

CONSTRUCTION TRAFFIC MANAGEMENT PLAN

MANAGEMENT PLAN

	Site Details
Client:	Sydney Metro
Site Name:	The Bays Road Relocation Works
Project Number:	9611
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1. INTRODUCTION AND PURPOSE

This plan forms part of the Group's overall Georgiou Management System (GMS) aimed at providing a safe working environment for employees, subcontractors and visitors to site, as well as maintaining a safe environment for the public including drivers, pedestrians, disabled and cyclists.

The purpose of this Management Plan is to describe how traffic is managed for each situation where works interact with traffic.

This Management Plan is written in accordance with Sydney Metro West and Greater West construction - Construction Traffic management framework. The development of this Management Plan has been based upon the risks, opportunities identified, specifically addresses client, contractual, legal and other obligations.

This Plan must be read in conjunction with the Traffic Staging Plans (TSP) incorporated in this document.

1.1 Amendments and Authorisation

This Management Plan will be approved by the Project Manager, their Line Manager, Business Unit HSE Lead, Sydney Metro and Port Authority of NSW.

This Management Plan and other related documents will be reviewed annually or as a result of:

- Changes to Company procedures or processes;
- Changes to key personnel or resources;
- Changes in legal and other obligations;
- Findings from an audit or inspection;
- Findings from a significant incident or near miss;
- Significant changes to site conditions and/or work methods
- Instructions from the Sydney Metro or the OSH Committee if established.

Reviews will be undertaken in consultation with key stakeholders to ensure all work locations and impacts are considered. A record of the date and comments relating to any revisions of this document will be included in the revision table.

The only Georgiou authorisation required to amend this document after initial approval is the Project Manager's.

1.2 Communication of Plan

The Project Manager is accountable for ensuring:

- Location and access to the management plans will be communicated at induction
- Site communication forums will also be used to communicate specific requirements of the plans
- Any changes made to the Management Plan are communicated to all affected persons on the site

1.3 Supporting Management Plans

The following plans have been developed to support this management plan:

- Environmental Management Plan
- Quality Management Plan
- Health and Safety Management Plan

1.4 Terminology & Definitions

Terms and definitions used within this document are further explained in Georgiou's *Terminology & Definitions Procedure*.

2. SCOPE OF WORKS

This Management Plan has been prepared for the Bay's Road Relocation Project. The Scope of Works includes the following activities:

- Construction of a New Truck Parking area
- Realignment of the Solomons Way
- Upgrade of the Port Access Road
- Upgrade of Sommerville Road

3. STRUCTURE AND RESPONSIBILITIES

3.1 HSE Organisational Structure

The Bay's Road Relocation organisational structure has been documented in the *Site Organisational Chart*. The Site Organisational Chart identifies the roles including the Corporate HSE Team that will support the site in fulfilling their HSE responsibilities.

3.2 Roles and Responsibilities

The Project Manager is accountable to the Construction Manager for the performance of the project and the implementation of the project's management plans. The Core Site team will acknowledge their understanding and acceptance of their site responsibilities by signing Appendix 1 in this plan.

Project Manager/Engineer

- Provide the necessary resources for the development, implementation and monitoring of Worksite Traffic Management Plans and strategies
- Ensure that employees or subcontractors have the required skills and training to conduct worksite traffic management activities.
- Ensure any incidents are recorded and closed out and appropriate actions taken with minimal time frames
- Ensure that all identified hazards are controlled
- Ensure this Worksite Traffic Management Plan is complied with.
- Comply with the Georgiou's Health and Safety Policies.
- Ensure suitable communication and consultation with the affected stakeholders is maintained at all times
- Comply with all necessary Sydney Metro requirements regarding the movement of traffic within the worksite and on adjoining roads

Project Supervisor

- Implement the worksite traffic management plan in accordance with the developed documentation.
- Ensure that employees or subcontractors have the required skills and training to conduct worksite traffic management activities.
- Document and investigate incidents or near-miss incidents relating to the worksite traffic management processes.
- Regularly inspect the workplace, monitoring working and traffic conditions and taking appropriate action where necessary.
- To rectify safety matters raised by workers within their area of responsibility.
- Ensure this Worksite Traffic Management Plan is complied with.

