

	<h1>Workzone Traffic Management Procedure</h1>	Version No:	3.0
		Issued:	4 July 2012
		Reviewed:	23 November 2016
		Next Review:	23 November 2019

1. Overview

The Wudinna District Council (**the Organisation**) as part of its commitment under its Hazardous Work Policy recognises its obligation to manage risks to workers who work on or adjacent to roadways and the health and safety of the public who may be affected by such activities.

This Procedure aims to:

- (a) Demonstrate compliance with legislation; and
- (b) Provide the highest practicable level of protection to road workers and assistance to road users during work on roadways.

Note: Under the definition of construction work (Regulation 289) and high risk construction work (Regulation 291) in the WHS Legislation, activities that require Workzone Traffic Management (WZTM) may need to be managed in line with the requirements for high risk construction work or a construction project (Regulation 292). The Organisation's staff managing such activities should refer to the WHS Construction Activities Guidance Checklist and WHS Contractor Management Procedure or pertinent legislative requirements to ensure the wider requirements are addressed.


2. Core components

The core components of the Organisation's Procedure aim to:

- (a) Implement a system for the identification, assessment and recording of reasonably foreseeable hazards:
 - i. Prior to work commencing and during the setting up, operating, changing and dismantling of Traffic Guidance Schemes (**TGS**);
 - ii. For all work activities on or adjacent to roadways;
 - iii. By preparing Safe Work Method Statements for work that is deemed high risk construction work; and
 - iv. At the end of each day, when the worksite is left unattended overnight;
- (b) Ensure that appropriate controls for all identified hazards are implemented; and
- (c) Ensure that the Organisation's training systems identify and record that:
 - i. Workers responsible for TGS have undertaken the required training and carry on their person a current Workzone Traffic Management (**WZTM**) card; and
 - ii. Workers carrying out work on a roadway or pathway have completed general Construction Induction Training (White Card)
- (d) Ensure that systems are in place for the recording and retention of all risk assessments and TGS.


3. Definitions

Accredited Officer	<p>A person who has:</p> <ol style="list-style-type: none"> (a) authority delegated by Commissioner of Highways to place, move and remove traffic control devices on or above roads in South Australia; and (b) through a combination of training, qualification and experience, acquired knowledge and skills to enable them to correctly perform a specified task. <p>[as defined by SA Standards for Workzone Traffic Management Version 1 2012]</p> <p>It is through gaining accreditation in the DPTI WZTM Training Course that a worker is declared an 'Accredited Officer' and has the authority to place, move and remove traffic control devices.</p>
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DPTI	Department of Planning, Transport and Infrastructure		
Hazard	<p>Hazard means a situation or thing that has the potential to harm a person. Hazards at work may include noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.</p> <p>[as defined by Code of Practice: How to Manage Work Health and Safety Risks, part 1.2]</p>		
Hazardous work area	<p>Hazardous work area means a work area:</p> <p>(a) where—</p> <ul style="list-style-type: none"> i. Workers may be working on a part of a carriageway for vehicles proceeding in a particular direction and there is no adjoining marked lane outside the work area for vehicles proceeding in the same direction; or ii. Workers may be working less than 1.5 metres from vehicles proceeding on a carriageway, <p>and the work is carried out on foot and not exclusively through the use of vehicles; or</p> <p>(b) Where an unusually high level of hazard for workers or persons using the road is created as a consequence of the existence of the work area.</p> <p>[as defined in <i>Road Traffic Act 1961</i> (SA), section 20]</p>		
Hierarchy of Control	<p>If it is not reasonably practicable for risks to health and safety to be eliminated, risks should be minimised, so far as is reasonably practicable, by doing 1 or more of the following:</p> <ul style="list-style-type: none"> (a) Substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk; (b) Isolating the hazard from any person exposed to it; and/or (c) Implementing engineering controls. <p>If a risk then remains, the duty holder should minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls.</p> <p>If a risk then remains the duty holder should minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment.</p> <p>[as defined by the Work Health and Safety Regulations 2012, Regulation 36]</p>		
High risk construction work	<p>High risk construction work includes any construction work that is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians.</p> <p>[as defined by Work Health and Safety Regulations 2012, Regulation 291]</p>		
PCBU	<p>Person Conduction a Business or Undertaking.</p> <p>[as defined in the Work Health and Safety Act 2012, Section 5]</p>		
Risk	<p>Risk is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.</p> <p>[as defined by Code of Practice: How to Manage Work Health and Safety Risks, part 1.2]</p>		
Risk Assessment	<p>The process of evaluating the probability and consequences of injury or illness arising from exposure to an identified hazard or hazards.</p> <p>[as defined in the One System Hazard Management Procedure v3.0].</p>		
Road	<p>An area that is open to or used by the public and is developed for (or has as one of its main uses) the driving of motor vehicles and includes road-related areas.</p>		

