

# RIICWD503E

## Prepare Traffic Management Plans

### Learner Guide Instructions

Who is this document for?

The learner.

What is in this document?

- Course information that matches the PowerPoint presentation.
- Review questions.
- Practical assessment instructions for learners.

What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the document as part of your validation process.
3. Set the reading and test time limits that are highlighted in pink at the end of the document.

**See the 'Read Me First' document for a complete set of instructions on how to use these resources.**



# LEARNER GUIDE

# RIICWD503E Prepare Traffic Management Plans and Traffic Guidance Schemes

<b>Learner Name:</b>	
<b>Learner ID:</b>	
<b>Learner Contact Number:</b>	
<b>Learner Email Address:</b>	
<b>Date Training Commenced:</b>	

## This Book Contains:

- Course Information.
- Review Questions.
- Practical Assessment overview and Instructions.

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# 1.1 Introduction

These materials are based on the national unit of competency **RIICWD503E Prepare Traffic Management Plans and Traffic Guidance Schemes**.



You will learn how to:

- ◆ Establish context for traffic management plan and traffic guidance scheme.
- ◆ Prepare traffic management plan.
- ◆ Prepare traffic guidance scheme.
- ◆ Support and review traffic management plan implementation.

## 1.1.1 Traffic Management Plans (TMP)

A Traffic Management Plan provides the details of proposals to safely manage traffic during the conduct of works on roads and normally includes:

- ◆ A traffic guidance scheme (diagrams).
- ◆ Worksite hazard assessment (such as a Work Method Statement).
- ◆ Details of the location, nature and duration of the works.

For long-term work, the plan should also include details of the requirements to manage traffic through the worksite outside normal working hours or when workers are not present at the site (after-care).



The Traffic Management Plan aims to:

- Protect workers, road users and pedestrians.**
- Adequately instruct and guide road users safely through, around or past the worksite.**
- Provide appropriate warnings of changes in the road surface, driving conditions and of workers and plant engaged in work on or adjacent to the road.**
- Minimise the impact of the works on traffic and adjacent landowners or residents.**
- Minimise disruptions to public transport.**
- Communicate the arrangements for and impacts of, any activities affecting traffic.**

These strategies help to reduce traffic impacts, improve safety and promote coordination within and around the work zone.

A Traffic Management Plan is required by legislation whenever works affect traffic on:

- ◆ Public and private roads.
- ◆ Parking areas.
- ◆ Restricted access construction sites.

This includes short-term works such as line marking or median strip mowing, as well as long-term major road construction work.

The Traffic Management Plan needs to allow for:

- ◆ Provision for and impact on, public transport (e.g. delay to buses or trams, restrictions on passenger access to bus or tram stops, potential for traffic to queue across an adjacent railway crossing), including where possible, priority for public transport.
- ◆ Over-dimensional vehicles.
- ◆ Safe passage for pedestrians, cyclists and people with disabilities.
- ◆ Access to abutting properties.

There may also be a Vehicle Movement Plan (VMP) included with your TMP. This will outline the appropriate paths of travel for worksite vehicles including access and egress, stockpiling and turn around areas.



### 1.1.1.1 Road Projects



Road projects can involve road construction or road maintenance. They may be major or minor in the type of works required, and short-term or long-term projects.

Whatever the type of road project, the associated driving conditions are generally different to normal. This can cause road users to become frustrated with delays, unexpected road conditions and inconsistencies caused by the road project.

A good work zone traffic management plan aims to reduce delays for traffic while still providing work teams with a safe environment to conduct their work.

### 1.1.1.2 Work Zones

The work zone is the area of a roadway involved with construction, maintenance, or utility work activities.

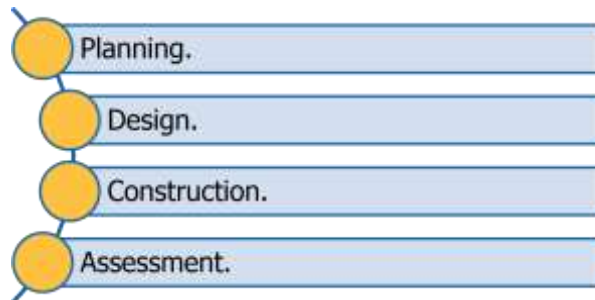
A work zone is typically marked by signs, channelling devices, barriers, pavement markings, and/or work vehicles. It extends from the first warning sign or traffic control device to the end road work sign or the last traffic control device.

It may involve construction workers, vehicles, plant and equipment, which may be interacting with members of the public, motorists and delivery vehicles. It may also involve the use of access roads to and from public roads.



## 1.1.2 When Should a TMP be Prepared, Developed and Implemented?

Road projects are typically managed through phases of:



TMP preparation and development usually begins during the planning phase of a road project and progresses through the design phase. TMP revision and implementation occurs from the construction start point.

Road project development processes can provide valuable information to guide TMP preparation and development, such as environmental legislation and requirements for road projects, and may be a key source of inputs or constraints for the TMP.