- Comply with the Georgiou's Health and Safety Policies.
- Comply with all necessary Sydney Metro requirements regarding the movement of traffic within the worksite and on adjoining roads

Workers and Subcontractors

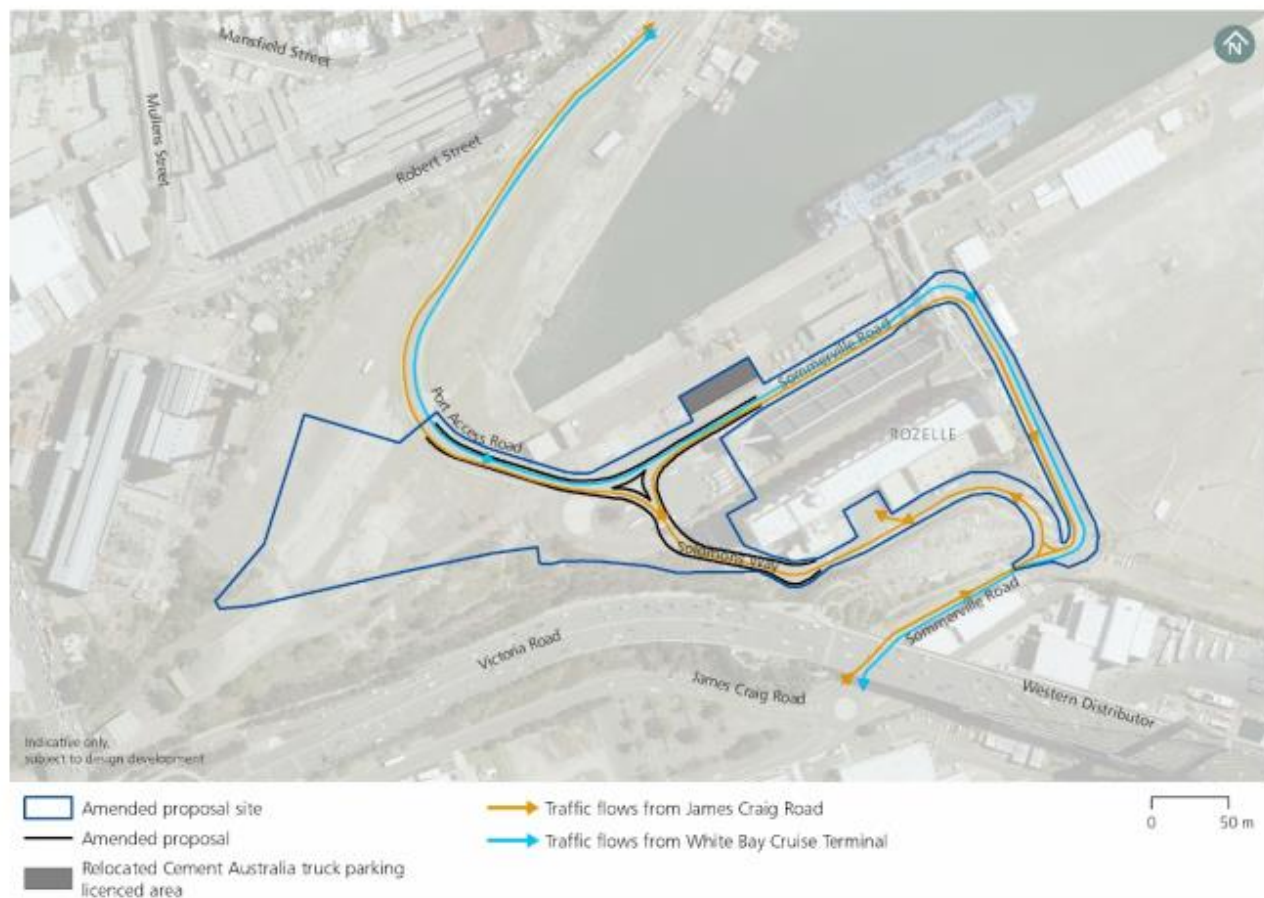
- Correctly wear high visibility vests/shirts, in addition to other protective equipment required (e.g. footwear, eye protection, helmet, sun protection etc.), at all times whilst on the worksite.
- Comply with the requirements of the Worksite Traffic Management Plan and ensure no activity is undertaken that will endanger the safety of themselves, other workers or the general public.
- Enter and leave the site by approved routes and in accordance with safe work practices.

