

**RIIWH5205E**

## **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**

# RIIWHS205E Control Traffic with a Stop-Slow Bat

<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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Evaluation Copy Only

# 1.1 Introduction

This course is based on the unit **RIIWH205D Control Traffic with Stop-Slow Bat.**

You will learn about:

- ◆ Planning and preparing for traffic control.
- ◆ Controlling traffic and operating communication devices.
- ◆ Conducting housekeeping activities.



## 1.1.1 What is Traffic Management?

Traffic management is the job of controlling traffic through and around hazardous areas and protecting vehicles, pedestrians and workers. By using signs and signals traffic controllers can safely direct vehicles and pedestrians through the traffic hazard or work area.

All traffic management operations must follow a Traffic Management Plan. The plan normally includes a traffic guidance scheme, worksite hazard assessment and details of the works (where, what and how long, etc.).



A Traffic Management Plan is required by legislation whenever:

- ◆ Work affects traffic on public and private roads.
- ◆ Work affects parking areas.
- ◆ Access to construction sites needs to be restricted from public traffic.

## 1.2 Traffic Controllers

Traffic controllers are used when signs and devices will not be enough to provide for safety, public convenience and traffic management in and around the worksite.

Situations requiring control of traffic by controllers using stop-slow bats are:

<b>Road Surfacing</b>	To slow down, stop or direct traffic as needed.
<b>Single-Lane Operation</b>	To restrict traffic to a single direction or control alternating use of the lane.
<b>Low-Speed Operation</b>	To warn and slow down traffic.
<b>Temporary Road Closures</b>	To stop traffic, to inform drivers of the likely delay and to hold traffic until it is clear or safe to proceed (e.g. blasting works).
<b>Plant Crossings</b>	To stop traffic to allow plant crossing or entering the roadway where needed.
<b>Limited Sight Distance in Worksite</b>	To warn traffic to slow down due to a potential hazard ahead.
<b>Emergency Situations</b>	To stop and direct traffic as necessary.



## 1.2.1 Responsibilities

The traffic controller's main responsibilities are to:

- ◆ Provide safe travelling conditions for road users.
- ◆ Provide a safe workplace for workers and plant under their control.
- ◆ Be familiar with and follow the provisions of legislation and organisational requirements.
- ◆ Maintain traffic control in emergencies and other difficult situations.



## Review Questions

<b>1.</b>	What are three (3) situations where traffic controllers use stop-slow bats?	<input type="checkbox"/>
1.		
2.		
3.		

## 1.3 Working Safely

You must follow all safety rules and instructions when performing any work. If you are not sure about what you should do, ask your boss or supervisor. They will tell you what you need to do and how to do it in a safe way.



## 1.3.1 Health & Safety Rules

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

<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.



The most important health and safety rules for traffic controllers are:

- ◆ State and territory traffic management legislation.
- ◆ Regulations and codes of practice.
- ◆ Australian Standard AS1742.3: 2019: MUTCD Traffic Control Devices for Works on Roads.

Each state and territory has Regulations and a Code of Practice for traffic management at roadworks based on and incorporating AS1742.3.

These documents outline the roles and responsibilities of traffic controllers.

### 1.3.1.1 Regulations and Codes

To find out what regulations and codes of practice apply in your state or territory visit the appropriate road and traffic authority office website.

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>Northern Territory</b>	Dept. of Lands and Planning	<a href="http://www.dpi.nt.gov.au">www.dpi.nt.gov.au</a>
<b>New South Wales</b>	Roads and Traffic Authority	<a href="http://www.rta.nsw.gov.au">www.rta.nsw.gov.au</a>
<b>Queensland</b>	Dept. of Transport & Main Roads	<a href="http://www.mainroads.qld.gov.au">www.mainroads.qld.gov.au</a>
<b>South Australia</b>	Dept. for Transport, Energy & Infrastructure	<a href="http://www.transport.sa.gov.au">www.transport.sa.gov.au</a>
<b>Tasmania</b>	Dept. of Infrastructure, Energy & Resources	<a href="http://www.transport.tas.gov.au">www.transport.tas.gov.au</a>
<b>Victoria</b>	Vic Roads	<a href="http://www.vicroads.vic.gov.au">www.vicroads.vic.gov.au</a>
<b>Western Australia</b>	Main roads	<a href="http://www.mainroads.wa.gov.au">www.mainroads.wa.gov.au</a>

In Australia, traffic management regulations require that anyone who is required to work in traffic control must have appropriate traffic control training.

