



Shellharbour City Council

Traffic Committee

Business Paper

6 September 2023

Item no. 8.6 – Attachment 1:

Traffic Management Plan for Convoy 2023



Traffic Logistics Site Specific Safety Management Plan and

Traffic Management Plan

Services for the i98Fm Illawarra Convoy

19th November 2023

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About this release

Document Number: Traffic Logistics : SSTMP: AS-38568
 Title: Site Specific Traffic Management Plan
 Author: Mark Hayward

Ed 1	19 May 2023	New Plan	Mark Hayward
Issue	Date	Revision Description	Authorised by

Management Review

This Plan will be reviewed with the Safe Work Method Statements on each site.

Planned Review Date	Scope	Review By	Review Record Ref no. Date
May 2023 19/05/2023	Amendments	Operations Manager, Engineering Director and Safety Management Rep	19/05/2023

Endorsement of Site Specific Safety Management Plan

Peter Nicholls Quality Manager	19/05/2023
Nektarios Kambouris Safety Supervisor	19/05/2023
Tony Maguire General Manager	19/05/2023

Overview

Scope of this Plan

This document defines the workplace health and safety processes and practices Traffic Logistics will observe during the I98FM Illawarra Convoy. This Plan is part of Traffic Logistics Site Safety Management System and is the Traffic Management Plan. It should be read in conjunction with Traffic Logistics Plans ("TCPs") and SWMS which provides the framework of the system.

The word "site" in this Plan means the different locations as address in individual TCPs.

Traffic Logistics will have Approx. 40 traffic controllers assisting Convoy on the day and will be assisting with the arrival / access and Egress of the vehicles involved with the Convoy on the 20th of November. Please see TCPs attached.

All motorists will be advised to obey all road rules and regulations and no special conditions apply or a green light corridor provided. Traffic Logistics objective is to do everything practicable to ensure safety is everyone's first consideration.

Illawarra Convoy will ensure each participant is given a (Bible) handbook with the expectations of the organisers and authorities. No special road rules or conditions apply.

Start Locations

Traffic Logistics will be assisting the Convoy start at two locations, One at Wedderburn Road at Westcliff colliery Appin and the other at the Old Princes Highway Darkes Forest. Trucks will be allowed to enter these locations at 500am on Sunday morning of the 20th November.

Appin and Wedderburn Rd

Traffic control will be on Appin Road and Wedderburn road on Sunday the 20th November to implement a speed reduction and advanced warning for all motorists on this carriageway. (please see TGS's attached) Trucks and motor bikes will enter Wedderburn Road and Traffic Logistics controllers will park them safely for their safe exit at 8.45am start. Wedderburn Road is owned by Westcliff colliery and permission and safety precautions will be implemented. Risk assessments with the colliery have been conducted with risks identified and controlled.

Egress from Wedderburn Road

At 8.45am motorbikes and trucks will be escorted by Police from Wedderburn Road down Mt Ousley and along Masters Road, through Warrawong, down to Shellharbour road and onto the East west link roundabout, then onto Croome road sporting complex, where they will be parked up for the fun day event.

Old Princes Highway Darkes Forest

The old Princes Highway at Sublime point will be closed to all traffic except locals and Golfers. Convoy participating trucks and vehicles will all enter via the Helensburgh exit on the F6 past Maddens Plains. Two controllers will be at the exit directing participants along the Old Princes Highway to the parking location at the reduced speed. Local vehicles and golfers will be escorted through these two closures by an escort vehicle, also at the reduced speeds of 40km. Boomerang golf club/ Residents will also be notified prior the event.

Egress from Darkes Forest

Vehicles will be exiting this location when the main Convoy from Wedderburn road have passed, Police escorting following will radio Police at Maddens plans and instruct them that all is clear and to follow them down the Mt Ousley. On route RMS, Police and Traffic Logistics have identified locations where vehicles will merge and could have possible difficulty. These locations have been identified and control has been implemented for safety. Media will target the merging and mingling of motorists in an advertising campaign of safety in the months leading up to Convoy..

Travelling to Albion Airport and Pedestrian safety.

All participants will be issued with an explanation booklet/Bible of what they will be required to do while in Convoy. The booklet clearly states that all road rules must be obeyed and no special conditions apply. They will be well aware that if they break the law they will be punished. Pedestrians will also be notified by radio and television blanket and targeted advertising, also on board with advertising will be the Illawarra Mercury.