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	[as defined by SA Standards for Workzone Traffic Management v1 2012]
Road-related area	<p>Any of the following:</p> <ul style="list-style-type: none"> (a) An area that divides a road; (b) A footpath or nature strip adjacent to a road; (c) An area that is not a road and that is open to the public and designated for use by cyclists or animals; (d) Any public place that is not a road and on which a vehicle may be driven, whether or not it is lawful to drive a vehicle there; or (e) Any other area that is open to or used by the public and that has been declared by regulation to be a road-related area. <p>[as defined by SA Standards for Workzone Traffic Management v1 2012 and <i>Road Traffic Act 1961</i> (SA), Section 5]</p>
Roadway	<p>Portion of the road devoted particularly to the use of vehicles, including shoulders and auxiliary lanes.</p> <p>[as defined by SA Standards for Workzone Traffic Management v1 2012]</p>
Road user	<p>Any driver, rider, passenger or pedestrian using the road, including people with disabilities.</p> <p>[as defined by SA Standards for Workzone Traffic Management v1 2012]</p>
Safe Work Method Statement (SWMS)	<p>A document required for high risk construction work that must:</p> <ul style="list-style-type: none"> (a) Identify the work that is high risk construction work; (b) Specify hazards relating to the high risk construction work and risks to health and safety associated with those hazards; (c) Describe the measures to be implemented to control the risks; and (d) Describe how the control measures are to be implemented, monitored and reviewed. <p>[As defined in the Work Health and Safety Regulations 2012, Regulation 299]</p>
Short-term	<p>A worksite where a traffic guidance scheme is required only while work personnel are in attendance and is generally limited to a single work shift where road conditions are returned to normal when the shift ends.</p> <p>[as defined by SA Standards for Workzone Traffic Management v1 2012]</p>
Traffic Guidance Scheme (TGS)	<p>An arrangement of temporary signs and devices to warn road users and guide them through, past or around a work area or temporary hazard.</p> <p>[as defined by SA Standards for Workzone Traffic Management v1 2012]</p>
Traffic management plan	<p>A detailed traffic guidance scheme that is prepared by following a risk based procedure that considers all essential traffic management matters in an ordered way. Works involving complex traffic arrangements or staged works shall prepare a fully documented Traffic Management Plan.</p> <p>[as defined by SA Standards for Workzone Traffic Management v1 2012]</p>
Work area	<p>A portion of road on which workers are, or may be, engaged to perform work.</p> <p>[as defined by SA Standards for Workzone Traffic Management v1 2012]</p>
Work site	<p>A portion of road affected by works in progress, together with any additional portion of road used to regulate traffic in relation to those works or for associated purpose.</p> <p>[as defined by SA Standards for Workzone Traffic Management v1 2012]</p>
Workzone	<p>The portion of the road where work is being carried out, whether on foot or in vehicles, and for which the signing requirements are detailed in SA Standards for Workzone Traffic</p>

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	Management v1 2012, Australian Standard 1742.3 Manual of uniform traffic control devices - traffic control for works on roads, and associated guides.		
Workzone Traffic Management (WZTM) card	Statement of attainment card issued by DPTI following certificate of successful completion of WZTM training by approved training provider.		