## 1.3.2 Operations Documentation

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

Operations documentation includes:

<b>Site Details</b>	The information and safety requirements of the workplace environment (where you will be working).
<b>Hazard Details</b>	Any hazards in the work area or related to the work. This could also include instructions on how to control dangerous situations.
<b>Task Details</b>	Instructions of what the work is or what you will be doing. Also instructions on how to safely do the job.
<b>Faulty Equipment Procedures</b>	Isolation procedures to follow or forms to fill out.
<b>Signage</b>	Traffic control signage requirements and placement.
<b>Emergency Procedures</b>	Instructions on what to do in emergency situations.
<b>Equipment and Work Instructions</b>	Details of how to use equipment and the sequence of work to be done.
<b>Communication Requirements</b>	Methods and equipment used to communicate with personnel and public.

## 1.3.3 How to Keep Everyone Safe

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

To keep yourself and other personnel safe you need to:

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

If you think something is dangerous, tell your boss or supervisor as soon as possible.





## 1.3.4 Identify and Control Hazards

Part of your job is to look around to see if you can find any hazards before you start any work.

A **hazard** is a thing or situation that causes injury, harm or damage.

When you start checking for hazards, make sure you look everywhere. A good way to do this is to check:

- ◆ **Up high** above your head.
- ◆ All around you **at eye level**.
- ◆ **Down low** on the ground (and also think about what is under the ground).



Some hazards that you may find in your work area can include:

- ◆ Uneven or unstable terrain.
- ◆ Pits, dirt mounds, excavations, embankments, cuttings, recently filled trenches.
- ◆ Overhead and underground services.
- ◆ Bridges, structures and surrounding buildings.
- ◆ Facilities.
- ◆ Trees, poles, obstructions.
- ◆ Trip hazards.
- ◆ Traffic and traffic control.
- ◆ Fires.
- ◆ Hazardous materials.
- ◆ Other machines.
- ◆ Workers, worksite visitors and the public.
- ◆ Restricted access barriers.
- ◆ Working in proximity to others.

The best way to control hazards is to use the Hierarchy of Hazard Control. The hierarchy of hazard control is a range of options that can eliminate or reduce the risk of hazards.

This table shows you the 6 different types of controls in order from most effective (1) to least effective (6):

<b>1. Elimination</b>	Completely remove the hazard. This is the best kind of hazard control.
<b>2. Substitution</b>	Swap a dangerous work method or situation for one that is less dangerous.
<b>3. Isolation</b>	Isolate or restrict access to the hazard.
<b>4. Engineering Controls</b>	Use equipment to lower the risk level.
<b>5. Administrative Controls</b>	Site rules and policies attempt to control a hazard.
<b>6. Personal Protective Equipment</b>	The least effective control. Use PPE while you carry out your work.

It is important to think about all of the options available when deciding on the best hazard controls. You may need to use more than one control measure to bring the risk level down to an acceptable level.

Check the situation after you have applied a control measure to see if more controls, or different controls, are needed to make the job safe. If more controls are needed, make sure they are applied before you start or continue the work.

Talk to your supervisor or safety officer if you are not sure if it is safe enough to carry out your work. If you think the hazard is still too dangerous, you should not try to do the work.



### 1.3.5 Site Isolation and Traffic Control

Isolation of the worksite using fences or barriers is the best way of providing for the safety of workers and the general public. However, where this is not possible, appropriate traffic control methods should be selected to protect workers from traffic.

Passage of traffic through a work area should only be permitted where both the traffic and the work can be adequately controlled.

Traffic controllers or traffic signals should be employed as necessary to slow traffic on the immediate approach to an active work area, to stop traffic for short periods when required for the movement of plant or other operations, or to control single line flow.

Certain traffic control devices require authorisation from the Road Traffic Authority. This includes temporary works speed limit signs for speeds less than 40 km/hour and traffic signals.



## Review Questions

2.

What are the 4 main types of laws and rules that you need to follow?



1.

2.

3.

4.

3.

List 3 things that may be included in 'operations documentation'.



1.

2.

3.

4.

What are three (3) things you can do to make sure you meet your Duty of Care requirements?

1.

2.

3.

5.

What is a hazard?

6.

What are two (2) traffic control devices that require authorisation from the Road Traffic Authority?

1.

2.