Dangerous locations along the route have been identified and traffic and pedestrians plans will be implemented along the route to minimise risks to everyone's safety. Traffic Control has assisted I98 and Illawarra Convoy for the past ten years and everything practicable has been done to eliminate or minimise any harm.

Traffic controllers and volunteers including the SES at these key locations will be instructed that no one is allowed onto the road under any circumstance, and Police will be driving the route before, during and after to insure full compliance of all spectators/pedestrians and motorists. Police will be at key locations on the day as they identify different concerning locations as required, alongside traffic controllers and volunteers. Media notifications will be intense this year, as expressed and advised by I98 FM at committee meetings. Police and RMS have also advised at these meetings that any rules or regulations breached or broken by anyone will be punished and dealt with harshly. It was identified if there is any accidents during the event, it would jeopardise this annual events future.

Media notification and alerts to the community and all involved

Traffic Logistics has instructed I98FM, its partners and agents to advertise the safety of everyone concerned as often and as strongly as possible. Marty Haines assures the committee that he will be announcing the safety message with Convoy repeatedly on Radio and also on WIN TV. Each participant will be issued a bible of expectations and rules and regulation to follow. The Illawarra Mercury is also running safety messages in the paper to ram home the safety message.

Entry into Albion Airport

Participants will be directed by Traffic Logistics controllers at Hargraves Ave, Trucks will be instructed/directed where to park inside the complex, off the road. Controllers will be briefed to have the vehicles enter safely and park up as quick as possible to eliminate end of queue collisions and for the convenience and safety of all road users.

Proposed Road Closure on Tongarra for new entry point

This year it is proposed the south gate be used for truck entry point to the airport if the entry gate is completed in time. A Temporary Road closure is proposed to assist getting the trucks off the road and into the airport quickly and safely. The road closure will only be in place while the trucks are turning off Tongarra rd into the airport. After the last truck enters the airport the road closure will be re-opened again.

Completion / Egress

When participants want to leave the Albion Airport, a purpose easement is afforded. The easement is accessible anytime every time and therefore participants can leave at will. When leaving they know they must follow direction from marshals and obey all road rules.

Traffic Logistics WHS objectives

Traffic Logistics WHS objectives are:

- Ensure the health and safety of Traffic Logistics employees and agents, all road users, the general public and Illawarra Convoy personnel who may be on sites,
- Comply with and ensure Traffic Logistics employees comply with all acts, regulations, local laws and by laws, codes of practice, Australian standards and RMS policies and all procedures which are in any way applicable to this location.
- Ensure Traffic Logistics site specific safety management plan and safe work method statements are developed and implemented in accordance with All regulations.

- Maintain trust and good faith and co-operate between Traffic Logistics and I98FM Illawarra Convoy.

First aid stations in all vehicles

- Traffic Logistics will have first aid kits in each vehicle escorting and tailing the Convoy vehicles.

Purposes of Traffic Logistics Site Specific Traffic Management Plan

The purposes of Traffic Logistics Site Specific Traffic Management Plan ("SSTMP") are to:

- Define Traffic Logistics Management of WH&S when delivering the Convoy Services,
- Provide guidance to Traffic Logistics staff on Traffic Logistics obligations and
- Assure Convoy that Traffic Logistics is fulfilling its obligations regarding the event,
- Define the responsibilities of the Safety Management Representative (the responsibilities and authorities of other positions are set down in the Management Plan and other functional plans) and
- Set down the frequency and responsibilities for management review of this Plan,

Practice of Safety Management

Traffic Logistics will:

- Assess risks and plan work activities to eliminate or control foreseeable hazards or risks,
- Comply with relevant WH&S, workplace injury management and workers compensation legislation and regulations,
- Establish measurable objectives and targets for continuous improvement,
- Consult with employees and disseminate WH&S information,
- Make this SSTMP available to all employees.
- Make available relevant parts to workers at the site during activities ,
- Maintain the workplace in a safe condition,
- Maintain plant and equipment in a safe condition,
- Provide appropriate instruction and training for employees and subcontractors to assist them in avoiding unsafe situations, unsafe work practices and the use of defective equipment,
- Provide adequate facilities for outdoor staff and
- Provide sufficient resources to achieve all the above.