4. Procedure

The Works Manager will ensure the following Workzone traffic management activities are conducted by an Accredited Officer:

- 4.1 Conduct a written assessment of the risk in the WZTM work area.
 - 4.1.1 If the work is deemed high risk construction work, a SWMS will be needed. If the work is not high risk construction work, a risk assessment will be needed (refer to the [Workzone Traffic Management Risk Assessment](#), the [Workzone Traffic Guidance Scheme Daily Record](#) and the [Traffic Guidance Schemes – Unsealed Road Sheeting Diagrams](#) templates.)
 - 4.1.2 A risk assessment will be carried out at the end of the day if the work site is left unattended overnight. Note: the unattended worksite will be set up for the road user and not for the road worker (Refer to section 5 of the [Workzone Traffic Guidance Scheme Daily Record](#)).
 - 4.1.3 Written risk assessments will be conducted in accordance with the Hazard Management Procedure and, where relevant, they should cross reference any Safe Work Instructions for the task.
 - 4.1.4 Risk assessments will include the implementation of control measures (in order of the Hierarchy of Control), as required, and an assessment of effectiveness of controls.
 - 4.1.5 Risk assessments will be readily available and easily accessible to workers during the work and retained in the Organisation’s records management system upon completion.
- 4.2 Determine type of Traffic Guidance Scheme (TGS) required
 - 4.2.1 In determining an appropriate TGS, reference will be made to the SA Standards for Workzone Traffic Management (**SA Standards**). In instances not covered by the SA Standards, refer to Australian Standard 1742.3 Manual of uniform traffic control devices – Traffic control for works on roads.

NOTE: in South Australia the SA Standards and the Road Traffic Act override some points of AS 1742.3. The SA Standards and Road Traffic Act:

 - (a) Define a hazardous work area as less than 1.5 metres between workers and moving traffic, which will be applied instead of 1.2 metres in AS 1742.3 Sections 4.2(c)(iii) and 4.3.3; and
 - (b) Require traffic in a hazardous work area to slow down to 25km/h, which will be applied instead of 40km/h in AS 1742.3 Section 4.2 (c) (iii).
 - 4.2.2 The DPTI Field Guide and LGAWCS Work Zone Traffic Management Figures and Guidance Material CD-ROM provide illustrated figures for further guidance.
 - 4.2.3 The person signing off the TGS will have in their possession (or easily accessible) a current WZTM card.
 - 4.2.4 For pre-planned and/or complex projects, a copy of the Traffic Management Plan and TGS to be used at the worksite will be made available to the person responsible for set up, maintenance and removal of the TGS.