4. PROJECT OVERVIEW

4.1 Location of Works

The Bays Road Relocation project is based on Sommersville Road, Solomons Way and Port Access Road at White Bay Sydney NSW.

The proposed location of works is shown below;



4.2 Hours of Work

The construction activities will be carried out between the hours of 7:00am and 6:00pm Monday to Friday and 8am to 1pm on Saturday. Deliveries to site will be limited to site working hours.

Any changes to the designated hours of work will be approved by the Sydney Metro.

4.3 Duration of Works

The duration of the works is expected to be approximately 9 months.

4.4 Local Government

The project location lies within the area governed by the Inner West Council.

4.5 Legal & other obligations

At the planning level, the Project Manager will ensure a review of the Worksite Traffic Management needs taking into consideration the legal, statutory and contractual obligations. The legal/statutory obligations are as detailed in the following documents and are available to all personnel through **Georgiou's Intranet**:

- WHS Act & Regulations 2011
- Road Traffic Act 1993 No 33 - NSW Legislation
- Road Transport (Safety and Traffic Management) Act 1999
- Road Transport (General) Act 2005
- Section 6. Roads Regulation 2008 (NSW)
- Australian Standard - AS1742 Manual of uniform traffic control devices, Parts 1 to 14, (as required).
- Australian / New Zealand Standard - AS/NZS 3845 Road Safety Barriers Systems
- AS/NZS 4602 High Visibility Safety Garments
- AS 4852.2 Variable Message Signs - Part 2: Portable Signs
- Safe Work Australia - General guide for workplace traffic management & Traffic management: Guide for construction work.

Contractual obligations are those stated in the contract documents and are reviewed by the Project Manager at the planning phase. These requirements are written into any Worksite Traffic Management plans or diagrams developed for the project.

- Georgiou Plant & Equipment Operation Standard
- AS1742.3 Traffic Control Devices for works on Roads
- AS1742.3 Field Guides 1 - 6
- Construction Traffic Management Framework

4.6 Construction Traffic Staging

Construction Traffic Staging will be further developed in the TSP's for the project. The Traffic staging plans are developed to maximise safety of the workers and also provide a safe passage of the travelling public through the project site.

4.6.1 Key elements

The main considerations in developing the traffic staging plans are outlined below:

- Signage complies to the relevant legislation and RMS requirements;
- Vehicle numbers are 500 truck and dog movements - primarily from the Westconnex gate;

- The maximum vehicle size designed for is B-doubles;
- Access needs to be maintained to the 3 silos/hoppers for the following stakeholders:
 - Cement Australia, weighbridge located on Solomons Way;
 - Gypsum Resources Australia, hopper/loader located on Sommerville Road; and
 - Sugar Australia, loader access via Solomons Way.
- At all times enough room is to be allowed for B-boubles to pass 3 truck and dogs queued to enter the Gypsum Resources Australia loader.
- Access is to be maintained at all times to the WCX3B at their Gate 4.
- Traffic barriers or delineation will be utilised to ensure the safety of the workers and road users. The decision of delineation type will be based on a risk based approach that conforms to the TCAW manual; and
- Swept paths conform to the specification.

4.6.1 Traffic stages and duration

It is generally intended that the works will be constructed in the following stages with the associated durations and expected commencement date:

Stage	Description
Stage 1	<ul style="list-style-type: none"> - Sommerville Road will be changed to single traffic direction in the southbound - Construction of the New Truck Parking Area and associated drainage - Construction of the Port Access Road Southbound Ch0-100 - Georgiou propose to widen the road for Ch0-100 on the Port Access road with unsealed pavement. This area has minimal traffic with a majority being site compound access. - Solomon’s Way and the gate at Westconnex will be widened. Due to the high traffic volumes a gravel base and seal will be utilised. - The entrance for Cement Australia and associate Parking area will remain unchanged. - <u>Duration is 3 months</u> - The traffic control will be set up in November depending on approvals - Number of vehicles: Heavy vehicle movements: 20 per day Peak movements: 35 per day
Stage 2	<ul style="list-style-type: none"> - Traffic will be switch traffic onto the newly constructed Sommerville Road. - The road will be constructed at Solmon’s way infront of the Cement Australia weighbridge under local controls. - The Entrance/exit for the Westconnex will be constructed under local controls and the traffic switched locally to allow full access to be maintained. - The Entrance for Cement Australia and Gypsum Resources Australia will be coordinated with full access maintained - The new truck parking area for Cement Australia will be open - <u>Duration is 2 months</u> - The traffic staging will be set up in May - Number of vehicles: Heavy vehicle movement: 20 per day Peak movements: 35 per day
Stage 3	<ul style="list-style-type: none"> - Switch traffic onto the completed road at Solomons Way. - All access points for Westconnex and Sommerville Road to be maintained on permanent alignment - <u>Duration is 2 months</u> - The traffic control will be set up in June - Number of vehicles: Heavy vehicle movements: 20 per day Peak movements: 35 per day

