

TRAFFIC MANAGEMENT PLAN

Contractor: Eco Suites Australia

Project: Accommodation Development

Location: Yarramundi Peninsula, Rural Block 1339, Lady
Denman Drive, Molonglo Valley ACT

Document No: PSS23150-TMP-1

8 December 2023

Version 1

Revision -

Document Control - Approval and authorisation

This Traffic Management Plan describes the proposed overall project management system for the project. The version number is included at the bottom of each page. When revisions occur, the entire document will be issued with the version number and updated accordingly for each owner of a copy.

Title: PSS23150-TMP-I – Eco Suite Development – Yarramundi Peninsula, Lady Denman Dr, Molonglo ACT

TCCS approver: _____

Signed: _____

Client approver: _____

Signed: _____

Date: _____

Proposals for amendment or addition to the content of this Traffic Management Plan are to be forwarded to:

Adam King
Pacific Site Specific
adam@pacificss.com.au
admin@pacificss.com.au
Lvl 9, 2 Phillip Law Street
CANBERRA ACT 2601
(02) 6243 4897
0400 841 551

Document preparation and review statement

This TMP has been prepared by an appropriately competent and qualified person as well as an initial review by an appropriate competent and qualified person other than the person who prepared the TMP, prior to its submission to the road infrastructure manager (RIM), Transport Canberra and City Services (TCCS). A site inspection has also been performed in advance of its submission as part of this document's preparation to assist with the identification of site specific conditions and risks.

Prepared by:

Adam King
Prepare A Work Zone Traffic Management Plan
Card No. 0051865297 (RMS)
Traffic Management Design
Card No. OP 466 (TMR)

Reviewed by:

Kellie Wooldridge
Prepare A Work Zone Traffic Management Plan
Card No. TCT0039832 (SafeWork NSW)

Revision History for this Document

The following table lists the revisions made to this document. Remove and destroy any superseded documents.

Version	Date	Revision Description	Approval by

Traffic Management Plan Distribution List

- Justin Henry (Eco Suites Australia)
- Colin Evans (TCCS)

Referenced Documents

- Austroads Guide to Temporary Traffic Management 2019 Parts 1-10
- Australian Standard 1742.3 2019

Jurisdictional Legislation

- Public Unleased Land Act 2013

Acronym List

TMP	Traffic Management Plan
ACT	Australian Capital Territory
RIM	Road Infrastructure Manager
TCCS	Transport Canberra and City Services
RMS	Roads and Maritime Services
TMR	Transport and Main Roads
TGS	Traffic Guidance Scheme
SFAIRP	So Far As Is Reasonably Practicable
TTM	Temporary Traffic Management
TMI	Traffic Management Implementer
PPE	Personal Protective Equipment
WHS	Work Health and Safety
WHSMP	Work Health and Safety Management Plan
SWMS	Safe Work Method Statement
AGTTM	Austrroads Guide to Temporary Traffic Management
VMP	Vehicle Movement Plan
VMS	Variable Message Sign
FAS	Flashing Arrow Sign
TMD	Traffic Management Design

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Appendices

Appendix A – TMP Site Induction Register

Appendix B – Administration Registers

Appendix C – Report on Incident at Roadworks Site

Appendix D – Risk Assessment

Appendix E – Risk Assessment Form

Appendix F – TMP Daily Traffic Management Diary

Appendix G – Traffic Management for Roadworks Operational Check / Onsite Pre-opening Inspection – Checklist

I Introduction

I.1 Purpose

The overall purpose of this Traffic Management Plan (TMP) is to document in detail the processes and procedures that Eco Suites Australia will implement to facilitate the safe management of vehicular traffic as well as vulnerable roads users, either past, through or around the site during the delivery of their works.

The document identifies the key risks associated with the project works and the proposed methodology and mitigation measures to be implemented. As part of the TMP, Traffic Guidance Schemes (TGS) will be produced to illustrate how the mitigation measures will be implemented. Eco Suites Australia realise that the safety of road users and the effective management of traffic is paramount to the success of this project.

I.2 Objectives

The TMP seeks to ensure road user requirements are maintained during the delivery of the project including the provision of a safe environment and protection for all workers, vulnerable road users and the general public from traffic hazards that may arise as a result of the activity, while also minimising adverse impacts on the road network performance, public transport services and adjacent properties. The TMP will identify all parties that may potentially be inhibited or affected by the proposed works.

The TMP also seeks to meet the requirements set out in *Austroads Guide to Temporary Traffic Management (AGTTM) Part 2: Traffic Management Planning*.

I.3 Duty of care

Eco Suites Australia maintains a duty of care to ensure the health and safety of workers associated with this project so far as is reasonably practicable (SFAIRP). Eco Suites Australia also maintains a duty of care to any other people who may be at risk from work carried out during the implementation of this TMP, including road users and site visitors.

I.4 Site induction and training plan

All relevant site personnel including subcontractors involved in work activities and visitors on site shall be inducted, briefed, and made aware of the requirements of the TMP prior to proceeding around the work site. This is to be performed in conjunction with a pre start and toolbox talks on a daily basis and documented in TMP Site Induction Register (Appendix A).

2 Project Overview

2.1 Project Location



Figure I. Yarramundi Peninsula - Rural Block 1339, Lady Denman Drive, Molonglo Valley ACT

2.2 Project and Site Details

Contractor:	Eco Suites Australia
Project title:	Accommodation Development
Road name:	Yarramundi Peninsula, Rural Block 1339, Lady Denman Drive
Road infrastructure manager:	ACT Government – Transport Canberra and City Services
Scope of works:	Site establishment at Yarramundi Peninsula, Rural Block 1339, Lady Denman Drive
Project date(s):	1 March 2024 – 30 June 2024 (subject to change)
Daily working hours:	7:00AM – 8:00PM Friday – Saturday 8:00AM – 8:00PM Sunday
Duration:	4 months (approximately)
Adjacent works:	None visible
Road configuration(s):	2 Lane / 2 Way Divided
Road hierarchy:	Lady Denman Drive – Arterial Acacia Inlet access road
Land use frontage:	Rural
Lane width(s):	4 metres (approximately)
Length of work area:	N/A
Facilities for pedestrians:	Shared path intersecting the site
Facilities for cyclists:	Shared path intersecting the site
Public transport infrastructure:	None
Construction parking location:	Inside the site on Rural Block 1339
Vehicle movements:	Site deliveries will access and egress the site to and from both northbound and southbound on Lady Denman Drive. Trucks entering signs to be implemented at site entry / exit. Freight deliveries will arrive from Fyshwick / Hume or interstate. Lady Denman Drive has signalised intersections at all entrances.

3 Traffic Management Planning

3.1 Impact

Term of works:	☐ Short	☒ Long (Static only)
TTM type:	☐ Mobile	☐ Low impact ☒ Static
Will lane or shoulder widths need to be modified?:	☐ Yes	☒ No
Details of modifications:	Minimum lane width of 3.5 metres maintained Refer to TGS	
Specific road users impacted:	☒ Pedestrians ☒ Cyclists ☒ Motorcyclists ☒ Oversize or heavy vehicles ☐ Freight Industry ☐ Disabled ☐ Prams or children ☐ Public transport ☐ Other:	
Additional location specific requirements to be considered:	Emergency access Truck movements and access Truck movements intersecting path Pedestrians Sight distances Side roads Swept path Local access Cyclists Site boundary Construction parking	

3.2 Risk Management

Traffic management planning is a risk management process, involving identification, assessment and consideration of means to control the risk exposure.