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- 4.3 If the work is on or adjacent to a DPTI road, complete a [Notification of Works Impacting on DPTI Roads form](#) to obtain DPTI approval.
- 4.4 Consider stakeholders who may be affected by the TGS including:
 - 4.4.1 Where there is a requirement to close a road completely, emergency services and transport authorities are notified;
 - 4.4.2 Access to or through the worksite for emergency services will be made immediately upon request, should the situation arise;
 - 4.4.3 Access to residential or commercial property will be maintained by keeping open alternative access points when available or working out-of-business hours to minimise commercial disruptions. Property owners will be notified in advance by a mail-out or advertising in media (e.g. local newspaper) indicating that access may be affected by road works; and
 - 4.4.4 Where road works will cause traffic congestion, provisions will be made so that work is not undertaken in peak hours. Specific consideration will be given to work in or near schools, feeder roads, hospitals, airports, tramways and railway crossings.
- 4.5 Check WZTM training accreditation and competencies of workers and Personal Protective Equipment (**PPE**)
 - 4.5.1 At least one person in the work group required to set up the TGS will have in their possession a current WZTM card.
 - 4.5.2 In the event that there is no work group member with a current WZTM card, a qualified person from another team may be used or a qualified contractor engaged to handle traffic management.
 - 4.5.3 All workers will wear a fastened hi-visibility vest or hi-visibility clothing that conforms with AS/NZS 4602.1 High Visibility Safety Garments as well as any other PPE required for safe performance of the work (as determined by the risk assessment / SWMS and/or Safe Work Instruction).
- 4.6 Check warning signage
 - 4.6.1 Prior to installation, each and every individual sign and device will be checked as follows to ensure that they are in good working condition and will be effective:
 - (a) Mechanical condition – items that are bent, broken or have surface damage will not be used;
 - (b) Cleanliness – items should be free from accumulated dirt, road grime or other contamination;
 - (c) Colour of fluorescent signs – fluorescent signs whose colour has faded to a point where they have lost their daylight impact will be replaced and should not be used;
 - (d) Retro reflectivity – signs for night-time use whose retro reflectivity is degraded either from long term use or surface damage will be replaced. This condition can best be checked by viewing the sign by vehicle headlights in dark conditions. Consider using a lock-out tag or similar procedure for signs that should no longer be used;
 - (e) Battery operated devices – should be checked for lamp operation and battery condition; and
 - (f) Vehicle mounted warning devices – should be checked and recorded on the plant maintenance log.
- 4.7 Implement set-up of traffic guidance devices according to the required TGS
 - 4.7.1 The TGS will:
 - (a) Provide adequate warning of changes in driving conditions and the presence of workers and/or plant on the road; and

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(b) Adequately instruct and guide road users safely through, around or past the work site.

4.7.2 Signs and devices will be positioned to ensure that they:

- (a) Are properly displayed and securely mounted;
- (b) Are within the driver's line of sight;
- (c) Cannot be obscured from view by vegetation or parked cars;
- (d) Do not obscure other devices from the driver's line of sight;
- (e) Do not become a possible hazard to workers, pedestrians or vehicles; and
- (f) Do not deflect traffic into an undesirable path.

4.7.3 Signs are to be installed in the following order:

- (a) Advance warning signs at each outer end;
- (b) Other warning signs within this zone to direct the traffic; and
- (c) Regulatory and other signs around the actual work zone.

4.7.4 Signage operation

- (a) Where the potential exists for a sign to move from where it is placed (e.g. high wind or passing heavy vehicles), signs are to be weighted down in such a manner that no part of the sign is obscured.
- (b) Regular inspections will be undertaken while work is in progress to check that all signs and devices are properly located, remain relevant to the site, are in an effective condition and continue to be in place (e.g. not blown over, stolen or vandalised).
- (c) Where any changes are made to signs and devices, records will be updated and kept.

4.7.5 For mobile works, all signs and warning signs will be displayed on moving vehicle/s.

4.7.6 Signage removal


- (a) Signs that are not relevant to the work will be removed from the site as soon as they are no longer applicable.
- (b) When all work is completed, signs and devices will be removed in the reverse order to their installation.

5. Training

5.1 The Organisation's Training Needs Analysis (TNA) will identify the training needs of workers required to carry out or supervise WZTM activities, including:

- 5.1.1 The requirements of the Work Zone Traffic Management Procedure;
- 5.1.2 How to conduct WZTM risk assessments;
- 5.1.3 WZTM training provided by a DPTI authorised training provider every three years; and
- 5.1.4 General Construction Induction Training (White Card), as required for defined construction work in WHS Regulations 2012, Chapter 6: Construction.

5.2 New operational staff will be appropriately inducted and partnered with trained and experienced workers who hold a current WZTM Card.

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6. Records

The following records will be maintained:

- 6.1 Worksite risk assessments
- 6.2 Safe Work Method Statements
- 6.3 Safe Work Instructions
- 6.4 TGS record sheets
- 6.5 Training records

All records will be managed in line with the current version of General Disposal Schedule 20 for Local Government.