Stage	Description
Stage 4	<ul style="list-style-type: none"> - Construction of the wearing course - Duration is 1 month - The traffic control devices will be completed in June - Number of vehicles: Heavy vehicle movements: 20 per day Peak movements: 35 per day

Traffic staging will be approved by Port Authority of NSW, as part of the submission and approval process for all TSP's that will be developed for each work area.

4.7 Required Competencies

Below is a list of competencies required for development and implementation of worksite traffic management plans obtained through undertaking the appropriate training for RMS Traffic Control at Worksites:

Items	Competency Required
Development of traffic control plans	RMS TCWS Design and Inspect Traffic Control Plans (Orange Card)
Supervision of works involving worksite traffic management	Select/Modify Traffic Control Plans (Red Card) and/or Apply Traffic Control Plans (Yellow Card)
Traffic Controllers	Authorised Traffic Controller (Blue Card)

5. GENERAL REQUIREMENTS

- The maximum speed limit on the Bay's Road Relocation Project is 30 km/hr. This speed limit should be adjusted to suit the conditions of the site where required. The speed limit is to be reduced to 10km/hr for inbound traffic on Solomon's Way for safe access to the Cement Australia Weigh Bridge
- The maximum speed limit on internal haul routes is 30km/hr.
- All Plant will have working flashing lights and reversing alarms. All vehicles used off road will have a working flashing light.
- Always give way to larger equipment
- Overtaking of plant/ vehicles is only allowed if it is safe to do so, there is clear unrestricted vision and there is acknowledgement from the operator being overtaken.
- Passengers will not be carried in the backs of open vehicles or in buckets. Passengers will only be permitted in plant with designated seats which are fitted with seat belts
- A minimum separation distance of 20 m will be adhered to when following plant/ vehicles
- Access to areas of operating plant will only occur when visual contact has been made and acknowledged with the operator.
- Construction vehicles will not be parked directly in front or behind plant (stationary or otherwise)
- Persons required to work in close proximity to machines must have an understanding with the operator on the method of working and a process for communication
- Where applicable Journey Management Plans will be used when travel is required off-site

5.1 Existing Conditions & Specific Traffic Rules

5.1.1 Traffic Routes and Vehicle numbers

Workplace routes should be:

- One-way if possible, with adequate space to pass stationary vehicles
- Wide enough for the largest to using them including the load
- Where possible heavy vehicles and light vehicles will be separated
- Where possible separate routes provided for vehicles and pedestrians at the workplace
- Surfaced with bitumen, concrete or other suitable material that is well drained
- Clearly sign-posted to indicate restricted parking, visitor parking, headroom, speed limits, vehicle movement and other route hazards
- Without excessive gradients
- For predict traffic numbers refer to item 4.6.1
- All vehicles that are allowed on site will be equipped with Georgiou minimum requirements.

5.1.2 Parking

The control of vehicles and equipment park-up areas and go- lines will include:

- Designated parking areas for heavy and light vehicles, this includes site personnel private vehicles
- Reverse parking of light vehicles
- Parking areas will not be used as lay-down or storage areas
- Speed limit of ten (10) km/hour in parking zones.
- Parking bays will be of an adequate size to ensure the safe parking of the largest vehicle using them.
- Parking bay design must prevent collision with other parked vehicles and equipment.
- Pedestrian access to parking bays must be limited to gaps of no more than two metres in width.
- Separation of road going vehicles from Heavy Mobile Equipment
- Parking will be located at the main compound and on site in safe areas. Blue flagging will be set up at certain locations to identify safe parking areas on site. The parking requirement in this area will be reverse parking. Specific parking areas will be communicated at daily pre-start meetings.