3.2.1 Risk assessment considerations checklist

Confirmation of applicable risks considered.

- | | | |
|---|--|---|
| ☒ Proximity of traffic | ☐ Queued traffic | ☐ High traffic volume |
| ☒ Traffic speed and compliance behaviour | ☒ Traffic composition | ☒ Exposure and proximity of workers to live traffic |
| ☐ Length of delays for road users | ☒ Traffic generating land use (hospital, mine, school) | ☐ Non-compliance with temporary speed limits |
| ☐ Reduced lane and shoulder widths | ☒ Compromised access points | ☒ Site vehicle access and egress points |
| ☒ Horizontal (curves) and vertical (crests) alignment | ☒ Utilities including above and below services | ☒ Access to private and commercial properties |
| ☐ Topographical constraints | ☒ Sight distances | ☒ Emergency services |
| ☐ Escape routes | ☐ Crash history | ☐ Detour route suitability |
| ☒ Swept path | ☐ Visibility at night | ☐ Attenuator requirement |
| ☐ Pavement conditions | ☐ Oversize vehicles | ☐ Communication to road users |
| ☐ Car parking impacted | ☐ Transport services | ☒ Intersections / signalisation |
| ☒ Local road access | ☐ Special events risk venues | ☐ Other |

3.2.2 Identification of project parameters

Key project parameters and foreseeable issues specific to the project have been identified and include:

- Lady Denman Drive is an 80 km/h Arterial road
- Construction vehicles will intersect the shared path on the Acacia Inlet access road
- Ensure sign implementation does not impact pedestrians, cyclists or road users
- W5-22 (R) Trucks Entering (symbolic) signs to be covered or concealed outside of work hours
- Pedestrian / cyclist signs on shared path to be covered or concealed outside of working hours
- Sight distance slightly compromised due to road and path geometry
- McDonalds carpark adjacent the site
- W5-22 Trucks Entering (symbolic) signs to be implemented on same side of the road as the project
- No public transport infrastructure
- Temporary fencing to be erected around individual dome construction sites
- Signage for trucks exiting site
- Construction parking inside the site
- Existing lockable gate at entry to Acacia Inlet access road
- Work is for the NCA

3.2.3 Risk assessment

The risk assessment for this project is located in Appendix D.

3.2.4 Specific controls required

3.2.4.1 Protection of workers

Separation of workers and road users: ☐ Barriers ☐ Delineation ☒ Other

Details: Temporary fencing and gates

3.2.4.2 Speed restriction

Will a speed restriction be implemented? ☐ Yes ☒ No ☐ N/A

Justification for speed restriction: N/A

Operating speed(s): ☐ 40kmh ☒ 50kmh ☐ 60kmh ☒ 70kmh

☐ 80kmh ☐ 90kmh ☐ 100kmh ☐ 110kmh

3.2.4.3 End of queue management strategy

Have queue lengths been considered: ☐ Yes ☐ No ☒ N/A

Are end of queue sight distances adequate: ☐ Yes ☐ No ☒ N/A

End of queue control required:

☐ Queue monitoring

☐ End of queue signage

☐ Other N/A

3.2.1 Identification of treatment options

3.2.1.1 Road user options

☐ Around ☒ Past ☐ Through

Details: Road users to be provided advanced warning of truck movements

3.2.1.2 Pedestrian options

☐ Around ☒ Past ☐ Through

Details: Truck movements will intersect the pedestrian path. Risk to be mitigated by having signage including stop sign for trucks intersecting as well as pedestrians intersecting

3.2.1.3 Cyclist options

☐ Around ☒ Past ☐ Through

Details: Truck movements will intersect the cyclist path. Risk to be mitigated by having signage including stop sign for trucks intersecting as well as cyclists intersecting

3.2.1.4 Bus options

☐ Around ☐ Past ☐ Through ☒ Not Applicable

Details: ACTION Buses do not intersect the site

3.2.1 Future risks

Road worksites are dynamic environments and risks may arise that are not foreseeable at the planning stage. Any new risks should be documented as well as the outcomes from the event detailed. A risk assessment form is located in Appendix E. Risk outcomes captured during a project should be reported to the Traffic Management Designer (TMD) as well as within company risk systems for further development of the appropriate consequence and likelihood ratings for each risk.

3.3 Traffic Assessment

Traffic volumes (Weekdays):	750 VPH both directions (maximum)
Peak times (AM):	8:00AM – 9:00AM
Peak times (PM):	4:00PM – 5:00PM
Traffic composition:	☒ Light vehicles ☐ Heavy vehicles ☐ Buses
Crash history:	There is no known crash history at this location
Posted speed limits:	☐ 40kmh ☐ 50kmh ☐ 60kmh ☒ 70kmh ☐ 80kmh ☐ 90kmh ☐ 100kmh ☐ 110kmh
Existing road features:	Lady Denman Drive is a two-lane / two-way undivided road. Sight distance is slightly compromised due to road geometry.
Length of site:	N/A
Maximum VPH:	N/A
Minimum lane width:	3.5 metres
Assessment / treatment outcome:	Truck movements will not impact the road network. Trucks to stop when leaving site, giving way to road users, pedestrians, and cyclists. Avoid truck egress during peak periods due to high traffic volumes

3.4 Traffic Management Design

3.4.1 Traffic Guidance Schemes

Table 2

Traffic Guidance Scheme	Period of authorisation	Implementation	Sequence
PSS23150-TGS-SE	7:00AM – 8:00PM MON - SAT 8:00AM – 8:00PM SUN	Implemented for site establishment at Yarramundi Peninsula, Rural Block 1339, Lady Denman Drive during working hours	1
PSS23150-TGS-SE-AC	24 HOURS SUN-SAT	Implemented for site establishment at Yarramundi Peninsula, Rural Block 1339, Lady Denman Drive outside of working hours	2

Due to file size limitations and accessibility, the TGS associated with the project will not be attached to the TMP but will be sent and made available in conjunction.

3.4.2 Authorised hours of work

3.4.2.1 Weekday hours of work

Table 3

Road Hierarchy	Direction	Working Hours
Municipal Streets	Both	7:00am – 8:00pm
School Zones	Both	9:30am – 2:30pm
Town Centres	Both	9:30am – 4:00pm
Minor Collector	Both	7:00am – 8:00pm
Major Collector - Undivided	Both	9:00am – 4:30pm
Major Collector - Divided	AM Peak	9:00am – 8:00pm
Major Collector - Divided	PM Peak	7:00am – 4:30pm
Arterial - Undivided	Both	9:30am – 4:00pm
Arterial - Divided	AM Peak	9:30am – 7:00pm
Arterial - Divided	PM Peak	7:00am – 4:00pm

3.4.2.2 Weekend hours of work

Table 4

Road Hierarchy	Direction	Working Hours
All - Saturday	Both	7:00am – 8:00pm
All – Sunday / Public Holidays	Both	8:00am – 8:00pm

3.4.3 Night work provisions

Regardless of the scheduled hours of works, shifts always have the potential to exceed intended timeframes, and therefore it is important for traffic management crews to be adequately prepared for works in hours of darkness by:

- Night wands and PPE with retroreflective taping that increases visibility being available
- Adequate lighting being available such as flashing lights, Flashing Arrow Signs (FAS) and where practical, Variable Message Signs (VMS), day makers and flashing lamps
- Being conscious of traffic movements through site as well as reduced visibility and potential increased levels of speed as well impairment from drugs, alcohol, and fatigue
- Ensuring that a surplus amount of lighting is not implemented to the point that it becomes an overload for road users and legibility of the site remains fit for purpose

3.5 Project Administration

3.5.1 Consultation

Consultation with the relative stakeholders has been performed and detailed below. The main form of consultation is via a nominations email from the Project Manager prior to the commencement of any works. The nomination is a media advice that details the date, location and nature of the works and is sent out to various stakeholders, including ACT Police (AFP), ACT State Emergency Services, ACT Fire and relevant ACT Government departments such as Transport Canberra, Access Canberra, Traffic Signals and Roads ACT. The RIM will also forward the relative documentation through to key stakeholders.