7. Responsibilities and accountabilities

7.1 The Chief Executive Officer is accountable for:

- 7.1.1 Checking that the Organisation manages WZTM in accordance with legislative requirements;
- 7.1.2 Approving reasonably practicable budgetary expenditure necessary to implement this procedure;
- 7.1.3 Monitoring the Hazard / Risk and CAPA Register's and enforcing close out of items when required; and
- 7.1.4 Including a review of WZTM procedures within the management review process.

7.2 The Senior Management Team is accountable for:


- 7.2.1 Setting objectives, targets and performance indicators for any WZTM program(s), as relevant; and
- 7.2.2 Reviewing the effectiveness of the WZTM process.

7.3 Managers and supervisors are accountable for:

- 7.3.1 Consulting, so far as is reasonably practicable, with workers directly affected by work health and safety matters at the work site;
- 7.3.2 Ensuring a risk assessment/SWMS is completed by an accredited officer and that a copy of the risk assessment is readily available and easily accessible during the work and retained upon completion;
- 7.3.3 Maintaining a current WZTM card, if responsible for Traffic Guidance Schemes;
- 7.3.4 Ensuring that workers at the worksite are provided with and wear a fastened hi-visibility vest or hi-visibility clothing that conforms to Australian/New Zealand Standard 4602 High Visibility Safety Garments and any other relevant PPE;
- 7.3.5 Making sure that vehicles are equipped with hazard warning devices relevant to the work being carried out as defined in AS 1742.3 (3.12) Vehicle mounted signs and devices;
- 7.3.6 Ensuring that regular surveillance and auditing of the Organisation's TGSs (including contractors) are conducted four (4) monthly by a competent person;

The results of the audits will be provided to the WHS Coordinator for documentation within the Hazard / Risk Register and corrective actions recorded on the Corrective and Preventative Action (CAPA) Register;

- 7.3.7 Making sure that control measures put in place to protect health and safety are monitored and reviewed regularly to ensure they are effective;

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- 7.3.8 Ensuring that the requirements of the organisation's Contractor Management Procedure are adhered to, (refer to WHS Construction Activities Guidance Checklist for further guidance); and
- 7.3.9 Consulting, cooperating and coordinating with any other PCBUs performing work at the work site, so far as is reasonably practicable.
- 7.3.10 Closing out Hazard / Risk and CAPA Register items within designated time frames.
- 7.4 Workers shall be accountable for:
- 7.4.1 Carrying their WZTM card on their person where they are responsible for set up, maintenance and removal of Traffic Guidance Schemes (TGS);
- 7.4.2 Complying with the requirements set out in a TGS;
- 7.4.3 Attending training, when required;
- 7.4.4 Following reasonable instruction of the Organisation in relation to work activities;
- 7.4.5 Wearing appropriate PPE; and
- 7.4.6 Seeking assistance to manage hazards, as required.
- 8. Review**
- 8.1 The Workzone Traffic Management Procedure will be reviewed by the Health and Safety Committee (HSC) in consultation with the Senior Management Team, workers or their representatives, every thirty six (36) months or more frequently if legislation or Organisational needs change. This will include a review of:
- 8.1.1 Feedback from Managers, workers, HSRs, HSC members or other relevant stakeholders;
- 8.1.2 Legislative compliance;
- 8.1.3 Performance Standards for Self-Insurers;
- 8.1.4 Internal or external audit findings;
- 8.1.5 Incident and hazard reports, claims costs and trends; and
- 8.1.6 Any other relevant information.
- 8.2 The reviews may result in preventative and/or corrective actions being implemented or revision of this document.
- 9. References**
- [Work Health and Safety Act 2012](#)
- [Work Health and Safety Regulations 2012](#)
- [General Disposal Schedule 20 for Local Government](#)
- [ReturnToWorkSA's Performance Standards for Self-Insurers](#)
- SA Standards for Workzone Traffic Management Version 1 2012
- [Code of Practice: How to Manage Work Health and Safety Risks](#)
- [Code of Practice: Construction Work](#)
- Australian Standard 1742.3 - 2009 Manual of uniform traffic control devices – Traffic control for works on roads
- [Road Traffic Act, 1961 \(South Australia\)](#)



