

TRAFFIC MANAGEMENT PLAN (TMP)

- ❖ This Traffic Management Plan has been approved and endorsed by Senior Management of Anderson's Scaffolding.
- ❖ This plan and all policies, procedures and form associated with it, will be reviewed as required in response to organizational and/or legislative changes. All reviews and changes will be undertaken in consultation with all workers, management and WHS representatives.

Scope

This plan applies to all workers, including contractors of Anderson's Scaffolding who may be exposed to risk interactions with powered mobile plant/vehicles on site.

Definitions

Traffic Management - The management of powered mobile plant/vehicles and their immediate environment, with a strong focus on the interactions with pedestrians while on site.

Traffic – All vehicles, powered mobile plant or other mobile equipment that has the capacity to cause harm to people or damage infrastructure.

Responsibilities

RESPONSIBLE PERSON OR POSITION	TASK
All workers	Pre-start checklist
Anderson's Scaffolding	Vehicle Maintenance

Procedure

Anderson's Scaffolding is responsible for ensuring that:

- The identification of all traffic management paths in the workplace.
- Risk Assessments are carried out for all traffic movement where there is a risk of interaction with people or infrastructure.
- Adequate and appropriate training is provided to workers in respect to traffic management and operation of any plant or vehicle.
- Traffic management procedures are monitored and reviewed as required.
- A Traffic Management Plan (TMP) is developed and put into place.
- Allocation of resources for effective traffic management i.e. signage.

Supervisors are responsible to ensure:

- Control measures are inspected and maintained.
- Permanent and temporary warning signs are in place and visible.
- Training needs are identified.

Workers/subcontractors have a responsibility to:

- Assist and cooperate with the identification of traffic management issues in the workplace.
- Attend traffic management training when required.
- Ensure that they know how to use equipment safely and that they use all equipment in the correct manner.
- Are licensed to use the plant or vehicle they are operating.
- Respect all traffic management rules and procedures.

- Keep all access ways clear.

Risk Assessment

The following conditions are to be addressed within the TMP:

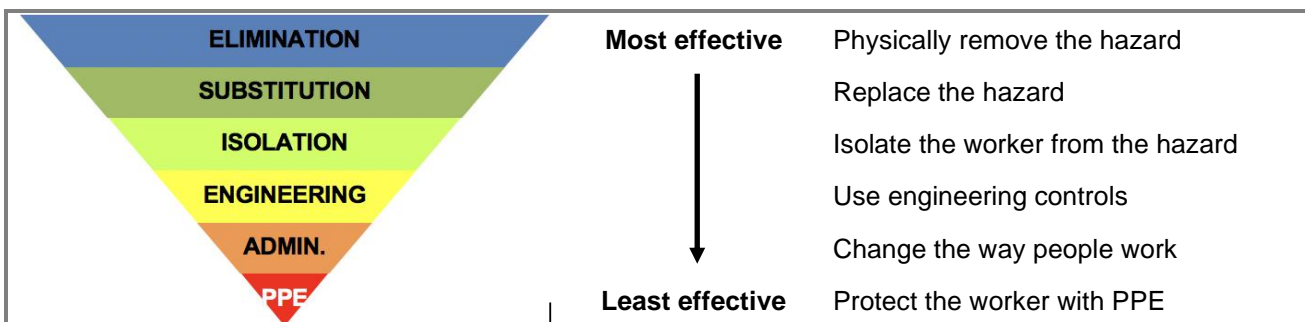
- Entering and exiting worksite from adjacent roads (including reversing)
- Entering and Exiting buildings (warehouse)
- Delivery points
- Loading and unloading zones
- Reversing operations within the work area
- Transiting through the work area
- Parking area
- Speed limits
- Collision points

Traffic management hazards and risks will be identified by traffic movement observations, hazard reporting, involving workers, and consulting with individuals with specialized knowledge.



All risk assessments will be documented and take into account the following risk factors:

- The actual or predicted path of pedestrian and traffic movement.
- The risk of interaction of vehicles and pedestrians (frequency and how dangerous)
- The strategy for placement of signs, barriers, or other traffic guides.
- Short term traffic management.
- Emergencies.

Controls are implemented using the hierarchy of controls and reviewed whenever controls are no longer effective, a change is likely to introduce new hazards, a new risk or hazard is identified, or consultation with workers that has indicated a need for a review.



Workplace: 49 Camfield Drive, Heatherbrae NSW 2324

Hours of Operation	Monday-Friday: 7.00am – 3.30pm	Business Contact information	Main office: 02 4964 9597
	Weekends: Closed		Emergencies: 000
	Public Holidays: Closed		
Speed limit in the workplace	SPEED LIMIT 	Speed limit on approach to the workplace	

TRAFFIC ASSESSMENT

- Camfield Drive Heatherbrae is subject to a 50km/h speed zone. Vehicles entering the workplace will enter through the main gate.
- Street access area will be kept clear at all times.
- Drivers must ensure speed limit of 10km is maintained when entering and driving in the workplace.
- There is no pedestrian access to the worksite past the barrier point, unless escorted by Anderson's Scaffolding employees. Visitors must also always wear a high visibility safety vest whilst in the warehouse or in the loading/unloading areas.