5.1.3 Give Way Rules

Light vehicles are to give way to mobile plant unless otherwise indicated by traffic control personnel. All vehicles and plant must give way to emergency vehicles when in emergency mode. Positive communication is required at all times.

5.1.4 Communication

A site specific radio protocol will be developed and implemented that includes the following minimum requirements:

- Details of radio bands and/or frequencies in use at the site and who is permitted to use them
- The process for transmitting messages during an emergency
- The prioritisation of messages to the following:
 - 1) Emergency messages
 - 2) Safe-working messages
 - 3) General messages
- Protocols to ensure when an emergency message is transmitted all other messaging stops until an all-clear has been announced

- The requirement for positive (confirmed) communication
- The establishment of positive communication protocols between and across mobile plant and road going vehicles.
- Prohibition of general chatter, personal discussions, music or any form of horseplay or abuse including offensive behaviour (e.g. swearing) whilst using the radio.

5.1.5 Safe Loading/ Unloading

Loading bays should be situated in locations where vehicles can be manoeuvred easily and safely. They should be clearly sign-posted, protected from adverse weather conditions and be on level ground or platform. Requirement for SWMS

5.1.6 Safe Reversing

Where possible, traffic management should reduce the amount of reversing for mobile plant, including the use of turning circles.

The following controls should be considered:

- drive-through loading and unloading systems
- using radios and other communication systems
- excluding non-essential personnel from the area
- Ensuring drivers have another person to direct them before reversing if they cannot see clearly behind.
- using warning devices such as rotating lights and audible reversing alarms
- fitting reversing sensors or reversing cameras including infrared systems for low light situations
- placing fixed mirrors at blind corners
- fitting refractive lenses on rear windows to help drivers see 'blind spots'

5.1.7 Access points

Access points will be located as per the attached VMP. The access points have been checked for Swept paths and the required vehicle sizing.

5.1.8 Pedestrian and Cyclist movement

In planning pedestrian arrangements the following will be considered:

- The pedestrian/cyclist and road environment
- The pedestrian history
- Surrounding land use and probability of pedestrian movements
- Expected number of pedestrians
- Direction of traffic
- If existing pedestrian movement has been effected
- The need for extra signage and guidance eg pedestrian fence and protection.

The following is the requirement for each stage:

- For Stage 1, there is not an existing shared path/shoulder that is being closed and therefore minimal pedestrian movement is expected.
- For Stage 2 and 3, increased pedestrian movements are expected across the work site to account for people accessing the newly constructed truck parking area. This will be represented in the staging plans and a pedestrian movement plan. This will be submitted to Sydney Metro for approval prior to implementation.

- In all stages, signage will however be provided to make clear to pedestrians where access by foot is available and where access has been temporarily or permanently closed. Additionally, traffic controllers will be able to direct pedestrians to safe walking routes and crossings.

The Rozelle Interchange project has a pedestrian and cyclist diversion in place down James Craig Rd and Sommerville Rd due to the removal of the Beatrice Bush Bridge.

The project has closed the northern SUP on James Craig Rd as part of our works and reduced the lane width to 3m in each direction. Due to this, the detour crosses across James Craig Rd near each roundabout. Due to concerns about the interaction between trucks and pedestrians/cyclists, the Rozelle Interchange project has:

- Reduced speed limits on JCR and Sommerville Rd to 20 km/h
- Provided barriers between the SUP on JCR and the road for delineation in the area that the lane width has been reduced
- Widened the shared user path on Sommerville Rd
- Tool-boxed it's haulage partners, to familiarise them with the detour (including the crossing points) and ensure they were aware of the increased pedestrian and cyclist usage of JCR/Sommerville Rd
- Installed slow markings and signage for cyclists traveling down the hill from the Anzac Bridge towards Sommerville Rd

As part of the Georgiou Driver Induction, this information will be provided to our haulage partners to make them aware of the changes and risks in this area.



5.1.9 Bus movement

Bus movements will be accommodated during the staging when the cruise terminal is operational. All of the staging has been developed with swept path analysis and traffic lane widths designed to accommodate this traffic movement.

