



Traffic Management Procedure

Brief description

This Traffic Management Procedure outlines the management systems and implementation of controls required to minimise and manage the risks to a person's safety and health associated with the movements, location and frequency, of vehicles and mobile plant on GPC sites.

Document information

Current version	#1901560 v1
First released	9/10/2023
Last updated	9/10/2023
Review frequency	Every 3 years or as required
Review before	9/10/2026
Audience	Executive Leadership Team, all Employees, Workers, Contractors, Port Users and Inducted Visitors

Document accountability

Role	Position
Owner	Executive GM Safety & Environmental Social Governance
Custodian	Safety Manager

Endorsed by Executive GM Safety & Environmental Social Governance
09/10/2023

If you require any further information, please contact the Custodian.

This document contains confidential material relating to the business and financial interests of Gladstone Ports Corporation Limited. Gladstone Ports Corporation is to be contacted in accordance with Part 3, Division 3 Section 37 of the *Right to Information Act 2009* should any Government Agency receive a Right to Information application for this document. Contents of this document may either be in full or part exempt from disclosure pursuant to the *Right to Information Act 2009*.

The current version of this Standard is available on GPC's Intranet.

© 2020 Gladstone Ports Corporation Limited ABN 96 263 788 242

Contents

1	Terms and definitions	3
2	Introduction	3
2.1	Purpose	3
2.2	Scope	3
2.3	Objectives	3
3	Roles and responsibilities	3
4	Site Hazards and Risks	5
4.1	Site Risk Assessment for Traffic Management	5
4.2	Traffic Hazards	6
5	Traffic Management Plans	7
5.1	Permanent Traffic Management Plan – Operational Sites	7
5.2	Temporary Traffic Management Plan	7
6	Traffic Management Plans – New Developments (on Strategic Port Land)	8
7	Port User Operations	8
8	Review of traffic management plan	8
9	Appendices	8
9.1	Appendix 1 – Related documents	8
9.2	Appendix 2 – Revision history	9

1 Terms and definitions

In this Procedure:

“**Light vehicle**” means any vehicle with a GVM of less than 4.5 tonnes.

“**LUP**” means land user plan.

“**Heavy vehicle**” means any vehicle with a GVM of more than 4.5 tonnes.

“**Mobile equipment**” means any mechanically or electrically driven machine capable of moving under its’ own power and requires a driver/operator

“**Operational Sites**” means roadways and parking areas controlled by GPC sites where work is being conducted.

“**Port User**” means parties requiring access to GPC’s facilities to undertake work, but who are not engaged by GPC.

“**Restricted Access Sites**” means roadways and parking areas controlled by GPC.

“**Traffic Management Plan**” means a drawing, map or diagram highlighting controls such as direction of traffic flow, travel paths and speed limits to control and manage associated risks.

“**Vehicle**” means any light vehicle, heavy vehicle or other mobile equipment.

Terms that are capitalised and not otherwise defined in this Procedure are defined in the GPC Corporate Glossary Instruction (as listed in Appendix 1 – Related documents).

2 Introduction

2.1 Purpose

The purpose of this Procedure is to provide guidance on establishing site Traffic Management Plans to reduce risks associated with interactions between vehicles, mobile equipment and pedestrians.

2.2 Scope

This Procedure applies to all Workers undertaking work for, or on behalf of, GPC at sites controlled by GPC, and Inducted Visitors to these sites with respect to traffic management. The overall aim is to ensure the safe movement of vehicles, mobile equipment and pedestrians whilst maintaining compliance with safety, security, environmental and business continuity.

2.3 Objectives

The objective of this Procedure is to provide guidance for the development of site Traffic Management Plans that identify control measures to minimise and manage risks to the safety and health of Workers and Port Users associated with the movement, location and frequency of vehicles and mobile plant.

3 Roles and responsibilities

All Employees, Workers and Contractors working for or on behalf of GPC have obligations under the WHS Act to appropriately manage safety and a responsibility to take care of their own health and safety and that of others that may be affected by their actions or omissions.

