

# RIIWH302E

## Implement 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

# RIIWH302E Implement Traffic Management Plans

Learner Name:	
Learner ID:	
Learner Contact Number:	
Learner Email Address:	
Date Training Commenced:	

## This Book Contains:

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

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## 1.1 Introduction

This course is based on the unit **RIIWHS302E Implement Traffic Management Plan.**

It is intended for persons working in the civil construction industry who have responsibility for the safe movement of traffic through and around the worksite.

The course covers:

- ◆ Preparing to implement traffic management plan.
- ◆ Setting out the traffic guidance scheme.
- ◆ Monitoring the traffic guidance scheme.
- ◆ Closing down work activities.



## 1.2 Working Safely

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

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

Laws	Description
<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 yourself and other workers 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, stop work and tell your boss or supervisor as soon as possible.



## 1.3 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, Part 3: Traffic control for works on roads.

The MUTCD – Part 3 provides technical specifications and guidance for the setting out of temporary traffic control signs and devices used at road works. The Standard also provides standard diagrams for traffic guidance schemes across a range of work activities and worksites.



### 1.3.1 Code of Practice

Each state and territory will have established a Code of Practice for traffic management based on 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.

### 1.3.2 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 workers 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. Concluding the traffic management tasks.



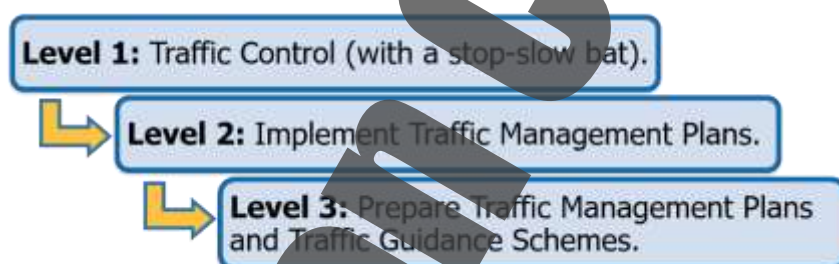
A Job Safety and Environmental Analysis (JSEA) is a written document that details the high-risk work activities to be carried out at a workplace, the hazards and risks arising from these activities, and how to control the risks.

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.

### 1.3.3 Check Traffic Controller Accreditation

In most states of Australia, traffic management regulations require that anyone working in traffic control must have the appropriate current traffic control training.

There are three levels of traffic control training:



Level 1 certification is the minimum requirement for traffic controllers.

In addition, it is a requirement that all workers involved in traffic management and traffic control **complete a refresher training course every 3 years.**

Workers involved in traffic management and traffic control should only perform tasks that they have been trained for.

## Review Questions

1.

What is the Australian Standard for Traffic Control?

☐

2.

What is a Work Method Statement (WMS)?

☐

3.

What are the three (3) levels of traffic control training?

☐

1.

2.

3.



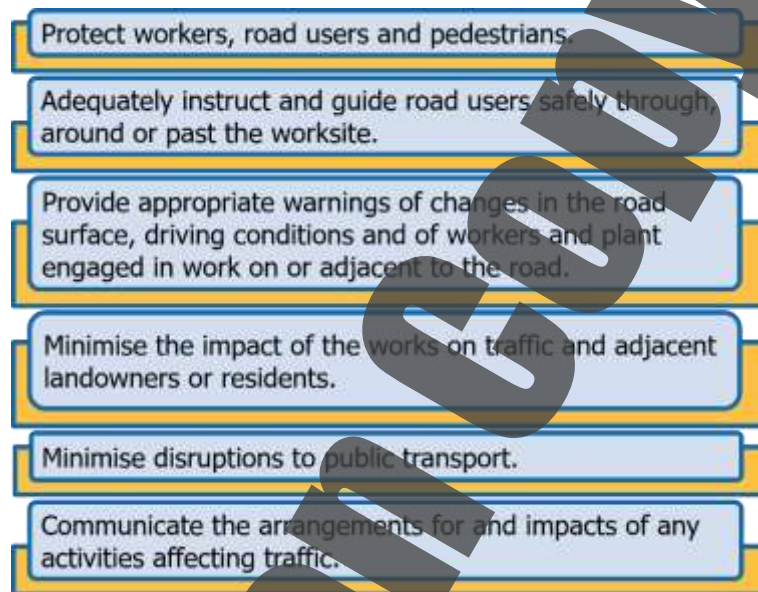
## 1.4 Traffic Management Plan

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:



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 and up to 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.