### Review Questions

<b>1.</b>	What are three (3) aims of a Traffic Management Plan?	<input type="checkbox"/>
1.		
2.		
3.		

## 1.2 Site Policies and Procedures

You need to make sure you and everybody in your team follows the safety rules and instructions when performing their work.

You should answer any questions that personnel have towards health and safety or direct them to the right person to speak to.

Before starting any work, you need to make sure you and your team have access to all operations documentation for the job. This will help everyone to do their work in the safest way and make sure all work is compliant.



Operations documentation includes:

### Site Details

The information and safety requirements of the work environment.

### Hazard Details

Any hazards in the work area or related to the work. This could also include instructions on how to handle dangerous or hazardous materials.

### Task Details

Instructions of what the work is (this can include diagrams or plans). Also instructions on how to safely do each component of the project.

### Faulty Equipment Procedures

Isolation procedures to follow or forms to fill out.

### Signage

Site signage tells you what equipment you need to have, or areas where hazards exist.

### Emergency Procedures

Instructions on what to do in emergency situations, for example if there is a fire, accident or emergency where evacuation or first aid is needed.

### Equipment and Work Instructions

Details of how to operate plant and equipment and the sequence of work to be done.



## 1.2.1 Work Health and Safety

You must ensure that you and all personnel that you supervise follow all safety rules and instructions when performing their work.

Every workplace must follow laws and rules to keep everyone safe. There are 4 main types:

Law	Explanation
<b>Acts</b>	These are laws that you have to follow.
<b>Regulations</b>	These explain what the law means.
<b>Codes of Practice</b>	These are instructions on how to follow the law, based on industry standards.
<b>Australian Standards</b>	These tell you what the minimum requirement is for a job, product or hazard.

Some states use OHS laws, and other states use WHS laws. They both talk about the same thing but use different words or names for people. If you have any questions about safety rules, you should talk to your boss or supervisor.

WHS law says that all companies and workers need to keep themselves and other people safe while they work. This is called a **duty of care**.

To keep everybody safe workers need to:

- ◆ Follow their instructions.
- ◆ Follow all workplace rules.
- ◆ Make sure all equipment is safe to use.
- ◆ Carry out their work safely.
- ◆ Report any problems.

If a member of your team notifies you of an issue or problem, you will need to take appropriate action in line with site and organisational requirements. This could include:

- ◆ Stopping, postponing or re-scheduling tasks.
- ◆ Organising for specialists, technical experts or consultants to review.
- ◆ Organising additional resources, personnel, equipment or training.
- ◆ Completing forms or reports to document the issue.
- ◆ Assisting personnel to complete documents and forms.
- ◆ Contacting relevant authorities.
- ◆ Re-evaluating traffic management plans and making adjustments to manage the issue.



## 1.2.2 Regulations and Codes

Legislative, organisational and site requirements and procedures may relate to:



- ◆ Work zones, e.g. identification, signage, hours of operation, warning lights.
- ◆ Engineering practices, e.g. design specifications, construction methods.
- ◆ Traffic laws, such as speed limits, speed zones, traffic control methods.
- ◆ Employment legislation, including workplace relations, Equal Employment Opportunity.

You can find out what regulations and codes of practice apply in your state from the relevant Road and Traffic Authority office:

State / Territory	Department	Website
<b>ACT</b>	Dept. of Territory and Municipal Services	<a href="http://www.tams.act.gov.au">www.tams.act.gov.au</a>
<b>NT</b>	Dept. of Transport	<a href="http://www.transport.nt.gov.au">www.transport.nt.gov.au</a>
<b>NSW</b>	Roads & Maritime	<a href="http://www.rms.nsw.gov.au">www.rms.nsw.gov.au</a>
<b>QLD</b>	Dept. of Transport & Main Roads	<a href="http://www.tmr.qld.gov.au">www.tmr.qld.gov.au</a>
<b>SA</b>	Dept. of Planning, Transport and Infrastructure	<a href="http://www.dpti.sa.gov.au">www.dpti.sa.gov.au</a>
<b>TAS</b>	Dept. of State Growth	<a href="http://www.transport.tas.gov.au">www.transport.tas.gov.au</a>
<b>VIC</b>	Dept. of Transport	<a href="http://www.transport.vic.gov.au">www.transport.vic.gov.au</a>
<b>WA</b>	Dept. of Transport	<a href="http://www.transport.wa.gov.au">www.transport.wa.gov.au</a>

### 1.2.2.1 Regulations for a Traffic Management Plan

The most important compliance documents that relate to Traffic Management Plans are:

- ◆ State and territory traffic management legislation, regulations and codes of practice.
- ◆ Australian Standard AS1742.3:2019 – Manual of Uniform Traffic Control Devices (MUTCD) Traffic Control for Works on Roads.

The AS1742.3:2019 provides technical specifications and guidance for the setting out of temporary traffic control signs and devices used at road works.

Each state and territory has established a Code of Practice for traffic management based on and incorporating AS1742.3:2019.