3.5.1.1 Road infrastructure manager

Additional consultation required? ☐ Yes ☒ No
 Details: Application submitted to RIM

3.5.1.2 Traffic management centre

Additional consultation required? ☐ Yes ☒ No
 Details: No impact to road network

3.5.1.3 Public transport

Additional consultation required? ☐ Yes ☒ No
 Details: ACTION bus routes do not intersect work area

3.5.1.4 Local residents

Additional consultation required? ☐ Yes ☒ No
 Details: Any consultation with residents will be performed by the contractor

3.5.1.5 Local businesses

Additional consultation required? ☐ Yes ☒ No
 Details: No businesses in proximity

3.5.1.6 Emergency services

Additional consultation required? ☐ Yes ☒ No
 Details: Emergency access maintained

3.5.1.7 Local schools / universities

Additional consultation required? ☐ Yes ☒ No
 Details: No schools in proximity

3.5.1.8 Waste collection

Additional consultation required? ☐ Yes ☒ No
 Details: Waste collection maintained

3.5.1.9 Other institutions

Additional consultation required? ☒ Yes ☐ No
 Details: Consultation and permission performed with Ngunnawal Elders and Burrunju Aboriginal Corporation with Letters of Support provided.

3.5.2 Pre-start meeting

A pre-start meeting shall be attended by all personnel involved with TTM activities on site prior to work commencing. The meeting is vital to ensure all personnel understands the activities that are occurring throughout the duration of the shift as well as all roles and responsibilities being identified and made clear.

3.5.3 Communication of administrative procedures

Administrative procedures and information within this TMP are to be communicated to personnel implementing the TMP by the Site Supervisor prior to commencement of each stage of the project. The TMP shall always be available on site during the works so that administrative information is accessible for easy reference.

3.5.4 Registers

The following administration registers have been attached to the TMP to allow for implementation and effective maintenance of the TMP. These registers are located in Appendix B.

- 3.5.4.1 Incident Register** - Record any incidents that occur on site, including date and time as well as photographs of signs and devices in vicinity of the incident. Report on Incident at Roadworks Site (Appendix C) also to be completed in the event of an incident on site.
- 3.5.4.2 Variation Register** - Record any modifications to approved traffic management treatments, including reason for the modification as well as the date, time, modification made and residual risk
- 3.5.4.3 Complaints Register** – Record any complaints received including the party making the complaint, contact details, nature of the complaint and any follow up actions that have been identified and subsequently taken

3.5.5 Responsibilities

Eco Suites Australia is responsible for all construction activities, including the implementation and maintenance of the various temporary traffic management arrangements. Responsibilities for each role description for the project are detailed as follows.

3.5.5.1 Project Manager

- Ensure all traffic control measures of the TMP are placed and maintained in accordance with the TMP and the relevant Acts, Codes, Standards and Guidelines
- Ensure suitable communication and consultation with the affected stakeholders is always maintained
- Ensure inspections of the traffic controls are undertaken in accordance with the TMP, and results recorded. Detail any variations and reasons for variations
- Review feedback from field inspections, worksite personnel and members of the public, take action to amend the traffic control measures as appropriate following approval from the RIM
- Arrange / undertake any necessary audits and incident investigations
- Ensure project objectives are being achieved.

3.5.5.2 Site Supervisor

- Oversee the day to day activities and ensure the practical application of the TMP
- Instruct workers on the relevant safety standards, including the correct use of PPE
- Ensure traffic control measures are implemented and maintained in accordance with the TMP
- Undertake and submit the required inspection and evaluation reports to management
- Render assistance to road users and stakeholders when incidences arising out of the works affect the network performance or the safety of road users and workers
- Take appropriate action to correct unsafe conditions, including any necessary modifications to the TMP.

3.5.5.3 Traffic Management Personnel

- Have available at least one person on site who is qualified to implement the TMP to ensure the traffic management devices are set out in accordance with the TMP
- Have at least one person who is qualified to amend the TMP available to attend the site at short notice at all times to manage variations, contingencies and emergencies, and to take overall responsibility for traffic management.

3.5.5.4 Traffic Controllers

- Control road users to avoid conflicts with plant, workers, traffic and vulnerable road users, and stop and direct traffic in emergency situations
- Operate in accordance with Part 7 of the AGTTM and any jurisdiction-specific legislation and regulation, including regarding operation and accreditation.

3.5.5.5 Workers and Subcontractors

- Correctly wear high visibility vests, in addition to other protective equipment required (e.g. footwear, eye protection, helmet sun protection), at all times whilst on the worksite
- Comply with the requirements of the TMP and ensure no activity is undertaken that will endanger the safety of other workers or the general public
- Enter and leave the site by approved routes and in accordance with safe work practices.

3.5.6 Work Health and Safety and Occupational Health and Safety Arrangements

Refer to respective company Work Health and Safety Management Plan (WHSMP) and Safe Work Method Statement (SWMS).

3.5.7 Key personnel contacts

Road Infrastructure Manager

Colin Evans

Permits and Approvals Officer

Colin.Evans@act.gov.au

Phone: (02) 6207 6821

Roads ACT | City Services | Transport Canberra and City Services

Ground Floor, 496 Northbourne Avenue, Dickson ACT 2602

Project Manager

Justin Henry

hello@ecosuitesaustralia.com.au

Phone: 0401 003 467

Eco Suites Australia

Site Supervisor

TBC

Traffic Management Designer

Adam King

Traffic Management Designer

adam@pacificss.com.au

Phone: (02) 6243 4897

Mobile: 0400 841 551

Pacific Site Specific

Lvl 9, 2 Phillip Law Street

Canberra ACT 2601

3.5.8 Emergency / consultation contacts

In a life threatening emergency, at any time, day or night, you should dial Emergency Triple Zero (000) for Police, Fire or Ambulance.

Entity	Phone Number
Emergency Triple Zero (Police, Fire, Ambulance)	000
Non-urgent police assistance (AFP)	131 444
Non-urgent emergency ACT State Emergency Service	132 281
Canberra Hospital Yamba Drive, Garran ACT	(02) 5124 0000
North Canberra Hospital Mary Potter Circuit, Molonglo Valley ACT	(02) 6201 6111
TCCS Traffic Management Centre	(02) 6207 5222
ACTION Buses Northside Field Operations	0419 403 494
ACTION Buses Southside Field Operations	0419 691 278
ACT recycling and waste collections	132 281

3.5.9 Incident procedures

Emergency incidents can occur at any time and it is essential that personnel be trained in the procedures and protocols to be followed at incidents and that they also work closely with emergency service organisations and road authorities to ensure that the incident is safely and efficiently managed.