### 1.4.1 Traffic Guidance Scheme

A Traffic Guidance Scheme (TGS) shows, on a diagram or sketch, the physical arrangement of temporary traffic control signs and devices, to warn traffic and guide it through, past or around a work area or temporary hazard.

This may include:

- ◆ Warning signs, lights, markers.
- ◆ Cones, bollards, barriers.
- ◆ Road and footpath closures.
- ◆ Detours or side-tracks.
- ◆ Traffic controllers.



### Review Questions

<b>4.</b>	What are three (3) elements of a standard Traffic Management Plan?	<input type="checkbox"/>
1.		
2.		
3.		

## 1.5 Hazard Identification and Control

Before you start work, you need to check for any hazards or dangers in the area. If you find a hazard or danger you need to do something to control it. This will help to make the workplace safer.



### 1.5.1 Identify 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.



### 1.5.1.1 Risks Specific to Traffic Management

For worksite traffic management, the major risks are:

- ◆ Speed of traffic adjacent to or through the worksite.
- ◆ Clearance between moving traffic, workers and roadwork plant and equipment.
- ◆ Traffic volume and vehicle composition.
- ◆ Geometry of the worksite, and approaches to the worksite.
- ◆ Duration of the works (both short and long term).



### 1.5.2 Control Hazards

After you have found hazards or dangers you need to work out how bad they are:



Thinking about these things will help you to choose how to control the hazards.

Hazards controls need to follow:

- ◆ Legislation (laws).
- ◆ Australian Standards.
- ◆ Codes of Practice.
- ◆ Manufacturers' specifications.
- ◆ Industry standards.





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 best to worst:

Hierarchy Level	Action
<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.



### 1.5.3 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. Traffic paths past the work area must be clearly delineated.

Where the traffic path deviates from normal, this may require the obliteration of original pre-works delineation markings that are likely to misdirect drivers negotiating the site.

When it is not practicable to allow traffic through or past the work area, it may be catered for by means of either a detour using existing roads or a specially constructed side-track.

Prior approval of the signing layout should be obtained from the state or territory department of roads or transport or the local government as appropriate.



### 1.5.3.1 Strategies for Traffic Management

Strategies for traffic management may include:



- ◆ **Temporary Traffic Control.** Includes control strategies, traffic control devices, project coordination, contracting and innovative construction strategies.
- ◆ **Public Information.** Includes public awareness strategies and motorist information strategies.
- ◆ **Traffic Operations.** Includes demand management strategies such as public transport services, corridor/road network management or traffic operations strategies, work zone safety management strategies, traffic incident management and enforcement strategies.

Strategies for traffic management can be employed on their own, such as running a motorist information campaign about changed traffic conditions 2 weeks before construction starts.

They can also be employed in conjunction with other strategies, e.g. positioning signs to indicate changed road conditions ahead, installing road delineation devices and employing Traffic Controllers with stop/slow bats.

### 1.5.4 Emergency Procedures

Emergency procedures will vary depending upon the worksite. These procedures could include:

- ◆ Evacuation.
- ◆ First aid.

Things to remember for an emergency evacuation are:

1. Keep calm.
2. Move away from the danger to a designated evacuation point (emergency assembly area).
3. Do not let other people into the area.
4. Call emergency services in accordance with workplace procedures and policies.

First Aid is the quick care given to an injured or ill person. Every site will have a First Aid Officer.

If somebody needs first aid you must tell your supervisor or First Aid Officer. Do not try to give first aid if you have not been trained.





## Review Questions

**5.**

What are three (3) steps that are useful when checking for hazards?

☐

1.

2.

3.

**6.**

What are the six (6) steps in the Hierarchy of Hazard Control?

☐

1.

2.

3.

4.

5.

6.

**7.**

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

☐

1.

2.