

UOW ADMINISTRATION

TRAFFIC MANAGEMENT GUIDELINES

Contents

1	Introduction/Background.....	2
2	Scope/Purpose	2
3	Risk Management	2
4	Consultation	2
5	Specific Control Measures	2
5.1	Pedestrian Management.....	2
5.2	Vehicle routes	2
5.3	Parking.....	2
5.4	Loading and Unloading Activities	3
5.5	Forklifts and Other Powered Mobile Plant	3
5.6	Reversing.....	3
5.7	Signs and Road Markings.....	3
5.8	Lighting	3
5.9	Contractors	4
5.10	Information, Training, Instruction and Supervision	4
5.11	Traffic Management Plan.....	4
5.12	Traffic Control Plan	4
5.13	Construction Work	4
5.14	Traffic Control on NSW Government Controlled Roads.....	5
6	Referenced and Related Documents	5
6.1	Related Documents	5
6.2	Referenced Documents	5
7	Version Control Table	5

1 Introduction/Background

The University of Wollongong (UOW) is committed to the provision of a safe and healthy workplace for all workers, students and visitors. To meet this commitment, the University will endeavour to eliminate or manage risks to health and safety through the implementation of effective traffic management systems.

2 Scope/Purpose

This guideline aims to provide practical guidance for local UOW areas that are required to manage the risks associated with traffic in the workplace. It applies to all local areas that are responsible for managing health and safety risks presented by vehicles and powered mobile plant colliding with people in the workplace.

3 Risk Management

Risks associated with traffic and powered mobile plant colliding with people in the workplace need to be managed in accordance with the University's [Risk Management Guidelines](#). Traffic management hazards generally come from the interaction between vehicles and pedestrians. Effectively managing risks associated with traffic moving in and around a workplace should start with identifying the hazards and assessing the risks so effective control measures can be implemented to eliminate or manage the risk.

4 Consultation

Consultation surrounding health and safety risks, caused by vehicles and mobile plant colliding with people in the workplace, and traffic management processes are to be done so in accordance with the UOW [WHS Consultation Statement](#).

5 Specific Control Measures

5.1 Pedestrian Management

There are a variety of working environments at the University that can present health and safety risks as a result of pedestrian interaction with vehicles and powered mobile plant. Where practicable, these health and safety risks should be eliminated, for example by providing separate pedestrian only routes or areas. However it is recognised that pre-existing built environments or conditions may not be easily remedied or resolved in the separation of pedestrian and vehicle activities within existing car parks or other locations.

Where it is not reasonably practicable to eliminate the risk other controls need be used to minimise risks. These may include for example barriers or guardrails, high impact traffic control barriers, interlocking, chicaned or hinged gates

If it is again not reasonably practicable to implement one of the above control measures and a risk remains consider using defined access procedures, signs, bollards, vision panels, mirrors, clearly marked walkways, crossings, speed humps and staging areas. Walkways should be clearly marked, unobstructed, well maintained, well lit and have signage identifying hazards.

5.2 Vehicle routes

Careful planning should be taken when designing vehicle routes in an attempt to eliminate or minimise these health and safety risks. More information on managing risks during design can be located in the UOW [WHS Design and Modification Guidelines](#). The Traffic Management in Workplaces Code of Practice is to be referred to as part of the design process for vehicle routes.

5.3 Parking

Parking areas present risks to health and safety associated with the interaction of pedestrians with vehicles and powered mobile plant. Examples of controls to eliminate or minimise risk include positioning car parking spaces away from the flow of vehicles and pedestrians around the workplace and having walkways leading to and from parking areas which are separated from vehicles or vehicle routes.

It is recognised that many existing car parks have been designed to be situated on the outer circumference of the central pedestrian and building precincts to encourage pedestrian precincts to be free of vehicles. This methodology has eliminated generally vehicles searching for parking spaces. Vehicle access into pedestrian precincts is restricted to essential service vehicle activity only.

When it is reasonably practicable to do so, car parks should be designed on level ground to prevent rolling. Powered mobile plant should have designated parking areas which are on level ground. More information on managing risks during design can be located in the UOW [WHS Design and Modification Guidelines](#).

5.4 Loading and Unloading Activities

A number of loading and unloading vehicle activities take place at the University of Wollongong. This type of activity can present health and safety risks if pedestrian interaction with vehicles and powered mobile plant is not controlled. Working areas that require loading and unloading activities to take place need to manage risks to health and safety associated with this type of activity. The Traffic Management in Workplaces Code of Practice lists control measures that can be implemented to manage risk and this document needs to be referred to as part of the risk management process.

It is the responsibility of the local area organising couriers to access UOW, to load or unload items, to inform them of minimum safe working procedures to complete this activity. Access to the University site is to take place in accordance with any campus access and order rules such as the [Vehicle Access Guideline](#)

5.5 Forklifts and Other Powered Mobile Plant

The operation of forklifts and other powered mobile plant can result in health and safety risks associated with the interaction with pedestrians. The WHS Regulation requires the University to manage risks to health and safety associated with the following:

- the plant overturning
- things falling on the operator of the plant
- the operator being ejected from the plant
- the plant colliding with any person or thing, and
- mechanical failure of pressurised elements of plant that may release fluids that pose a risk to health and safety.