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[Road Traffic \(Road Rules—Ancillary and Miscellaneous Provisions\) Regulations 2014 \(South Australia\)](#)

Field Guide for Workzone Traffic Management (DPTI, current edition)

Manual of Legal Responsibilities and Technical Requirements for Traffic Control Devices Part 2 - Code of Technical Requirements for the Legal Use of Traffic Control Devices (DPTI, current edition)

Australian Standard 4602 – High visibility safety garments

LGAWCS CD-ROM Work Zone Traffic Management Figures and Guidance Material (v3)

NOTE: this is not an exhaustive list and other documents may need to be referenced depending on the nature and hazards being undertaken and the respective work environment.

10. Related documents

Corrective and Preventative Action Procedure (*Document number 12.3.16.5*)

Hazard Management Procedure (*Document number 12.3.7.3*)

WHS Contractor Management Procedure (*Document number 12.3.25.1*)

[WHS Construction Activities Guidance Checklist](#) (*Document number 12.3.35.13.1*)

[Safe Work Method Statement for High Risk Construction Work](#) (*Document number 12.3.35.13.2*)

Workzone Traffic Management Procedure One Pager and Flowchart V1.0 (*Document number 12.3.35.7.1*)

Workzone Traffic Management Risk Assessment (*Document number 12.3.35.7.2*)

Workzone Traffic Guidance Scheme Daily Record (*Document number 12.3.35.7.3*)

Traffic Guidance Schemes – Unsealed Road Resheeting Diagram templates (*Document number 12.3.35.7.4*)

Patrol Grading Traffic Management Record (*Document number 12.3.35.7.5*)

Traffic Guidance Scheme Audit Checklist (*Document number 12.3.35.7.6*)

Training Needs Analysis

Safe Work Instruction

Hazard / Risk Register (*Document number 12.3.7.3.5*)

Corrective & Preventative Action Register (*Document number 12.3.16.5.1*)

SIGNED:


Chief Executive Officer

Date: ____/____/____

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Chairperson, Health and Safety Committee

Date: ____/____/____

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11. Review History

Document History	Version No	Issue Date	Description of Change:
	1.0		New Document, September 2011
	1.1	Oct 2011	Minor changes; Correction to Regulation number in Definition section within Hierarchy of control Inclusion of requirement for DETI approval for working on their roads within appendix 1 - Considerations prior to the TGS set up
	2.0	24/03/2014	Terminology changes to reflect 2012 WHS Act, Regulations and Codes of Practice including: OHS to WHS; employee to worker; requirement for White Card training; requirement for safe work method statements where appropriate. Terminology and referencing changes to reflect introduction of SA Standards for Workzone Traffic Management including: changes under 3. Definitions and requirement for end of day risk assessment where appropriate. DPTI's changes to WZTM training requirements. DTEI changed to DPTI. Work Zone changed to Workzone.
	2.1	25/3/2014	Minor grammar corrections – e.g. 7.3.1 Care to Card. Appendix 1 and Appendix 2 removed and reference made to the Workzone Traffic Management Risk Assessment and the Workzone Traffic Guidance Scheme Daily Record as separate documents. Inclusion of reference to Traffic Guidance Schemes – Unsealed Road Resheeting diagrams.
	3.0	24/06/2016	Inclusion of definitions for Hierarchy of Control & PCBU, deleted definitions for long-term & risk control (not used elsewhere in document), update definition for SWMS; 4.1.5 deleted (HoC included in definitions); Addition of 4.5.3; Rewording of Sections 7 & 8 for consistency with other procedures; language, formatting & hyperlinks