To assist GPC Representatives to better understand their responsibilities, key responsibilities and accountabilities are summarised below:

Role	Responsibilities
Chief Executive Officer	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> • maintaining overall responsibility and accountability for the prevention of work-related injuries and illnesses, as well as the provision of safe workplaces and activities; • acquiring knowledge related to the nature and operations of the work and associated hazards and risks; • ensuring that GPC has, and uses, appropriate resources and processes to eliminate or reduce health and safety risks; and • encouraging and supporting Workers to report incidents, hazards, risks and opportunities.
Executive Leadership Team (ELT)	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> • acquiring knowledge related to the nature and operations of the work and associated hazards and risks; • ensuring that GPC has, and uses, appropriate resources and processes to eliminate or reduce risks to health and safety; and • encouraging and supporting Workers to report incidents, hazards, risks and opportunities.
Executive GM Safety & Environmental Social Governance	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> • ensuring the development and monitoring of the GPC safety management system; and • ensuring that GPC has appropriate processes in place to receive and consider information about incidents, hazards and risk, and to respond in a timely manner.
Managers / Superintendents / Supervisors / Coordinators (Leaders)	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> • undertaking regular inspections and audits of work areas in accordance with GPC procedures and expectations; • ensuring that controls are in place to manage hazards or exposures in the workplace that may affect Worker's health and safety; • ensuring that Workers are trained in safe working practices and provided with effective supervision;

Role	Responsibilities
	<ul style="list-style-type: none"> ensuring that appropriate risk assessments are undertaken before work tasks are commenced; and ensuring that health and safety incidents are reported in a timely manner and in compliance with GPC's reporting requirements.
GPC Employees, Contractors and Port Users	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> ensuring the health and safety of themselves and all others who may be affected by their acts or omissions, and the property and equipment for which they are responsible; complying, so far as they are reasonably able, with any reasonable instruction that is given by GPC to allow the person to comply with the WHS Act; complying with any reasonable GPC Policy, Standard, Procedure or document in the GPC safety management system; reporting health and safety hazards, near misses and incidents in a timely manner and in accordance with GPC Procedures; and actively managing Contractors, Consultants and Inducted Visitors in accordance with GPC Procedures.
Inducted Visitors	<p>To ensure that GPC complies with its obligations by:</p> <ul style="list-style-type: none"> ensuring the health and safety of themselves and all others who may be affected by their acts or omissions; complying, so far as they are reasonably able, with any reasonable instruction given by an Officer or Worker; and ensuring that they are in a fit for work state before entering GPC sites.

4 Site Hazards and Risks

4.1 Site Risk Assessment for Traffic Management

A site risk assessment shall be conducted for each site/work location where traffic management hazards are present. The hierarchy of control shall be utilised for formulating control measures to ensure risks associated with traffic activities are as low as reasonably practicable and are at an acceptable level. (Refer Figure 1)

Traffic management controls for access to Restricted Access Sites by Port Users must be considered in the risk assessment.

Workers and other affected stakeholders such as Contractors and Port Users shall be consulted during the risk assessment process.

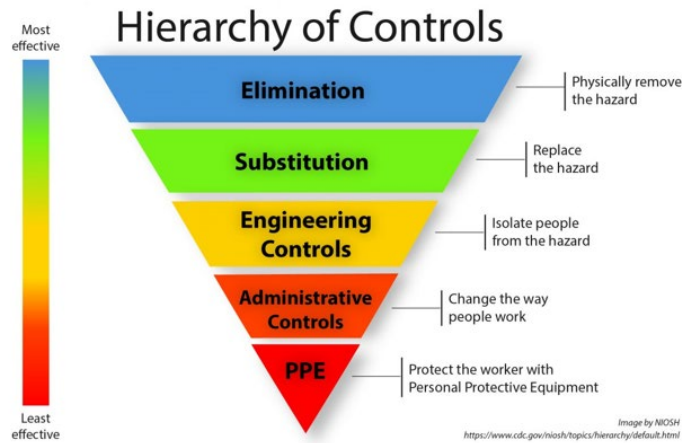


Figure 1: Hierarchy of Control

4.2 Traffic Hazards

A summary of common hazards to consider during a risk assessment are provided in Table 1 below.

Potential site hazards	Relevant areas, associated plant/site structures
Vehicle/ person interaction	Road crossings / vehicle access
Shared roadways/work areas	Light / heavy / mobile plant travel paths
'Blind' corners/crests	Entering / exiting vehicles
Loading/ unloading activities	Mobile plant operation
Traffic flow	Pedestrian access
Reversing vehicles	Parking areas
Inducted Visitors/other Port Users	Site induction / Site access / exit points
Building/overhead power lines/drains	Work areas / access points
Line of site/visibility	Train / dozer crossings
Inclement weather/road conditions	Road speed limits
Members of the public / pedestrian access	Public vehicle movements

Table 1: Common Traffic Hazards

5 Traffic Management Plans

5.1 Permanent Traffic Management Plan – Operational Sites

A permanent Traffic Management Plan must be developed for GPC sites where identified as a control through the site risk assessment mentioned in section 4.1.