Incidents involving injury and/or damage to property or the environmental are to be reported to the Site Supervisor immediately. All injuries are also to be reported to the designated First Aid Officer on site. In a life threatening emergency, at any time, day or night, you should dial Emergency Triple Zero (000) for Police, Fire or Ambulance. Affected works are to cease with emergency services to be provided unrestricted site access with the Site Supervisor advising traffic management personnel of appropriate traffic management to be implemented as soon as possible. Emergency contacts and nearest hospital are listed 3.5.8 Emergency Contacts.

Incidents that are witnessed or reported, involving the public or from which legal proceedings might arise, the actual type, size and location of signs and devices in use at the time of the accident should be recorded and the sign arrangement photographed for subsequent reporting.

Details of the incident shall be recorded in the Report on Incident at Roadworks Site (Appendix C) while all incidents shall be recorded in the Incident Register (Appendix B).

If a notifiable incident arises Eco Suites Australia must notify Access Canberra immediately after becoming aware that it has occurred. If the 'notifiable incident' arises out of more than one business or undertaking then each must ensure that the incident has been notified to Access Canberra. In these circumstances the duty holders must, so far as is reasonably practicable, consult, cooperate and coordinate to put appropriate reporting and notification arrangements in place.

3.6 Emergency Arrangements and Contingency Planning

3.6.1 Emergency services access

Refer to 3.5.9 *Incident procedures*. All emergency services will be able to traverse through the site.

3.6.2 Emergency arrangements

There are no known dangerous facilities or goods sites within vicinity of the worksite. Refer to 3.5.8 *Emergency / consultation contacts* for contact details. Refer to Eco Suites Australia Emergency Response Plan for emergency procedures.

3.6.3 Contingency plan

Should traffic operation cause excessive and unforeseen; delays, safety issues, or other impacts that exceed those already identified within this TMP, then a contingency plan must be implemented.

As a contingency for these works, Eco Suites Australia are to ensure that suitable road or footpath conditions for road users or pedestrians can be reinstated in a quick and safe manner, if works were required to cease in the case of an emergency, breakdown or any other unforeseen circumstances. Emergency arrangements and procedures should be followed and adhered to in conjunction with any type of contingency.

Traffic management personnel must also be prepared to remove the TGS in a quick and safe manner (e.g. team leader and traffic management implementation vehicle remaining on site at all times) if required during any of the unforeseen circumstances mentioned.

3.7 Variations

Approval for any variations away from the Austroads guide must be approved by the RIM.

3.7.1 Innovation

Innovation is encouraged within TMP design when deemed appropriate and safety is not compromised. Document any innovation treatments as well as any benefits gained.

3.7.2 Evaluation of variations

Ensure that any variations away from the Austroads guide have been analysed for any potential risks prior to seeking approval from the RIM.

3.7.3 Variation from approved Traffic Management Plan

Ensure that any variations away from the approved TMP have been analysed for any potential risks and recorded in the variations register (Appendix B). Any variations require approval from the RIM.

3.8 Notification requirements

All relevant jurisdictional requirements for notifications of works shall be complied with. This will vary depending on the nature of the works and prevailing traffic conditions and will be provided in advance of the works.

3.8.1 Public notification

Scheduled works that will have a significant impact on the road and public transport networks, such as temporary closures and reversible flow affecting arterial (and in some cases, major collector roads or roads that will cause significant impact) will require advance roadwork notification signs, usually displayed in the form of VMS. The advance roadwork notification signs will provide road users of the dates of the works as well as any relevant information associated with the works.

Temporary road closures have significant impact on the road network and public transport also and public notification advising traffic of future road closures will be required to be implemented in advance of the works, usually in the form of a sign or VMS. The advance roadwork notification sign(s) will provide road users of the dates of the works as well as any relevant information associated with the works.

Public notification will be provided for all road closures via the ACT Government, City Services website https://www.cityservices.act.gov.au/roads-and-paths/act_public_road_closures . Upcoming temporary road closures have a legislative requirement to be advertised via the website for a minimum of five business days.

A letter box drop in the form of a letter delivered to affected residences may also be required to notify residents of significant disruption. The letter will provide a description of the works as well as the proposed dates and times.

3.8.2 Notification of other agencies

Other agencies will be provided notification of the works and road closure by the Project Manager via a nominations email prior to the commencement of any works. These agencies are referred to in 3.5.1 *Consultation* and contact details are located in 3.5.8 *Emergency / consultation contacts*.

3.8.3 Notification of emergency services

Emergency services will be provided notification of the works and road closure by the project manager via a nominations email prior to the commencement of any works. These agencies are referred to in 3.5.1 *Consultation* and contact details are located in 3.5.8 *Emergency / consultation contacts*.

3.9 Monitoring requirements

3.9.1 Specific monitoring requirements

There are specific monitoring requirements set by the RIM which include:

- *Site inspections and record keeping shall be undertaken and documented in accordance with the requirements of the Austroads Guide to Temporary Traffic Management Part 2: Traffic Management Planning.*
- *A record of dates and times temporary speed limits are in operation shall be kept, including any changes made, the name of personnel installing, changing or removing signs (see Section 2.5.3 Austroads Guide to Temporary Traffic Management).*

3.9.2 Site inspections and record keeping

3.9.2.1 Site inspections

Site inspections should be taken;

- At least daily, or more frequently depending on location and likelihood of traffic management being disturbed
- Before work starts each day
- Immediately following the installation of a TGS
- Before the start of work activities on site
- During the hours of work
- Closing down at the end of the shift period
- Periodic inspections after work hours and at night, and at unattended sites
- After any change in the traffic management arrangement on site
- Following any environmental or weather events.

3.9.2.2 Record keeping

Record keeping shall be performed and documented in the TMP Daily Traffic Management Diary (Appendix F) daily. It is important to record site data in the event of an incident in case legal proceedings were to result.

Once the TGS has been implemented an operational check should be undertaken by the project team in the completion of the Traffic Management for Roadworks Operational Check / Onsite Pre-opening Inspection – Checklist (Appendix G)

3.9.2.3 Enforcement

Police may be required to attend the site to enforce the temporary posted speed limit if road users are observed to continue to travel in excess of the posted speed limit. Enforcement will be determined by the police and will depend on various site specific factors. Ensure documentation such as the TMP, TGS and TTM authorisation are made available to police as well as a briefing detailing site conditions to assist their determination of what enforcement activities will be undertaken. Police contact details are located in 3.5.8 *Emergency / consultation contacts*.

3.9.2.4 Complaints

It is important for the credibility of the TMP that the public has an avenue for input into its implementation. Ensure that all complaints are documented in the Complaints Register (Appendix B). Ensure that any complaints registered are escalated to the Project Manager so that action can be taken.

3.10 Management Review

3.10.1 Traffic Management Plan Review and Improvement

Any suggested improvements, amendments or addition to the TMP are to be made known to the TMD so that revision of the TMP can take place. Despite the temporary nature of this particular project, suggested improvements to the TMP can assist future projects and the continual accuracy and effectiveness of the TMP and is therefore encouraged.