In addition the University is required to ensure that plant does not collide with pedestrians or other powered mobile plant. If there is a possibility of the plant colliding with pedestrians or other powered mobile plant, the plant must have a warning device that will warn persons who may be at risk from the movement of the plant.

Risks associated with pedestrian interaction should be controlled as outlined in 5.1.

5.6 Reversing

Reversing vehicles can be difficult in certain working environments and present risks to health and safety. The requirement for reversing should be eliminated where reasonably practicable. If the need for reversing cannot be eliminated then controls should be implemented to manage risks associated with pedestrian interaction with vehicles and powered mobile plant as outlined in 5.1.

5.7 Signs and Road Markings

Clear road markings like reflective paint and signs should be used to alert pedestrians and vehicle operators to traffic hazards in the workplace. Signs and road markings should be regularly checked and maintained so they can be easily seen and understood. Signs should be renewed when they fade or become damaged. The [WHS Communication Guidelines](#) provides more information on signage requirements.

5.8 Lighting

The WHS Regulation requires that the University must ensure, where reasonably practicable, that lighting enables:

- workers to carry out work without risk to health and safety
- persons to move within the workplace without risk to health and safety, and
- safe evacuation in an emergency.

5.9 Contractors

Contractors are required to implement the content from this guideline that are relevant to the specialist work that they have been engaged to perform unless they have a documented WHS management system which specifies how they will undertake traffic management.

Contractors are to refer to the UOW [Vehicle Access Guidelines](#) for information on the minimal access requirements for vehicles as well as the UOW [Parking Guideline](#). It is the responsibility of the UOW contract officer coordinating the contractors to communicate any requirements associated with traffic management. These requirements need to be communicated to contractors who will require vehicle access or parking during the UOW induction. Refer to the UOW [Contractor WHS Guidelines](#).

5.10 Information, Training, Instruction and Supervision

The WHS Regulation requires the University to ensure, so far as is reasonably practicable, the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to health and safety arising from work carried out as part of the conduct of the University.

The University must ensure that information, training and instruction provided to workers is suitable and adequate having regard to:

- the nature of the work carried out by the worker
- the nature of the risks associated with the work at the time of the information, training and instruction, and
- the control measures implemented.

The University must ensure, so far as is reasonably practicable, that the information, training and instruction provided under this regulation is provided in a way that is readily understandable by any person to whom it is provided. The UOW Training Guidelines outlines the requirements surrounding WHS training at the University. Information on Traffic Control Training is available from the RMS website: [Traffic Control Training](#)

Workers including contractors need to be trained and informed about their responsibilities surrounding traffic management. Supervision should be provided in line with the UOW Roles and Responsibilities document to ensure that procedures are being followed. Contractors are to be provided information during induction on UOW traffic management requirements. When information cannot be provided to driver through an induction process, other provisions should be made, such as signage, to highlight traffic management requirements.

5.11 Traffic Management Plan

A traffic management plan should be developed and implemented for areas where the operation of powered mobile plant and other load shifting equipment is in operation. The traffic management plan should document how risks will be managed in the local area.

The UOW Traffic Management Plan Template document should be utilised to map out traffic management for local areas that require a TMP to be completed. Other effective ways to manage traffic are by safe work procedures.

5.12 Traffic Control Plan

Traffic Management on public roads, including the Wollongong Campus Ring Road, need to be completed in accordance with the RMS [Traffic Control and Worksites manual Version 4](#) and [AS1742.3-2009-Manual of uniform traffic control devices, Part 3: Traffic control for works on roads](#).

5.13 Construction Work

UOW Construction project Mangers need to ensure that principal contractors who are engaged to manage building projects at the University are capable of managing risks to health and safety concerning traffic management.

5.14 Traffic Control on NSW Government Controlled Roads

Any traffic control measure undertaken on NSW Transport Roads & Maritime Services controlled roads is required to be coordinated in accordance with the NSW Government [Traffic Control at Work Sites Manual](#). Traffic control and the selection and design of traffic control plans is to be undertaken by persons who are qualified, authorised and have passed RTA approved training courses.

Further information is available from the RMS website: [Traffic Control](#)

6 Referenced and Related Documents

6.1 Related Documents

- FMD-ENV-GUI-002 [Vehicle Access Guideline](#)
- FMD-PAR-GUI-001 [Parking Guideline](#)

6.2 Referenced Documents

- Work Health and Safety Act 2011 NSW
- Work Health and Safety Regulation 2011 NSW
- Traffic Management in Workplaces Code of Practice
- RMS [Traffic Control and Worksites manual Version 4](#)
- [AS1742.3-2009-Manual of uniform traffic control devices, Part 3: Traffic control for works on roads](#)

7 Version Control Table

Version Control	Release Date	Author/Reviewer	Approved By	Amendment
1	September 2013	Dylan Smith	Manager WHS	New Document