Management of the Site Specific Safety Management Plan

Traffic Logistics has warranted that it will provide people, materials, resources and systems to properly perform the Services.

Traffic Logistics and Convoy require the people to be competent, experienced and qualified to carry out the Services.

WH&S Responsibilities

The principle responsibilities and authorities of Traffic Logistics staff with respect to WH&S are:

General Manager

The General Manager has responsibilities under the *NSW Workplace Health and Safety Act (2011)* and *Workplace Health and Safety Regulation 2011* to ensure the health, safety and welfare of all Traffic Logistics employees, visitors and contractors in its workplaces.

Accordingly, the General Manager will co-sign this SSTMP and all Traffic Logistics Safe Work Method Statements.

The General Manager's responsibilities remain with him, however, the General Manager has delegated authority and concomitant responsibility as shown overleaf:

Notes:

1. The qualifications, experience and name of Traffic Logistics Nominated Safety Management Representative (who has primary responsibility for ensuring the Safety Management Plan is fully implemented for the Services under the contract)
2. The relationships between roles shown overleaf are set out in the Organisation Chart in Traffic Logistics Contract Management Plan.

Traffic Logistics : Site Specific Traffic Management Plan

Responsibility	Who is Responsible and to Whom	Type(s) of Actions
Overall responsibility for health and safety management	WHS&E Manager to the General Manager	Ensure Workplace injury management as required by the WorkCover Authority
		Regular safety reviews, periodic safety audits and monitoring compliance with Traffic Logistics Site Specific Safety Management Plan
		Authorise, when appropriate, any special skills (e.g. orange) required to conduct Audits and Work site Safety Inspections
		Ensure that the design of works addresses safety both during the work and when the works are in use
		Determine the WH&S requirements for the selection of suppliers
		Ensure both Traffic Logistics plant and equipment meet regulatory standards and the requirements of RMS G21
		Provide health and safety resources, services and facilities on work sites to comply with the Code of Practice
		Approve safety trainers ensuring: <ol style="list-style-type: none"> Those delivering WH&S induction training involving general induction and work activity induction hold a Training and Assessment Certificate IV. Those developing courses for WH&S Induction training hold a Workplace Trainer Training and Assessment Certificate IV and The keeping of records of the qualifications of trainers.
		Ensure WH&S training takes place as required by this Plan
		Encourage the active involvement of all staff in the management of WH&S
		Ensure corrective/preventive action notifications concerning health and safety are raised when appropriate and are closed out before the process or equipment is used again
		Ensure a Hold Point is raised immediately upon any process which results in: <ol style="list-style-type: none"> an incident or accident which requires WorkCover be notified, a Notice of Fine from WorkCover, a Lost Time Incident or any dangerous occurrence and and release it only after reviewing with the Illawarra Convoy Representative the consequent modified risk controls
		Ensure WH&S Records are kept in accordance with Traffic Logistics Records Management Plan in the MS
		Notify Illawarra Convoy in writing the name, qualifications and experience of the Safety Management Representative
		24 hours / day contact for Safety Incidents on the Network - He/she can be contacted 24 hours a day at the number shown in Appendix E.

Traffic Logistics : Site Specific Traffic Management Plan

Responsibility	Who is Responsible and to Whom	Type(s) of Actions
Manage hazards and risks in construction activities and work areas. Oversee systems.	Engineering / Team leaders to the WHS&E Manager	Procure, when appropriate, any special skills (e.g. electrical) required to conduct Audits and Work site Safety Inspections
		Authorise and co-sign SWMS
		Implement emergency procedures
		Ensure Work Site Safety Checklists (see Appendix D) are applied and acted upon weekly and SWMS are followed with CARs being raised when required. See Appendix C of the Quality Management Plan and RMS G21 Clause 4.8
		Review safety control measures while work is in progress to ensure that construction hazards or risks are adequately addressed
		Address safety non-conformances as they arise
		Ensure <<the Team leaders>> have appropriate WH&S instruction and training to supervise construction work and know their responsibilities
		Arrange the supply and installation or use of protective clothing and equipment ("PPE"), fire extinguishers, warning signs - all to Australian Standards,
		Arranging training
		Obtaining safe work permits if needed, for example those for F6
		Arranging the installation of adequate ablution facilities for outdoor staff
		24 hours / day contact for Safety Incidents on the Network - He can be contacted 24 hours a day at the number shown in Appendix E.
		Purchase and arrange for a first aid kit to be placed in a prominent accessible position on each work site for treating minor injuries. (As required by the WH&S Regulations - see WorkCover publication First Aid in the Workplace - Guide.) .
		Arranging WH&S induction for personnel from all service providers on the construction work sites (see Error! Reference source not found.). Management may wish to combine WH&S, Environmental and other competency induction training into one session, one form and one card per employee>>
		Facilitating consultation between all service providers on work sites (and their employees)
		Providing a copy of Traffic Logistics Site Specific Safety Management Plan, Safety Rules and Safe Work Method Statements to all applicable service providers before they begin work
		Producing the Safety Performance Report