Proposals for amendment or addition to the content of this TMP are to be forwarded to:

Adam King
Pacific Site Specific
adam@pacificss.com.au
admin@pacificss.com.au
Lvl 9, 2 Phillip Law Street
CANBERRA ACT 2601
(02) 6243 4897
0400 841 551

3.10.2 Long term projects

Long term projects are regarded as greater than 6 months in duration and therefore specific long term project review procedures are not applicable to this project.

3.11 Traffic Management Plan Auditing

3.11.1 Consideration for audits

Consideration should be given by the Project Manager to make provisions for auditing the compliance of the TMP and its implementation. This can be performed by utilising the Compliance Inspection forms located in *AGTTM Part 8: Processes and Procedures*.

Any non-compliance identified and required corrective action can be issued to the contractor responsible. There is an example of a Notice of Non-Conformance form located in *AGTTM Part 8: Processes and Procedures* also. Corrective actions should be closed out and registered as such in accordance with normal practice.

3.12 Submission and Approval Process

3.12.1 Timeframe for review

The TMD understands that they shall be cognisant of likely timeframes between submission and provision of the appropriate jurisdictional response to the TMP. RIM requirements should be considered. Applications to be made via Survey123 for ArcGIS.

3.12.2 Review requirements

The RIM, TCCS will review this TMP and be satisfied with its efficacy before authorising. The TMP shall be reviewed and the appropriate jurisdictional response provided by an accredited person other than the person who prepared the TMP.

Appendix A

TMP Induction Register

TMP Induction Register (Appendix A)

Contractor

Project:

Location:[illegible]

Appendix B

Administration Register

Administration Register (Appendix B)

Contractor:

Project:

Location:

Incident Register

Name	Incident type	Incident Description	Reported to	Time	Date

Variation Register

Name	Modification	Reason	Residual Risk	Time	Date

Complaints Register

Name	Phone no.	Nature of complaint	Reported to	Time	Date

Appendix C

Report on Incident at Roadwork Site

Appendix C

Report on Incident at Roadworks Site

Reporting company reference:			AGTTM.Incident reference:		
<i>Reference added by reporting company</i>			<i>Reference added by the AGTTM.Incident database administrator</i>		
Report on Incident at Roadworks Site					
Send to: <i>RIM in charge of the network</i>					
Date of incident			Time of incident		
Reported by			Company		
TMI name			TMI No.		
Contractor / TTM Company			Contact number		
Road location (include direction and lane)					
Description of work being undertaken					
Incident type	Near miss	Vehicle entered TTM	Vehicle entered working space	TMA hit	Other
Operation type	Static	Mobile	Semi-static	Shoulder	Unattended
Phase of operation	Install		Static, mobile, semi-static		Removal
Damage to	Vehicles		Plant		TTM equipment
Injuries	Number of people in each injury category	<i>Enter the number of people in each injury category</i>	Minor	Notifiable	Fatal
		Road workers			
		Road users			
Crash type			Road user vehicle	Vehicle type	Reg. number
If TMA hit, which TMA			Which lane		
Police attended	<i>(Officer name/number)</i>		Further information	<i>For a more detailed internal report (contact)</i>	
Description of events					

Appendix D

Risk Assessment

Risk Assessment (Appendix D)

Contractor: Eco Suites Australia
Project: Accommodation Development
Location: Lady Denman Drive, Molonglo Valley ACT
Date: 8 December 2023

References
ISO3100:2018
AGTTM 2019
RMS PN066P02 2018

Risk Matrix

Risk Rating

		Consequence					
		Insignificant	Minor	Moderate	Major	Severe	Catastrophic
Likelihood	Almost certain	L1	M	H	VH	VH	VH
	Very likely	L2	M	H	H	VH	VH
	Likely	L3	L	M	H	H	VH
	Unlikely	L4	L	M	M	H	H
	Very unlikely	L5	L	L	M	M	H
	Almost unprecedented	L6	L	L	L	M	M

Risk rating	Definition	Response or action
VH	Very high	Significant and urgent action is required to eliminate the safety risk or reduce the consequence or likelihood of the risk and the overall risk exposure Activities exposed to this level of safety risk cannot proceed without the approval of the executive director
H	High	Immediate action is required and effort must be made to ensure that the safety risk is eliminated so far as is reasonably practicable (SFAIRP), or minimised SFAIRP if elimination is not reasonably practicable Activities exposed to this level of safety risk cannot proceed without the approval of the executive director, director or project director
M	Medium	Action is required and effort must be made to ensure that the safety risk is eliminated SFAIRP, or minimised SFAIRP if elimination is not reasonably practicable. Activities exposed to this level of safety risk cannot proceed without the approval of the responsible line manager or the change, project or program manager
L	Low	A level of safety risk that requires monitoring and review to ensure that the safety risk remains at this level.

Issue	Potential risk	Initial Risk Rating	Proposed risk treatment	Revised Risk Rating
Movements and redirection of vulnerable road users such as pedestrians, cyclists, disabled, children, school students, parents with prams and the elderly	Vulnerable road users entering the work area or walking across a live traffic lane due to confusion and being involved in an accident	L2 / C4 (H)	Implemented controls are to be clear and concise and are to be effectively communicated Adequate separation between path users and work activities is to be maintained If fixed devices are not implemented ensure that a traffic management worker can safely direct vulnerable road users past the affected area Implementation of delineation such as cones Restricted areas and exclusion zones are to be maintained Use spotter for plant if operating near vulnerable road users Speed reduction to be implemented	L5 / C4 (L)

Issue	Potential risk	Initial Risk Rating	Proposed risk treatment	Revised Risk Rating
Movements and redirection of vulnerable road users such as pedestrians, cyclists, disabled, children, school students, parents with prams and the elderly	Pedestrian crossing area being occupied by works prohibiting pedestrian movement with pedestrian uncertain of crossing point	L2 / C4 (H)	Implement a temporary crossing area Implement a traffic management worker that can safely direct vulnerable road users past the affected area Speed reduction to be implemented	L5 / C4 (L)
	Cyclist collision with pedestrian	L4 / C4 (M)	Ensure cyclists do not become a hazard to pedestrians by ensuring that cyclists dismount when sharing a path with pedestrians Separate cyclist and pedestrians where possible	L5 / C5 (L)
	Unacceptable detour length leading to frustration	L1 / C6 (M)	Any detours designated are to be assessed, are to be deemed suitable and are to be adequately communicated Any increases of length and terrain are to be considered and kept to a minimum	L3 / C6 (L)
	Cyclist encountering dangerous altered road conditions	L3 / C5 (M)	Adequate signage and warning are to be provided	L3 / C6 (L)
	Intoxicated or impaired vulnerable road user incident of misadventure	L3 / C4 (M)	Personnel on site to communicate the presence of any visibly intoxicated or impaired persons on site via radio Persons are to be separated from any work plant or hazard	L4 / C5 (L)
	Cyclist using traffic lane	L3 / C2 (H)	Adequate signage and speed reduction Stopping of vehicular traffic whilst cyclist travels through site unfollowed Delineation of a temporary cycle lane	L5 / C4 (L)
Site access	Presence of school crossings within site requiring relocation	L2 / C4 (H)	Consultation with school is to be performed Adequate supervision and guidance is to be provided in readiness for school pedestrian traffic Schedule works adjacent schools on weekends, school holidays or pupil free days	L5 / C4 (L)
	Work plant access to worksite compromised	L4 / C4 (M)	Consider the development of a Vehicle Movement Plan (VMP) Adequate area is to be allocated for site deliveries including storage of idle plants (such as trucks waiting to unload material) Vehicle movements are to be structured and are to be known to personnel on site and plant drivers via radio communication and toolbox / pre-start Implement traffic control hold and release capabilities at site access and egress points to aid site access for work plant traversing Schedule work plants to avoid congestion at site access locations Implement speed reduction(s) at site access / egress points	L5 / C4 (L)
Excessive length of worksite	Driver frustration, bad behaviour, extensive traffic queues	L3 / C3 (H)	Site lengths are not to be excessive and are to be in accordance desirable traffic lengths especially when performing reversible flow as queue lengths can become excessive Length of temporary speed zone maximums are not to be exceeded	L5 / C3 (L)
	Vehicles exiting driveways within site	L2 / C5 (M)	Sight distance of the site is to be maintained by personnel Implement repeater personnel throughout site to identify any unexpected traffic	L5 / C5 (L)