5.1.10 Heavy Vehicle Haulage

Heavy vehicles will delivery materials and plant to the project site. All heavy vehicles are to have had a driver door induction and have radio communication prior to entering a gate. A truck marshalling area will be established at the turn around facility on large haulage days. A specific VMP will be developed that outlines separation of heavy and light vehicles and this will be communicated at the daily prestart meetings.

6. RISK ASSESSMENTS

Risk Assessments are to be conducted for these works in accordance with ***HSEQ Risk and Operational Control Standard.***

6.1 Conduct a risk assessment and develop Traffic staging plans

This process identifies risks inherent in the works and places the necessary controls which are documented on the Traffic staging plans. The traffic staging plans are developed to meet all regulatory requirements and a further Road Safety Audit is conducted post implementation to ensure the controls are relevant. This audit will also focus on vehicles entering the altered road layout, including the access to Cement Australia loader.

The risk assessment must be signed off by the approved person (minimum of Advance Worksite Traffic Management training).

7. SITE SAFETY

During the course of the project the Project Manager/Engineer and Project Supervisor will be responsible for site safety. Daily worksite traffic management inspection sheets and audits will be used to monitor all personnel and procedures.

- All personnel will use high visibility shirts and/or jackets at all times during the works.
- Working in daylight hours only
- Advance warning of work areas
- Clear signage through work area
- High visibility of machines / vehicles - flashing lights

All incidents or near misses will be recorded by the Project Supervisor, recorded in **Beakon** and actioned in accordance with **HSE Reporting and Investigation**.

8. SIGNAGE

- All signs and devices will be checked for condition prior to installation
 - Signs to be installed in accordance with AS1742-Part 2 Traffic Control Devices for General Use (section 2.8)
 - The signs and devices will be positioned and erected in accordance with the locations and spacing's shown on the drawings
 - Signs will be installed where they are visible
 - Full and effective delineation will be maintained
 - All irrelevant signs will be removed at the end of each work shift from the public road
 - Sequence of erection:
 - 1) Advanced warning signs
 - 2) Other warning signs
 - 3) Regulatory signs and other signs
-

9. DAILY INSPECTIONS

Supervisors will appoint personnel to inspect report and correct traffic control devices/systems being used on site. The following inspections are to be conducted and noted on the **Daily Worksite Traffic Management Inspection Form**.

10. WORKSITE MANAGEMENT LEVELS

Georgiou has defined three levels of Worksite Traffic Management as detailed below:

Minor Works Defined as works that are:

- Considered to be low risk works in terms of Worksite Traffic Management
- Deemed to be of low impact on the traffic flows
- Conducted by a fixed team of personnel
- At one location on a road or roadside
- For a short duration
- Involve minor roads only
- Managed through the use of Georgiou's standard Traffic staging plans (TSP's) or project specific TCP's (approved by Georgiou personnel with Advanced Worksite Traffic Management qualifications)
- Requires personnel with Basic Worksite Traffic Management skills to implement on site

Major Works - defined as works that are

- Considered to be a medium to high risk
- Deemed to have a medium to high impact on the traffic flows
- Possibly conducted by a variable team of personnel
- At a defined work site but may be at various locations within this worksite
- For a reasonable duration
- Can involve major roads
- Requires personnel with Advance Worksite Traffic Management training to plan and approve
- Requires personnel with Basic Worksite Traffic Management skills to implement on site

Complex Works - defined as works that are:

- Considered to be a medium to high risk
- Deemed to have a high impact on the traffic flows
- Involve intersections that are controlled by traffic signals
- Where there is a requirement for contra flow, where for any hour of the works, the sum of vehicles in both directions exceeds 400 vehicles per hour and pedestrians are expected to cross the path of traffic during that hour
- Likely to involve high volume and high speed traffic flows
- Requires an accredited Roadwork's Traffic Manager to approve (may be required to develop plans also)
- Requires personnel with Basic Worksite Traffic Management skills to implement on site

10.1 Planning - Minor Works

For minor works, the Project Supervisor with Basic Worksite Traffic Management training will assess the works area and the work scope and select the most relevant standard Traffic Control Plan (TCP).

These standard TCP's are approved by a Project Manager with Advanced Worksite Traffic Management training. The Supervisor is then required to complete the checklist on the TCP to ensure that it falls within the scope of Minor Works.

