Procedure: Traffic Management Plan

Cathodic Anodes Australasia

Purpose

Traffic management involves the safe movement of vehicles, powered mobile plant and pedestrians within, through and around our premises. CAA's objectives with respect to the Traffic Management Plan are to:

- Ensure the safety of employees, contractors, visitors and the general public
- Maintain satisfactory access to premises
- Minimise disruption to businesses

References

1. Work Health and Safety Act 2011
2. Onsite Traffic Management Self-Assessment Tool (WHS QLD) https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0026/24569/5864-onsite-traffic-management-self-assessment-tool.pdf
3. WHS Procedure – Emergency Plan

Procedure

CAA Management, under the WHS Act (ref 1) has a duty to ensure, so far as is reasonably practicable, staff and other persons at the workplace are not exposed to health and safety risks arising from business practices. This includes implementing measures to control the risks of persons being injured due to the movement of vehicles or plant. Our workplace is designed to ensure that vehicle and pedestrian routes are demarcated and where areas are shared by pedestrians and vehicles, there is optimum operator visibility.

Under the WHS Act (ref 1), CAA Management has a duty to ensure that appropriate resources and processes are in place to manage risks associated with traffic at the workplace.

CAA Staff and all visitors operating vehicles at our plant, including those who drive vehicles and operate mobile plant, must take reasonable care of their own health and safety and must not adversely affect the health and safety of others. Staff must also comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace.

1. RISK MANAGEMENT

The 4 step Risk Management Process is to be followed to create, review or modify a Traffic Management Plan.

Step 1: Identifying Traffic Hazards

Traffic hazards occur at the workplace when there is an interaction or potential interaction between pedestrians and vehicles (including mobile plant).

Traffic hazards involving vehicles and /or mobile plant may occur when:

- vehicles or plant are reversing and manoeuvring
- loading orders from Stores area
- loading or unloading on and around vehicles
- mounting or dismounting from vehicles
- securing loads

Traffic hazards involving pedestrians may occur due to:

- blocked pedestrian routes
- pedestrians and vehicles using the same route
- unsuitable and dangerous pedestrian routes – for example blind corners or inadequate lighting
- drivers not being able to see pedestrians, for example when reversing

- locked emergency doors and gates preventing pedestrians escaping in the event of an emergency
- pallets or equipment in walkways preventing pedestrians escaping in the event of an emergency
- drivers accessing trucks/trailers during loading and unloading

When conducting an assessment to determine the traffic hazards, staff are encouraged to use the Traffic Hazard Assessment Checklist (ref 2).

Step 2: Assessing The Risks

A risk assessment involves considering what could happen if someone is exposed to a hazard and the likelihood of it happening. A risk assessment can help determine:

- potential severity of a risk
- whether existing control measures are effective
- what action/s should be taken to control the risk
- how urgently the action/s needs to be taken

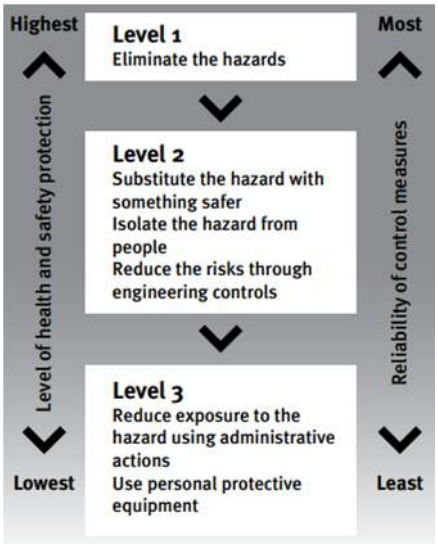
People who work with, or near, vehicles and mobile plant such as cars, forklifts, trucks, semi-trailers and trailers are most at risk. Customers and visitors to the workplace may also be at risk.
Factors that should be considered when assessing the risks arising from traffic hazards include:

- The design and layout of work areas, including:
  - the physical environment, such as lighting levels and road surfaces
  - the number and movement of people in the risk area
  - traffic destination, direction and volume
  - speed
  - adequate space for the minimum turning radius of vehicle types accessing the risk area
- The need for load shifting equipment and if the equipment is suitable for the task
- The time of day when traffic volumes are higher
- Housekeeping in the work area
- The effectiveness of any existing risk control measures – for example travel paths, physical separation, crossings or speed limits

All risks identified must be recorded in the assessment document.