Issue	Potential risk	Initial Risk Rating	Proposed risk treatment	Revised Risk Rating
Traffic queues and delays	Unacceptably long delays for road users resulting in aggressive driver behaviour and a lack of community acceptance	L1 / C6 (M)	Site lengths are not to be excessive and are to be in accordance desirable maximum traffic lengths when performing reversible flow as queue lengths can become excessive Ensure there is no undue delay to road users Undertake works outside of peak traffic periods Consider traffic diversions	L5 / C4 (L)
	End of queue collisions due to inadequate warning	L3 / C3 (H)	End of queue treatment is to be implemented correctly Queue lengths are to be monitored Traffic queues are to be dispersed as efficiently as possible by traffic controllers	L5 / C3 (L)
Detouring of traffic on an arterial or multi-lane road	Detour having unacceptable impact on surrounding areas and detoured traffic experiencing unacceptable delay	L2 / C5 (M)	Detour to be assessed, is to be adequate and suitable for application e.g. suitable for; over-dimensional vehicles, load and limit restrictions, road width, traffic signals phasing, cyclist impact, pedestrian impact, increased traffic noise Advertise the detour so that traffic avoids the area completely	L5 / C5 (L)
Interference with the operation of permanent traffic signals	Traffic signals may not operate efficiently and as intended	L2 / C5 (M)	Consultation with traffic signals unit is to be performed in regard to design strategies to ensure traffic signal efficiency	L5 / C5 (L)
	Compromised legibility of controls for road users	L2 / C5 (M)	Any implemented controls to be clear and concise and are to be effectively communicated Traffic controllers operating near permanent traffic signals intersection are to be at least 25 meters in advance of the intersection stop line	L5 / C5 (L)
Closure of turning lanes	Removal of option and compromised legibility of road layout for road users	L2 / C5 (M)	Closures to be advertised in advance of the work Accompany turning lane closures with detour guidance Implement speed reduction to reduce the potential for an accident Any implemented controls are to be clear and concise and to be effectively communicated	L5 / C5 (L)

Issue	Potential risk	Initial Risk Rating	Proposed risk treatment	Revised Risk Rating
Site in operation during periods of low visibility	Sight distance or vision of road user compromised on approach to worksite	L3 / C3 (H)	Have night wands and Personal Protective Equipment (PPE) with increased visibility available for personnel working both day and night shifts Increase visibility with illuminated lights, flashing arrow signs, VMS and be conscious of vehicle movements Perform drive through inspection to determine driver visibility Cease work if visibility controls are not adequate	L5 / C4 (L)
Incorrect placement of devices	Sight distance or vision of road user compromised on approach to worksite	L2 / C4 (H)	Traffic Guidance Scheme (TGS) is to be clear and concise displaying accurate dimensions Implementation to be discussed at pre-start Perform drive through prior to implementation Implementation is to be in accordance with correct TGS for appropriate stage Measurement tool is to be accurate Consider the need for increased stopping distance during inclement weather and periods of low light	L5 / C4 (L)
Closure of traffic lanes and the need to maintain a minimum number of lanes available	Traffic volume not adequately accommodated causing delays	L2 / C5 (M)	Ensure 'desirable number of traffic lanes to be maintained' guidance is adhered to Ensure there is no evidence of any adjacent works or planned events that could increase traffic volume in the vicinity Consider a road closure treatment Speed reduction to be suitable for purpose and is to not cause undue delay to road users Undertake works outside of peak traffic periods Any potential queues to be monitored with end of queue treatment to be implemented	L5 / C5 (L)
Periods in which work can and cannot occur	Work being undertaken at inappropriate periods	L2 / C5 (M)	All work is to be authorised by the road infrastructure manager and within the road hierarchy authorised periods Work is to be completed within authorised period, allowing adequate time for TGS to be removed within authorised period Display authorisation periods on TGS	L5 / C5 (L)
Shift length exceeding 14 hours for personnel	Staff fatigue	L2 / C4 (H)	Site Supervisor to arrange relief personnel Provide regular rotation of duties and breaks where possible	L5 / C4 (L)
Credible speed limits, considering the safety of workers and road users	Road users travelling at inappropriate speeds due to lack of understanding	L2 / C4 (H)	TGS is to be implemented correctly Speed reduction to be suitable for site conditions Speed reduction not to cause undue delay to road users that can lead to non-compliance Repeater speed signs are to be implemented where required If compliance is not being achieved implement additional controls Workers to have adequate clearance from traffic 40 km/h speed limit not to exceed 500 metre length	L4 / C5 (L)

Issue	Potential risk	Initial Risk Rating	Proposed risk treatment	Revised Risk Rating
Clarity of applicable specifications, standards, rules and policies	Application of incorrect or expired specifications	L2 / C5 (M)	Consultation with the road infrastructure manager is to be performed Register with relevant jurisdiction and industry bodies for updates and changes to ensure of compliance Adhere to AGTMM and A.S.1742.3	L4 / C5 (L)
Stakeholder must be consulted regarding the project and its impacts	Stakeholder opposition to project	L5 / C5 (L)	Adequate consultation is to be performed with the various stakeholders and an agreement is to be reached Work is to be authorised prior to commencement	L6 / C6 (L)
Existing vegetation	Obscuring positioning of signs and devices	L3 / C4 (M)	Signs and devices are not to be obscured and are to be clearly visible to road users If site conditions are not suitable, sign and device distances may be minimised and maximised within specified limitations if documented	L5 / C4 (L)
Shadowing, fog or glare on roads in east-west direction	Impact on visibility of traffic control devices	L2 / C3 (H)	Increase visibility with illuminated lights, flashing arrow signs, VMS and be conscious of vehicle movements Perform drive through inspection to determine driver visibility Cease work if visibility controls are not adequate	L5 / C4 (L)
Inclement weather or smoke	Impact on visibility of traffic control devices	L2 / C3 (H)	Have night wands and PPE with increased visibility available for personnel working both day and night shifts Increase visibility with illuminated lights, flashing arrow signs, VMS and be conscious of vehicle movements Perform drive through inspection to determine driver visibility Cease work if visibility controls are not adequate	L5 / C4 (L)
Night conditions	Change in condition of road surface	L2 / C3 (H)	Consider the need for increased stopping distance during inclement weather and periods of low light Cease work if conditions become treacherous as such that the likelihood of an accident is substantial	L5 / C4 (L)
	Reduced legibility of worksite or visual overload with retroreflective devices	L2 / C3 (H)	Surplus amount of devices are not to be implemented and devices used are to be fit for purpose Signs to be implemented as displayed on TGS Illumination on devices to be compliant Perform drive through inspection after implementation	L5 / C4 (L)
	Reaction time from motorist not being adequate	L2 / C3 (M)	Personnel to wear PPE / high visibility clothing and the site to have sufficient flood lighting, flashing arrow signs, flashing illuminated lights, vehicle protection, use of a spotter, site personnel conscious of traffic movements	L5 / C4 (L)