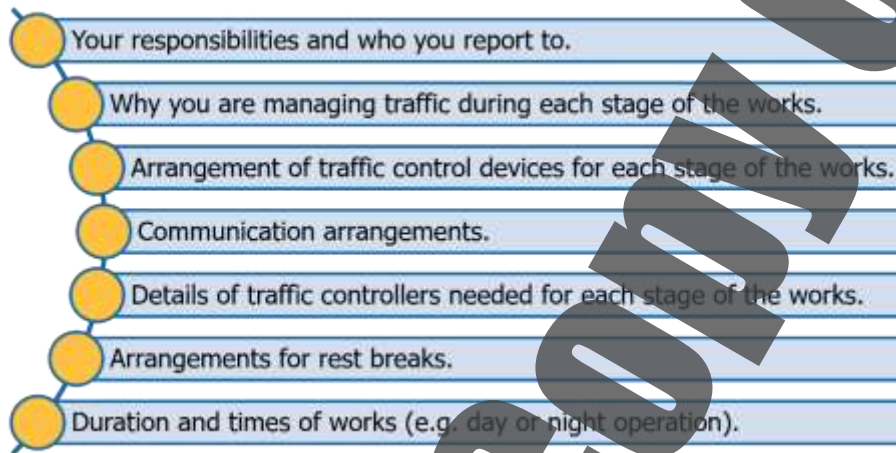
## 1.4 Work Instructions

You need to be clear about what work you will be doing.

Make sure you have everything about the job written down before you start. This includes what you will be doing, how you will be doing it and what equipment you will be using.

Make sure you have all of the details about where you will be working, such as information about the site, weather, hazards and traffic conditions.

You will need to be clear about your role in regards to:



You also need to make sure you have all of the details about the kind of work you will be doing. Work instructions for a traffic controller will outline these details and should include guidelines for:

- ◆ Wearing approved high visibility clothing.
- ◆ Use and placement of warning signs.
- ◆ Safe approach speeds up to 60 km/h.
- ◆ Safe distances from approaching traffic and work area.
- ◆ Communication practices.
- ◆ Best positioning for visibility and line of sight.
- ◆ Having a clear escape path.
- ◆ Taking frequent rest breaks to avoid fatigue.
- ◆ Training requirements of anybody performing traffic management.





## 1.4.1 Reading and Checking Your Work Instructions



All work needs to follow worksite, environment and company safety procedures.

Procedures help to make sure that all work is done in a safe way, without damaging equipment or putting people in unsafe situations. They also help to make sure that work is done in the correct order and doesn't interrupt or get in the way of other work that is happening on the site. This is especially important in projects that need to be completed in a particular sequence.

Your work instructions will tell you the safest way to do the job, and the equipment that you will need to use. It is a good idea to check your work instructions with your boss or supervisor to make sure you know exactly what you need to do.

If you don't know where to get your instructions or you can't understand the language or terminology being used in them, you can ask your boss or supervisor. They will tell you where to find your work instructions and explain what they mean.

## 1.4.2 Work Method Statements

Many worksites require a work method statement before any work can start. A work method statement is a list of steps that outlines how a job will be done. It also includes any hazards that occur at each step, and what you need to do about them.

These statements can also be known as Safe Work Method Statement (SWMS), Job Safety Analysis (JSA) or Safe Operating Procedure (SOP).

Work Method Statements are used for organising your work activities and making sure you have completed everything. They will also outline the details of all tools, equipment and coordination with other personnel relating to your job. Make sure all of these are available and ready before you start.



Most states require the preparation of a Work Method Statement to identify all hazards and risks likely to arise at different phases of the construction works including when:

1. Planning the works.
2. Setting up.
3. Carrying out the works or operations.
4. Conditions or plans change.
5. 5. Concluding the traffic management tasks.



A Job Safety and Environmental Analysis (JSEA) is a written document that details the high-risk work activities to be carried out at a workplace, the hazards and risks arising from these activities, and how to control the risks. A JSEA considers both environmental and health hazards. Its purpose is to help you implement and monitor the control measures established at the workplace to ensure high risk work is carried out safely.

## 1.4.3 Traffic Management Plan

The Traffic Management Plan aims to:

- ◆ Protect personnel, road users and pedestrians.
- ◆ Guide road users safely through, around or past the worksite.
- ◆ Provide proper warnings of changes in the road surface, driving conditions and of people or machinery engaged in work.
- ◆ Reduce the impact of the works on traffic and others likely to be affected.
- ◆ Reduce disruptions to public transport.
- ◆ Communicate details of works and possible impacts on traffic.



### 1.4.3.1 Traffic Guidance Scheme

The plan must include a Traffic Guidance Scheme. This shows, on a diagram or sketch, the physical location of traffic control signs and devices being used to guide traffic around a work area or temporary hazard.

This may include:

- ◆ Warning signs.
- ◆ Lights.
- ◆ Markers.
- ◆ Cones.
- ◆ Bollards.
- ◆ Barriers.
- ◆ Road and footpath closures.
- ◆ Detours or sidetracks.
- ◆ Traffic controllers.