Traffic Logistics : Site Specific Traffic Management Plan

Responsibility	Who is Responsible and to Whom	Type(s) of Actions
Making workplaces safe Checking safety of Plant and Equipment Checking Safety of Trucks Taking fire precautions	Team leader to the Manager	Applying hazard and risk controls in construction activities and work areas
		Ensuring work site personnel (including subcontractors and visitors) are appropriately trained in, inducted in and comply with, safe work procedures.
		Advising <<Contract Manager>> of any safety training needed
		Safety assessment of subcontractors and their plant and equipment
		Setting up work site facilities
		Setting up safety warning signs
		Restricting access to work sites by unauthorised persons and notifying visitors of safety precautions to be observed on work sites
		Arranging installation of fire extinguishers, when required
		Issuing protective clothing to employees, as required
		Weekly work site safety inspections, equipment safety and extinguisher checks using SWMS checklist
		Taking fire prevention measures eg clearing
		Quarantining, signposting or tagging unsafe work areas, materials, plant or equipment
		Holding tool box meetings before work each day with all work site people to discuss the WH&S issues the day's work will bring
		Storage arrangements for general materials and hazardous substances
		Checking the first aid box daily and restocking it as required
		Investigating incidents with WH&S manager
		Initiating non-conformance reports or corrective/preventive action notification (using the form in Appendix E of the Quality Management Plan) when safety problems are identified
		Immediate response to safety incidents and the reporting of them
		Keeping a register of hazardous substances on work sites, including those used by all service providers (see Error! Reference source not found.)
		Conducting a hazard assessment on any hazardous substances proposed to be brought onto the work sites (including any special protection and handling required)
		Keeping safety records in accordance with Traffic Logistics Records Management Plan

Traffic Logistics : Site Specific Traffic Management Plan

Responsibility	Who is Responsible and to Whom	Type(s) of Actions
<p>Ensuring that Traffic Logistics Site Specific Safety Management Plan is fully implemented for the Services provided to I98FM Illawarra Convoy</p> <p>Keep Traffic Logistics management informed of all issues relevant to the WH&S System.</p> <p>Safety induction and training</p> <p>Be a point of contact within Traffic Logistics when an incident or accident occurs</p>	<p align="center">Nominated Safety Management Representative to the Manager</p>	<p>Backup 24 hours / day contact for Safety Incidents on the Network - He/she can be contacted 24 hours a day at the number shown in Appendix E.</p>
		<p>He / she is particularly responsible for communicating with the all Representative on all WH&S related issues.</p>
		<p>Hazard/risk assessment of construction activities and work areas (see 0.1 Assessment of the Risk, 0.2. Risk Assessment Calculator, 0.3. Hazard Assessment and Risk Control Work Sheet)</p>
		<p>Preparing safe work method statements (when required) in consultation with WH&S Manager (see 0..4)</p>
		<p>Developing site specific Emergency Procedures</p>
		<p>Obtaining Site Specific Safety Management Plans and Safe Work Method Statements (or equivalent) from subcontractors and determining how Traffic Logistics will monitor safety performance of all on site</p>
		<p>Ensuring that work site personnel, including those of subcontractors, have appropriate WH&S qualifications for construction activities and that they are kept up-to-date.</p>
		<p>Setting- up WH&S reference library at work sites</p>
		<p>Setting- up notice boards</p>
		<p>Arranging election of work site WH&S representatives, when appropriate</p>
		<p>Liaison with WorkCover, if required</p>
		<p>Implementing a plan for the regular circulation WH&S information to promote WH&S awareness and understanding</p>
		<p>Keeping a register of hazardous substances on work sites, including those used by all service providers</p>
		<p>Conducting a hazard assessment on any hazardous substances proposed to be brought onto the work sites (including any special protection and handling required</p>
		<p>Keeping safety records in accordance with Traffic Logistics Records Management Plan</p>