Issue	Potential risk	Initial Risk Rating	Proposed risk treatment	Revised Risk Rating
Conflict between existing signage	Compromised legibility of worksite	L3 / C4 (M)	Identification and treatment of contrary signs in planning phase to ensure site legibility Contradictory or irrelevant signs to be covered or concealed by traffic management implementers Perform drive through inspection after implementation to ensure legibility	L5 / C4 (L)
Requirement for construction traffic to exit and enter the traffic stream	Use of inappropriate exit and entry points resulting in unsafe exit and entry to traffic stream	L4 / C4 (M)	Vehicle movements to be structured and known to personnel on site and plant drivers via radio communication and toolbox / pre-start Implement traffic control hold and release capabilities at site access and egress points to aid site access for work plant traversing Have traffic controllers stop the traffic to facilitate safe vehicle movements exiting and entering the site into the traffic stream	L5 / C4 (L)
No escape route for workers or traffic controllers	Personnel not being able to escape traffic incidents	L4 / C2 (H)	TGS to be clear and concise displaying accurate dimensions Implementation to be in accordance with correct TGS for appropriate stage Escape route to be always available to personnel Workers to have adequate clearance from traffic	L5 / C4 (L)
Traffic controller	Traffic controllers not maintaining sight distance	L3 / C4 (M)	TGS to be clear and concise displaying accurate dimensions Implementation to be in accordance with correct TGS for appropriate stage Traffic controller minimum sight distance to be maintained at all times	L5 / C4 (L)
Emergency vehicle access	Delay to emergency services traversing through site and to the site itself	L4 / C2 (H)	Consultation to be performed with emergency services prior to works Traffic controllers to assist and prioritise emergency services movement through site Communication to be made to alert personnel Site Supervisor to instruct personnel accordingly if emergency is on site Works to cease if emergency is on site with emergency services given unrestricted access to the site Designated first aid officer is to be available Follow emergency response procedures	L5 / C4 (L)
Public transport	Impact on provision of usual public transport services	L3 / C4 (M)	Consultation with public transport provider prior to works Attempt to maintain public transport services, even if a road closure is in place Traffic controllers to assist and prioritise bus movements through site Stopping of vehicular traffic whilst buses traverse through site unfollowed to enable safe embarking and disembarking of passengers Ensure passengers can embark and disembark safely Implement a traffic management worker that can safely direct passengers embarking and disembarking past the affected area if inside work area Unpredictable passenger movements near site to be monitored and treated	L4 / C5 (L)

Issue	Potential risk	Initial Risk Rating	Proposed risk treatment	Revised Risk Rating
	Public transport traversing through site despite road closure	L2 / C5 (M)	Site workers have adequate clearances and to be conscious and made aware of public transport traversing through site during road closures. Communications via radio toolbox / pre-start Buses to be provided a speed restriction despite road closure Buses to have safe exit and entry movements in and out of site	L5 / C5 (L)
Access to adjacent properties	Compromised access to adjacent properties	L3 / C4 (M)	Consultation to be provided prior to the commencement of works Provide letterbox drops and advertise the works in advance Maintain access to residences and businesses Traffic management personnel to be briefed at pre-start on local access instructions for residents and businesses Conduct work during hours that will not impact businesses dramatically	L4 / C5 (L)
Parking facilities exist within the proposed temporary worksite	Reduction in available parking facilities in area	L5 / C5 (L)	Consultation with local road users Alternative parking options to be provided to road users by personnel on site Restrict the ability of road users parking prior to the commencement of the shift so that their vehicle does not become a hazard during the work	L6 / C6 (L)
Change on traffic flow impacts on surrounding road network	Excessive queues and delays	L2 / C5 (M)	Assess potential impacts to surrounding road network Consult with traffic signal unit prior to works and provide accurate time and dates of the works so that true traffic volumes may be monitored Monitor surrounding affected areas during works	L5 / C5 (L)
Accommodation of truck traffic and oversized loads	Impact on scheduled operation of the work site	L4 / C4 (M)	Consultation to be provided with road infrastructure manager Lane widths are to be adequate Heavy vehicle turning ability to be considered Radio communication	L5 / C4 (L)
VMS boards not reflecting current construction stages	Public traffic confusion	L4 / C4 (M)	VMS to be implemented correctly and as indicated VMS to represent and describe current site conditions Include VMS board locations on TGS's and seek approvals from the road infrastructure manager for VMS displays	L5 / C5 (L)
Aftercare conditions	Road user not travelling in accordance with site conditions	L3 / C4 (M)	Adequate aftercare signage to warn road users to be displayed after work has been completed but road conditions not reinstated to original condition Implement a speed reduction on higher speed roads Implement VMS if hazard poses greater risk to road user Site to be inspected at regular intervals	L4 / C5 (L)

Issue	Potential risk	Initial Risk Rating	Proposed risk treatment	Revised Risk Rating
Waste collection	Waste collection being impeded by works	L5 / C5 (L)	Identification of waste collection days for proposed works Consultation when collection days collide with proposed works	L6 / C6 (L)
Vehicle breakdowns	Vehicle breakdown within site causing traffic hazard or disruption	L3 / C4 (M)	When stopping traffic try to maintain the momentum and flow of heavy vehicles and provide them with priority Radio communication Delineation for stranded vehicle Consider incident response	L5 / C4 (L)
Traffic controller	Traffic controller not controlling traffic correctly	L5 / C3 (M)	Traffic controllers to be adequately trained and are also to be competent Perform alcohol and drug screening Supervision from traffic management team leader	L6 / C4 (L)
School zones	Working hours in school zones	L3 / C4 (M)	Works undertaken within school zones are to be within the authorised periods Schedule works adjacent schools on weekends, school holidays or pupil free days	L5 / C5 (L)
	Speeds within school zones	L3 / C4 (M)	Ensure TTM termination signs do not conflict with school zones and that the speed reduction within the school zone is not compromised	L4 / C5 (L)
	School crossings	L3 / C4 (M)	School crossings to be controlled. If a designated school crossing supervisor is in operation during works ensure he is consulted and understands the traffic management arrangements implemented	L5 / C4 (L)

Appendix E

Risk Assessment Form

Step 1 Identify the activity Complex or lengthy activities should be broken down into stages / alternately aspects of the activity may be listed	Step 2 What are the hazards?	Step 3 Who might be harmed and how?	Step 4 What are you already doing?	Current risk rating Refer last page (optional)	Step 5 What further action is necessary? Apply the Hierarchy of Controls Refer last page	Residual risk rating Refer last page (required)	How will the controls be implemented?		
							Action by	Due date	Date when completed
Documentation and approval									
					Signature Date				
					Signature Date				

RISK ASSESSMENT RATING – Use this table to determine a risk rating considering firstly, what is the worst possible CONSEQUENCE of this hazard, and then what is the LIKELIHOOD of the risk occurring?