Where the TCP satisfies the requirements for minor works, the Project Supervisor is required to conduct the following:

- Record Project Supervisor's name and accreditation number on the TCP
- Make amendments on the plan within the scope of the skills of the Project Supervisor
- Ensure that all required signs and equipment are available prior to the works commencing

- Where Traffic Controllers are used, the names and accreditation numbers must be recorded on the TCP (this applies to both internal and external traffic controllers)
- Sign the TCP as being acceptable for use

10.2 Planning - Major Works and Complex Works

Planning Worksite Traffic Management for Major and Complex Works will be completed by Project Managers with Advanced Worksite Traffic Management training.

Complex works require an accredited Roadwork's Traffic Manager to approve. The planning process to be followed is outlined in this section.

- Assess the site
- Review the scope of works
- Review the legal, statutory and contractual requirements
- Develop the Traffic Staging plan's

Major areas for consideration in the planning phase including consideration of stakeholders' requirements are identified on the **Traffic Management Checklist** - any consultation with the stakeholders is also recorded on this form. The steps of the planning are detailed further below:

10.3 Assess the site

This involves site inspection of the proposed works area taking into account the following:

- Existing road layout
- Traffic volumes and speed zones
- Timing and duration of the works
- Staging of the works
- Pedestrian needs (including aged persons)
- Cyclist needs
- Disabled needs
- Emergency vehicle access
- Public transport
- School crossings / traffic
- Local Council needs
- The need for public notification
- Managing local business needs
- Minimising the impact of the works on the stakeholders

10.4 Review the scope of works

In the context of the Worksite Traffic Management requirements, review the works in terms of duration, type, complexity and risk and the impact of the works.

10.4.1 Review the legal, statutory and contractual requirements

In the context of the Worksite Traffic Management requirements, review the legal and contractual obligations. The legal obligations are defined in the documents listed in section 4.5 of this plan. The contractual obligations will be as specified in the contract documentation for the works.

10.5 Risk Assessment

Risk management is detailed thoroughly in Georgiou's *HSEQ Risk and Operational Control Standard*. Personnel conducting the risk assessment must approach this from the perspective of occupational risk and network performance risk.

To assist in the assessment from the perspective of network performance, this section provides additional risk assessment information specific to the Worksite Traffic Management works.

This section must be read in conjunction with *HSEQ Risk and Operational Control Standard*, as all risk must be identified, assessed and controlled in the most appropriate manner.

Risk assessments for worksite traffic management must take into account both normal and abnormal situations including night and day conditions.

Hazards that are specific to Worksite Traffic Management can be identified using the following categories:

Location

Hazards that may arise due to the location of the work activities and constraints that may arise due to restricted safe stopping sight distance etc.

Vehicle

Hazards that may arise due to class speed or volume of traffic, which is impacted by the works.

Other Road Users

Hazards associated with the use of the road reserve by others including pedestrians, cyclists and people with disabilities

Public Transport

Hazards associated impacts on public transport or public transport facilities

Property / Business Access

Hazards associated with safe access and/or egress from adjacent properties, including the access for Cement Australia

Work Activities

Hazards associated with work activities such as excavations, works undertaken at night or other work operations that may impact on traffic

Other Projects:

Hazards that may arise due to other projects being undertaken in conjunction with the proposed project

Network Performance:

Hazards associated with reduced network performance resulting from project activities

10.6 Approvals

10.6.1 Minor Works/Short Term

Diagrams for minor works have been approved by Project Managers with Advance Worksite Traffic Management training. The selection and implementation on site will be by Project Supervisors or Project Managers with a minimum of Basic Worksite Traffic Management training.

The approvers name, certificate number and date will be marked onto the TCP. Personnel selecting and implementing will also record their name, accreditation number and signature on the TCP.

10.6.2 Major Works

TCP's and TSP's for Major Works will be approved by Project Managers with a minimum of Advanced Worksite Traffic Management training.

The Project Manager's name, certificate number and date will be marked onto the TCP and the front page of the TMP.

10.6.3 Complex Works

TCP's and TSP's for Complex Works will be approved by an accredited Roadwork's Traffic Manager. The approvers name, certificate number, date and signature will be marked onto the TCP and the front page of the TSP.

10.6.4 Authority Approval /Consultation

The whole process of planning for Worksite Traffic Management requires the liaison and involvement with key site personnel and stakeholders where required. This includes notification to Port Authority (to be conduct through Sydney Metro) of any upcoming works. Georgiou will provide a weekly summary of the traffic control requirements on Thursday for the upcoming week.