The Traffic Management Plan is a drawing, map or a diagram indicating the:

- Safe access/egress points for traffic, including pedestrians;
- Desired flow of pedestrian and vehicle movements;
- All locations where mobile equipment movements occur;
- The design/layout of all roads and other areas including parking areas; and
- Control measures for:
 - interactions between vehicles and pedestrians; and
 - Interactions between mobile plant, equipment, light vehicles and heavy vehicles.

5.2 Temporary Traffic Management Plan

Temporary Traffic Management Plans are created on GPC Operational Sites in situations for short term works / projects where the work has the potential of interaction of Workers. Temporary Traffic Management Plans must include controls to manage the potential interaction of the vehicles and Workers, including:

- Traffic flow;
- Restricted speed limits;
- Separation controls (barricading);
- Stockpile access permits (if required);
- Lighting;
- Signs; and/or
- Inspection requirements for the traffic management plan controls.

Temporary Traffic Management Plans will be distributed to relevant sites to inform of location, time, duration and changed traffic requirements.

Non-operational site GPC work conducted on public roads will require a temporary Traffic Management Plan to identify and manage the potential risk of personnel and vehicle interaction.

Project work conducted on public roads will require traffic management that is dependent on a variety of factors, including the location, duration, and complexity of the works. Personnel involved in the design and implementation of temporary Traffic Management Plans (TMPs) and/or Traffic Guidance Schemes (TGS's) for works on roadways, or within a road reserve, must be trained and competent in the application of the relevant guidelines.

To ensure effective traffic management on Queensland roads, the Department of Main Roads Queensland specifies the training required for traffic management personnel, and registration requirements for traffic management companies. These same requirements apply to roads on

port land that are accessible to the general public. Further information can be found on the Transport & Main Roads Queensland website: <https://www.tmr.qld.gov.au/business-industry/business-with-us/traffic-management>.

6 Traffic Management Plans – New Developments (on Strategic Port Land)

Traffic Management Plans for the management of the operational traffic associated with new developments under GPC’s management and control shall include the same requirements as the permanent Traffic Management Plan requirements as identified in Section 5.1.

Where new public roads and associated infrastructure is to be constructed, appropriate engineering design plans detailing any new transport infrastructure, certified by a Registered Professional Engineer of Queensland (RPEQ) must be obtained. This includes any new roads, pavements, pavement markings, car parking areas, traffic signage, lighting, etc.

For detailed planning & engineering design requirements for associated transport infrastructure, please refer to the relevant LUP, or seek specialist planning or engineering advice, from the GPC Planning and Port Infrastructure Asset teams.

7 Port User Operations

Any Port User accessing a GPC Restricted Access Site must be site inducted and review and comply with the relevant GPC Traffic Management Plan where one exists and develop their own as required to ensure the risks of vehicle and personnel interaction is managed.

8 Review of traffic management plan

Traffic Management Plans should be reviewed post any incident or newly identified hazard related to or associated with the control of traffic, to verify that implemented traffic management controls are adequate and the risks associated with traffic are as low as reasonably practicable. The traffic controls should be checked and maintained in a safe condition on a regular basis no greater than three yearly.

9 Appendices

9.1 Appendix 1 – Related documents

9.1.1 Legislation and regulation

Key relevant legislation and regulation, as amended from time to time, includes but is not limited to:

Type	Legislation/regulation
State Acts	<i>Work Health and Safety Act 2011 (Qld)</i> <i>Work Health and Safety Regulation 2011 (Qld)</i>
Other	N/A

9.1.2 Gladstone Ports Corporation documents

The following documents relate to this Standard:

Type	Document number and title
Tier 1: Policy	#365624 Safety Policy
Tier 2: Standard/Strategy	#995910 Contractors and Port Users Safety Environment and Security Standard #829152 Enterprise Risk Management Standard
Tier 3: Specification/ Procedure/Plan	#697854 Safety Management System Plan #1529449 Safety Leadership Procedure #1245255 HSEQ Assurance Activities Procedure <u>Traffic Management Plans:</u> #1621911 Ticor Quarry Traffic Management Plan #1868325 Barney Point Traffic Management Plan #1902770 RGTCT Traffic Management Plan
Tier 4: Instruction/Form/ Template/Checklist	#1621179 GPC Corporate Glossary Instruction
Other	N/A

9.2 Appendix 2 – Revision history

Revision date	Revision description	Author	Endorsed by	Approved by
09/10/2023	Development of Traffic Management Procedure.	Chris Bax, Safety Specialist	Tony Young, Safety Manager	Richard Haward Executive General Manager – Safety & ESG