following examples of records will be used to verify implementation of this procedure:

Traffic Management Checklist

Traffic Management Plan (if required)

Signage

Workplace Inspections

Traffic Control Measures

Site Induction Training

9. VERSION CONTROL & CHANGE HISTORY

Version	Approved by	Approved Date	Reason for Development of Review	Next Review Date
V1	Executive Manager CSHWSA	22/01/2021	New Procedure – required due to reassessment of risk to the business.	2022
V2	Executive Manager CSHWSA	17/05/2022	Reviewed and Reformatted	2025
V2.1	Director CSaIM	23/07/2024	Renumbered from 27 to 26, updated procedure numbers.	2025

Approved for Publication: DNation **Date:** 23 July 2024

Debbie Nation