Step 3: Controlling the risks

The method for controlling risks is to rank them from the highest level of protection and reliability to the lowest. This ranking is known as the *hierarchy of control.* Elimination of the hazard is the most effective. If this is not reasonably practicable, minimisation of the risk should be conducted by working through the other alternatives in the hierarchy. See table to the right.



Examples

Eliminate the hazard	Eliminate the interaction between vehicles and pedestrians. Eliminating hazards is often cheaper and easier to achieve when designing the layout of the workplace.
Substitute with something safer	Replace forklifts with more people-friendly load shifting equipment such as pallet jack.
Isolate the hazard from people	Physically separate vehicles and mobile plant from people by distance, using sturdy barricades or by isolating a delivery area from other pedestrian or work activities.
Use engineering controls	Install speed limiters to mobile plant (forklift).
Use administrative controls	Create "no go zones" that are clearly marked. Use signs and devices such as mirrors to alert drivers and pedestrians.
Use personal protective equipment	Provide high visibility or reflective clothing.

Once control measures have been implemented, related procedures, training and /or supervision (if applicable) and toolbox talks should be conducted.

Step 4: Reviewing Control Measures
Regular reviews of the control measures and hazards are conducted and recorded to ensure effectiveness. If there is a change to a control measure, staff must assess the risk and follow the 4 step process.

2. TRAFFIC MANAGEMENT MEASURES

CAA has implemented traffic management measures to minimise the risk of hazards in the workplace. Refer to the site map below illustrating the key Traffic Management Measures.

The following measures have been implemented:

2.1 Plant and Equipment

The Forklifts are equipped with flashing lights and reversing beepers in accordance with legislation. Mobile plant and equipment are only to be used in designated areas by qualified staff. If certain circumstances permit and with management authorisation, mobile plant or equipment may go outside the designated areas if a spotter is available.

All mobile plant must have regular pre-operation checks completed.

2.2 Highest Risk Area

The risk assessment (12JUL22) showed that the highest risk area is from the CAA Stores roller doors and across to the roller door entrance of Tenancy 1 (front factory). The site map below illustrates the measures put in place to limit/reduce dangers to staff and visitors and limit traffic flow.

To highlight the danger, Tenancy 1 has a Pedestrian Demarcation Zone across the front of their roller door, which extends to the "Middle Shed" doorway. Refer to the site map below. These Pedestrian routes have been painted on the concrete for staff and visitors to access from car parking areas to CAA and Tenancy 1.

Signage has been painted on the driveway designating the Loading Bay and defining walk ways, Parking spaces and Clear Area's, where parking and hardstand is not permitted.

To reduce pedestrian access to the Loading Bay and surrounding forklift area, in addition to the painted walkway, a retractable barricade shall be used across the CAA Parking bays. It will only be retracted when vehicles are coming or going from the parking bays.

To avoid reversing from the parking spaces into the loading zone, vehicles shall reverse park into these parking bays, so that when leaving, they have clear vision if a forklift is in operation.

2.3 Delivery Drivers/Customers

Delivery Drivers and customers who require loading or unloading with a forklift must only park in the designated Loading Bay (refer to site map). Drivers shall remain in their vehicle during loading or unloading, or they may stand in the pedestrian access areas. They are not permitted inside the loading or forklift zone during loading and unloading.

All vehicles must adhere to the 10km/hr speed limit at all times.