10.6.5 Minor Works/Short Term

Once the TCP has been finalised and approved, the person responsible for the development/approval will implement on site (typically the Project Supervisor or Project Manager).

This will include ensuring the appropriate resources on site - i.e. approved Worksite Traffic Controllers (WTC's), correct quantity and type of signs which are in good condition, and induction of the personnel involved specifically in the works. Record of the induction and the names and accreditation details of the Worksite Traffic Controllers are recorded on the TCP.

Responsibilities for the set-up and maintenance of the system will be allocated at this induction meeting.

The Project Supervisor (or delegated person with Basic Worksite Traffic Management training) is responsible for ensuring the adequacy of the TCP to any change in conditions and modify the TCP accordingly. Any amendments will be minor amendments only and be noted on the TCP and initialled.

10.6.6 Major/Complex Works

Implementation of the system starts with a handover to the Project Supervisor on location of the works. Resource requirements are highlighted and sourced as provided internally or by appropriately qualified subcontractors.

Regardless of the source, the Project Supervisor is responsible for ensuring the adequacy of the Worksite Traffic Management on site.

The Project Supervisor will ensure that Worksite Traffic Controllers (WTC's) are accredited, signs are of the correct quantity and type and are in good condition, and that the personnel involved are inducted into the requirements of the CTMP and TCP.

Record of the induction and the names and accreditation details of the Worksite Traffic Controllers are recorded on the TCP.

Where the Project Supervisor considers that amendments are necessary, the Project Manager responsible for the development of the plan will be notified to make the necessary amendments and seek the appropriate approvals where required.

10.7 Traffic Management by Subcontractor

When a subcontractor is used to perform traffic management works, implementation of the same procedures and monitoring is required.

Once TCP's & TSP's have been developed they are to be reviewed by the Project Engineer before being submitted to the relevant authority. This involves ensuring that the documents meet the criteria that derived for Minor, Major & Complex Works.

Once plans have been approved by the relevant authorities a start-up meeting is to take place between the subcontractor, project engineer and project supervisor. Here project timing, implementation and monitoring requirements will be confirmed.

These must be detailed to the subcontractor and enforced by the project engineer and supervisor. Minutes are to be taken by the project engineer.

For Major and Complex works, weekly site meetings are to take place ensuring that the TCP's and TSP implemented are meeting the requirements of the project. Minutes are again taken by the project engineer.

10.8 Monitoring Performance

The auditing of this document and auditing of worksites form part of the assessment of the performance of the document and personnel. This performance is then reported as part of the GMS performance to the Executive Committee.

There are two levels of monitoring performance of the Worksite Traffic Management system:

- Daily Checks
- Independent Audits

10.8.1 Daily Checks

These will be conducted by site personnel with a minimum of Basic Worksite Traffic Management training. The checks will be recorded on the *Traffic Management Inspection Form* with any amendments to the plan recorded.

Note that any amendments must be by an appropriately trained person. These forms will be collated and filed in the Project File for the contract.

The Daily Checks will be conducted:

- Before works commence
- During Work hours
- Closing down for day
- Night time inspection - where required

10.8.2 Road Safety Audit

Georgiou will be responsible for managing the Road Safety Audit program, and conducting the internal audits in consultation with the RMS. Independent and suitably qualified consultants will be engaged to conduct external audits.

The frequency of the traffic control at work sites audit will be subject to the construction program and the types of activities being conducted. The responsibility and frequency of audits is summarised in Table below.

Audit	Responsibility	Frequency
Internal	Georgiou to conduct	Once per month, per TMP
External	Independent Consultant	For each stage

10.8.3 Nonconformities

Any existing or potential nonconformities involving the works area and the worksite traffic management within the works area will be reported in accordance with the *Non-conformance Reporting and Corrective Action Procedure*.

10.8.4 Document and Record Control

Documents relating to Worksite Traffic Management will be controlled in accordance to *Document Control Standard*.

All documentation relating to traffic management including TCP's, TSP's and TMP's, amendments to these diagrams or plans, daily checks, audits will be kept in the Project File until Project Completion and retained in accordance to *Archiving Procedure* for Project Management documentation.