Generally, the Code of Practice aims to:



1. Establish and maintain a standard approach to road works (whether on the roadway or roadside) that protects the safety of road users and workers.
2. Establish a hazard-based assessment of worksite conditions to allow hazards to be identified and managed to create a safe worksite.
3. Support the planning for, and management of traffic to pass safely through, past or around a worksite, including the development and implementation of a traffic management plan.
4. Support appropriately trained and qualified persons to control and direct traffic.

## Review Questions

<b>2.</b>	What are the four (4) types of laws that workplaces must follow?	<input type="checkbox"/>
<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>		
<b>3.</b>	What is the Australian Standard for traffic control?	<input type="checkbox"/>

# 1.3 Environmental Protection

Environmental management is aimed at considering the impacts of activities on the environment and fulfilling statutory responsibilities under state and federal government acts to minimise the damage or disruption.



## 1.3.1 Environmental Impact Assessment



An Environmental Impact Assessment assesses the environmental impacts of the project. They can sometimes be complex, so early and close liaison between project managers and environmental staff during project development is critical.

Identification of impacts can involve assessing the scope of the project and consultation with environmental specialists or people familiar with the region or area in which the work zone is located.

You may need to consider the confinement of the disturbed zone, likely risks of soil or water erosion and likely impact to threatened species of flora or fauna.

Once information has been gathered, you need to review and assess the impacts of the proposed activities on the environment before making the decision on whether to carry out any activities and how these might be done.

For example, there may be requirements for specialist's reports, approvals, additional standards and safeguards for the work zone and TMP.

Procedures can be developed to avoid, minimise or offset environmental impacts. This may cover matters such as pre-construction inspections, what to do in case of spills, evidence gathering and scheduled reports.

### Review Questions

4.	What is the purpose of an Environmental Impact Assessment?	<input type="checkbox"/>

## 1.4 Cultural Heritage Management



Before starting a Traffic Management Plan, you need to consider the cultural heritage and Native Title of the land you are working on.

Native Title refers to the rights that Aboriginal and Torres Strait Islander people have in Australia to land and waters under traditional laws and customs.

### 1.4.1 Protecting Cultural Heritage and Native Title

Your local road authority and/or council should have information on the best way to protect cultural heritage and Native Title. This may include:

- ◆ Surveys to identify significant sites.
- ◆ Analysis of potential impacts on Native Title.
- ◆ Stakeholder consultation.
- ◆ Management plans and agreements for any work impacting cultural heritage.
- ◆ Maintenance of heritage sites such as restoration and strengthening.
- ◆ Relocating sacred trees, recording and salvaging artefact locations.
- ◆ Native Title recognition, such as naming roads and/or road assets in consultation with traditional owners.
- ◆ Possible 'Welcome to Country' signage and displays.



Cultural heritage management forms part of the environmental assessment process, which will include a detailed site history and Aboriginal and non-Aboriginal archaeological surveys.

### Review Questions

5.

What is Native Title?



# 1.5 Hazards and Risks

You need to check for any hazards or dangers in the area before creating a TMP.

If you find a hazard or danger you need include control measures in your plan. This will help to make the workplace safe.

The role of a supervisor in the risk management process is to ensure the plan is applied or implemented in a way that makes sure:

- ◆ All risk management activities meet site and safety requirements.
- ◆ All activities are effective in identifying and treating risks and hazards.
- ◆ All personnel involved understand what they need to do and have the guidance to complete their activities properly.
- ◆ All information gathered by personnel is correct and relevant.
- ◆ Risks are assessed properly and treated in accordance with organisational requirements.
- ◆ Expert advice is sourced when information is unclear or potentially inaccurate.
- ◆ All resources are organised or gathered properly for effective hazard treatment.
- ◆ Approved hazard controls are implemented properly.
- ◆ Personnel are coached through the implementation of hazard controls.
- ◆ Situations are reviewed properly and hazard controls are still effective.
- ◆ The process is audited and quality outcomes are being achieved.
- ◆ All documentation and records relating to the process are completed accurately.



It is important to include team members in hazard identification and risk management to make sure everyone knows what is going on, what you are planning to do and what they need to do.

In order to successfully identify hazards in the workplace it is important that all personnel are aware of:

- What a hazard is.
- How to spot a hazard.
- What they should do when they find a hazard.

In any workplace, a strong safety focus will ensure that hazard identification is part of everyone's role.



Make sure that all personnel under your supervision are aware of their responsibilities when it comes to hazard identification and that a simple and effective process for reporting them is in place.

This could include verbal reporting or a more formal documented recording of details.

A **RISK** is the chance of a hazard hurting you or somebody else or causing some damage.

**RISK MANAGEMENT** is the process of eliminating or controlling hazards to reduce the risks that people and equipment are exposed to at work.

The risk management process is made up of 3 main stages:



Risk management processes need to be planned for and implemented in response to incidents, accidents or near misses, such as:

#### Changes to the Environment:

- ◆ Construction, demolition or the movement of plant, vehicles, equipment, stock or materials.
- ◆ The public interacting with the work site.
- ◆ Limited supervision.
- ◆ High turnover of personnel who require training and orientation to complete their work safely.