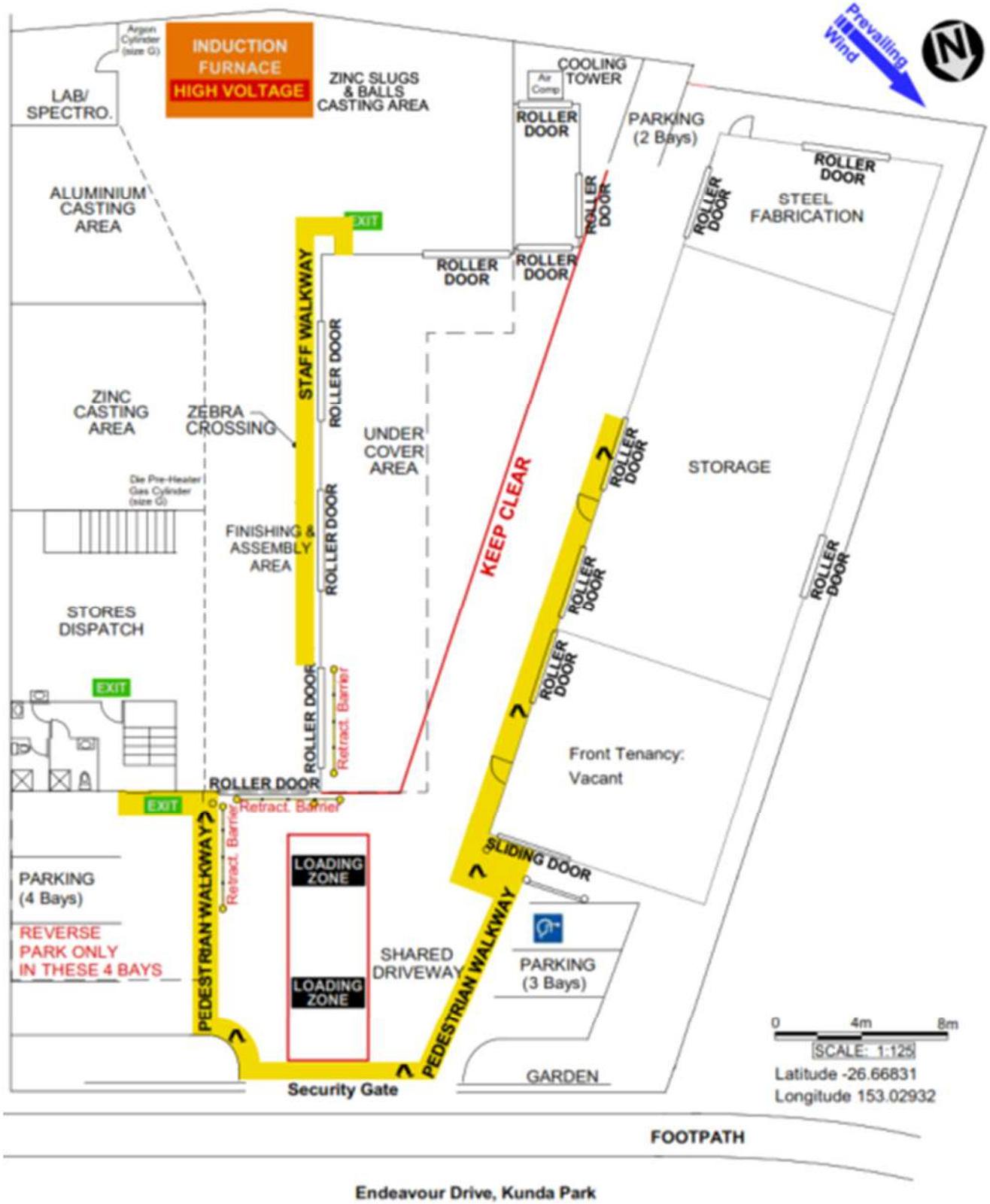
Vehicles are not permitted to park in the Clearway. Parking is only permitted in the designated parking spaces.

2.4 Loading and Unloading.

Only licenced forklift operators shall load or unload vehicles. The forklift operator must remain aware of other vehicles and pedestrians in the surrounding area. If there is an unusual load or any other irregular occurrence that may be a potential safety hazard, a spotter may be required.

3. EMERGENCY RESPONSE

In the event of an emergency, all staff, contractors and visitors must follow the Emergency Plan (ref 3). Instructions given by management/supervisors/fire wardens must be followed at all times.
Transport drivers must ensure if there is an emergency, their vehicle is not blocking entry or exit points for emergency services access. Management will instruct transport drivers if they need to move their vehicles.



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