Appendix F

TMP Daily Traffic Management Diary

Location: _____	Client: _____	Date: _____	
TMP/TGS No: _____	Weather Conditions: _____	Diary Sheet: _____	of _____
Start Time at Depot: _____	Time Arrive Onsite: _____	Commencement of Site Setup: _____	Site Setup and Operational: _____
Site Pulled Down at: _____	Time After signs setup: _____	TGS No: _____	Time left site: _____
☐ Day Works	☐ Night Works	☐ Emergency Response	Site Setup as per TGS ☐ Yes ☐ No (if not comment on next page)
☐ Attendance at Pre-Start Meeting	Did an incident occur (if yes complete incident report form) ☐ Yes ☐ No		
I confirm that the above times of 'setup' and 'pulldown' of traffic management signs and devices are a true and correct Name (Site Supervisor): _____ Signed: _____			
Drive Through Checks (Checks must be conducted at least every hour).			
Time of check entered. Rule off and leave blank if the check does not apply to the site. Make a note of any issues on the next page.			
Traffic Management Site Checks	1	2	3
Time			
Are signs upright, clean, visible, level & stable?			
Are taper lengths correct?			
Are speed limit signs correct and doubled up?			
Are sign spacings correct?			

[illegible]

Appendix G

Traffic Management for Roadworks Operational Check / On site Pre-opening Inspection – Checklist

Traffic Management for Roadworks Operational Check / Onsite Pre-opening Inspection - Checklist

Operational Check: The operational check should be undertaken by the project team once the traffic management scheme has been implemented. Preferably the check should be undertaken by the TMD.

Onsite Inspection: Onsite inspections should be undertaken frequently by the TML.

Project Information	
Project	
TMP Date	
TMP No.	
Rev No.	
Location	
TMP author contact details	
Site supervisor contact details	

Issue	Yes/No/ NA	Comment
1. Alignment		
Is the roadworks located safely with respect to horizontal and vertical alignment? If not, does works signing, offset and/or protection cater for this?		
Are the transitions from the existing road to the roadworks safe and clearly laid out?		
Are turning radii and tapers adequate for all road users? Have the swept paths of all vehicles been catered for?		
2. Delineation, traffic lane safety and visibility		
Is the work area clearly defined?		
Are the travel paths for both directions of traffic clearly defined? Is the work area appropriately separated from passing traffic? Check the transition at the interface of the modified alignment.		
Do the temporary works involve shoulder or traffic lane closures? If so, are the taper lengths adequate?		
Are traffic cones, bollards upright, secure, correctly spaced and neatly aligned?		
Are centre lines/lane lines/edge lines clear and unambiguous?		

Issue	Yes/No/ NA	Comment
Are sight and stopping distances adequate at works, at intersections and driveways?		
Are traffic lanes clearly delineated?		
3. Traffic management signs and devices		
Are all signs and devices placed, such that they are clearly visible to approaching drivers and other road users both day and night? Do they give adequate warning of the changed conditions?		
Have all road users been considered including trucks, pedestrians, cyclists, motorcyclists and buses.		
Are traffic signs correctly located, with adequate lateral and vertical clearance?		
Are signs placed to not restrict sight distance, particularly for turning vehicles?		
Are redundant permanent signs (e.g. speed limit) covered up?		
4. Traffic Flow		
Has traffic flow been maintained as predicted by the TMP? Have the works impacted on other adjoining routes?		
5. Speed management		
Are speed limits correctly applied?		
Are road users informed of the need to slow down through the roadworks site?		
Are the speed limits established on site consistent with the modified road environment? If not, should this be changed or should the "safety space" to the worksite be increased?		
Are road users complying with the temporary speed limits? If not, can something be done to on site to encourage speed compliance?		
Are buffer zones established? Are the zone lengths consistent with standards and guidelines?		
Are speed limits reinstated as soon as practical in line with standards and guidelines?		
6. Night-time safety		
Is appropriate street lighting or other delineation provided at the roadworks to ensure that the site is safe at night?		
If temporary lighting is used, have issues such as glare or transition in illumination been addressed?		
Are all fixed objects adjacent to and close to the travel path treated to ensure visibility at night?		
Is the works area safe for pedestrians and cyclists at night?		

Issue	Yes/No/ NA	Comment
Do the traffic control devices meet the requirements for retro-reflectivity?		
Are the correct signs used for each situation including at night where required, and is each sign necessary?		
7. Aftercare		
Have unnecessary signs been removed when works are not in progress? (for example, at night)?		
Where signs and devices have been removed after hours is appropriate delineation provided (particularly at night)?		
Where practical have hazards been removed or suitably protected (e.g. backfilling excavations).		
8. Safety barriers		
Is there adequate clearance from the edge of the traffic lane and road safety barrier system?		
Are safety barriers erected in a manner that: • does not make them a hazard to traffic? • does not obstruct visibility?		
Is the work area appropriately separated from the deflection zone of the safety barrier?		
Is the road safety barrier system adequate (eg length of need, barrier type, offset to traffic, offset to work area, end treatment)?		
9. Traffic controllers		
Are traffic controllers provided where required? Is there an adequate number to ensure rest breaks can be taken?		
Is sight distance to traffic controllers adequate? Are queue lengths being monitored in line with AGTTM? Are 'Prepare to Stop' signs adequate for queue lengths?		
10. Work site access		
Are site entrances and exits safely located with adequate sight distance? Are appropriate procedures in place and applied for workers accessing and exiting the site?		
11. Pedestrians and cyclists		
Have the effects of the work areas on pedestrians and cyclists been considered?		
Are safe and adequate detour facilities provided around "bike lane closed" signs? Are ramps to exit provisioned?		
Pedestrians: Including mobility scooters, wheelchairs, prams, blind people etc.		

Issue	Yes/No/ NA	Comment
Cyclists: - Consider impact for bike lane closed signs, and - Consider clear direction of cyclist expectation. - Have safe transitions between facilities and road been provided?		
Is the path free of defects (for example, excessive roughness or rutting, potholes, loose material, dust, etc.) that could result in safety problems such as loss of steering control or visibility?		
Is the path free of areas where ponding or sheet flow of water may cause safety problems?		
Are facilities for wheelchair users in terms of width, ramp gradients and pavement surface provided past the worksite?		
Are all signs and devices placed, such that they do not adversely impact access to properties and other road users (pedestrians, cyclists and other vulnerable road users)?		
12. Road pavement		
Is the pavement free of defects (for example, excessive roughness or rutting, potholes, loose material, dust, etc.) that could result in safety problems such as loss of steering control or visibility?		
Is the pavement free of areas where ponding or sheet flow of water may cause safety problems?		
13. Occupational Safety and Health		
13.1 General		
Are the responsibilities in the TMP being adhered to?		
Are personnel wearing correct PPE when on site?		
Are start-up meetings being conducted each day and are staff aware of their responsibilities during each stage of the works?		
Are the risks of mobile plant and workers being managed?		
Are personnel following all other safety requirements?		
13.2 Accreditations		
Is there TMI available to manage variations, contingencies and emergencies, and to take overall responsibility for traffic management.		
Are staff managing the implementation of the plan appropriately accredited in TMI?		
Are the Traffic Controllers used on the worksite accredited, suitably attired and adhering to the traffic control handbook and other standards?		
Are staff operating TMAs appropriately accredited?		

Issue		Yes/No/ NA	Comment
14. Any other matter			
Have all other matters which may have a bearing on safety been addressed?			

Name	Position
Signature	Date