VEHICLES AND MOBILE PLANT RULES

- All drivers of must report to the office upon entry onto the site.
- If reversing a heavy vehicle in the workplace, a "spotter" to supervise vehicle movements will be allocated and must be used.
- The driver should always exit the vehicle at the earliest opportunity to assess the travel path before commencing reversing operations.
- The workplace speed limit is set at 10km p/h.
- If approaching a blind/obstructed corner, you must proceed with caution at walking speed.
- All deliveries/pickups must use the designated delivery loading/unloading zone.
- No heavy vehicle is to be left unattended at the workplace.
- All visiting drivers/plant operators must wear appropriate PPE including but not limited to hi-visibility clothing.
- All plant must have working reverse alarms and flashing lights.
- No horseplay allowed in vehicles and plant. Any recklessness while in operation of a vehicle/plant will lead to disciplinary action.

EMPLOYEE/VISITOR PARKING ARRANGEMENTS

Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:

- There are (20) car parks available for employees.
- There are (2) car parks available for visitors.

- There is (1) car park available for persons with disabilities.
- No vehicles are to be parked and left unattended in the loading/unloading zone.
- No vehicle to be parked and left unattended in the driveway/entrance.
- There are dedicated car parks for management staff, workers must ensure they do not park in allocated parking bays.

COURIER/DELIVERY DROP OFF POINTS

- Designated courier delivery/pickup points are located at the site office and in the loading and unloading zone, as detailed on the site map.
- The workplace speed limit is set at 10km p/h with signage located at various points on site.

HEAVY VEHICLE LOADING/UNLOADING AREA

- Heavy vehicles must park in the designated loading/unloading zone.
- All vehicles must adhere to the site speed limit.
- Mobile plant (Forklifts) must also adhere to additional signage for entry and exiting through the warehouse – beeping twice.
- Heavy vehicle operators when outside of the cabin must:
 - Check for changing hazards at all times.
 - Ensure High visibility clothing is worn.
 - Ensure there is no other plant or vehicles moving about before entering the warehouse.
 - Do not stand behind reversing vehicles/plant.
 - Listen for beepers/alarms/calls from other workers/horn sounding.
 - Obey warning signs, spotters and barriers.
 - Ensure they are in clear sight of any other plant operators.
 - Follow the TMP at all times.

FORKLIFT OPERATION

- Only drivers authorized, licensed and trained in the safe operation of mobile plant (forklifts) are permitted to operate such vehicles.
- Workers must not ride on the body or forks of lift trucks.
- Workers must not place any part of their bodies outside the running lines of mobile plant (forklifts) or anywhere where shear or crushing hazards exist.
- Operators must conduct a pre-start safety check before the shift operation commences.
- Forklifts must not exceed the site speed limit and must keep control of the forklift at all times whilst moving.
- Operators must slow down and sound the horn twice or use a spotter where vision is obstructed or when entering and exiting the warehouse.
- Operators must look in the direction of travel and ensure the vehicle is not moved until all persons are clear.
- The forks shall always be carried as low as possible, consistent with safe operations.
- The operator must slow down for wet and slippery surfaces.

- When driving on grades in excess of 10%, loaded forklifts must be driven with the load upgrade.
- Never turn the forks elevated.
- Never turn on a grade - a rollover is possible on even a small grade.
- Signage must be placed within the zones where forklifts are working.

DAMAGE TO SERVICES/INFRASTRUCTURE

- In the event that any gas or electrical services are damaged, all work will immediately cease, machinery and vehicles turned off and the area cleared of personnel until the risk of harm is assessed.
- All workplace personnel must be briefed on evacuation and control procedures before entering the workplace.
- Any damage caused by vehicles or plant is to be reported immediately to the workplace office/management, followed by the completion of an incident report.




Forms related to this Traffic Management Plan

Form or permit required	Form Location
Pre-start forklift checklist	Scaff.net.au
Pre-start vehicle checklist	Scaff.net.au
Incident report form	Scaff.net.au
Hazard Report form	Scaff.net.au
Job Safety Analysis (JSA) Forklift Operation	Scaff.net.au
SWMS – Forklift Operation	Scaff.net.au

TRAFFIC MANAGEMENT PLAN (TMP) REVIEW RECORD

	1	2	3	4	5	6
Name:	R. Anderson	K. Anderson				
Initial:	RA	KA				
Date:	01/06/19	13/09/21				

Site Map Legend

1. Site Office	4. Emergency Muster Point	 Loading/Unloading Zone
2. Carpark with Designated disability parking.	5. Warehouse Entry/Exit	 Pedestrian Area
3. Warehouse	6. Barrier Chain/Fence	 Garden Area