Timelines in WH&S

Traffic Logistics aims to meet its time related obligations. Among them for WH&S are:

- WH&S Lost-Time incident,
- Any incident, accident or injury entailing notifying WorkCover,
- Notice of fine by WorkCover,
- Lost time incident, or any dangerous occurrence.
- Conducting Traffic Control Inspections and Audits in accordance with RMS Traffic Control at Work Sites Manual Section 6.1 using the forms in Appendix E of the manual. Where required, Traffic Logistics will use the Sample Inspection / Audit Checklists from Annexure M of the RMS's Safety model documents.
- Any other Safety Reports listed in the contract under "WH&S".

WH&S Consultation

Traffic Logistics is committed to maintaining sound WH&S consultative arrangements with its staff, Convoy and motorists on sites. To this end, Traffic Logistics refers to the requirements of the NSW WH&S Consultation Code of Practice. WH&S representatives will be elected for the this I98FM Illawarra Convoy and will be briefed as to outcomes of each work site management team meeting and consulted with at appropriate intervals

An WH&S committee /WH&S Committees will be established according to WH&S legislation and take into account factors such as hours of work, number and grouping of employees, sub-contractors and service providers, geographical location, specific occupational hazards etc.

All people acting as either an WH&S representative or WH&S Committee delegate will be trained in the WorkCover Consultation Training Course as required by legislation. Appropriate records will be maintained by Management to confirm this training.

If a safety issue arises in delivering Convoy Services employees are required to notify Troy Roberts or Management in the first instance. If management does not respond to employee concerns in a reasonable time, employees are entitled to refer the issue to the WH&S Committee or the Troy Roberts for investigation.

Incident Management

Safety Incident Plan

Traffic Logistics has prepared a Safety Incident Plan. It deals with accidents on the Network and safety incidents during the Services. It forms Appendix E. A flow chart which summarises the Plan

Response Time

Traffic Logistics provide properly equipped and manned responses to safety Incidents and Accidents on the Network and to requests for assistance from emergency services within appropriate response times.

Reporting and Corrective Action

The management representative called out to the incident/accident will ensure:

- The Incident/Accident Report is completed and

Any incident/accident which results in a lost time injury ("LTI") will be reported verbally to Traffic Logistics Management within 24 hours. A copy of the Incident/Accident Report will be emailed or faxed to the Management within seven days of the incident/accident.

The hazard control and risk management process set down in Section 0 will then be applied to determine whether this Site Specific Safety Management Plan and / or the SWMSs need amendment.

Site Safety Rules

Site Safety Rules forms are in Appendix A.

Every Traffic Logistics employee, subcontractor, Convoy employee or agent, supplier and visitor to each work site will be required to comply with the Site Safety Rules. A copy of these rules will be given to everyone during induction to the work site. The rules will also be displayed in all vehicles and in the job packs.

First Aid

First aid kits will be at convenient locations in all vehicles. Kits will also be available in all Traffic Logistics vehicles.

A worker who holds a Senior First Aid Certificate (or equivalent) will be designated as the work site First Aid Officer when appropriate. The First Aid Officer will:

- carry out any first aid treatments that are required and
- record details of all first aid treatments.

Purchase, installation and restocking are dealt with at Section 0.

Fire Protection

Equipment

Firefighting equipment will consist of the following:

- Vehicles will be fitted with a .75 kg dry chemical extinguisher. Mobile plant will be fitted with a .75 kg dry chemical extinguisher.

Fire extinguishers will be visually checked by the team leaders on a daily basis

An accredited person will carry out the mandatory extinguisher checks.

Fire prevention

Flammable material stores will be suitably placed and sign posted.

Good housekeeping practices will be enforced to prevent the build-up of flammable material.

Emergency evacuation

If evacuation is necessary this will be ordered by the Manager, Team leader or by the next available management representative.

If evacuation is ordered, everyone will move quickly, but in an orderly manner, to the designated assembly point. The Team Leader will conduct a roll call to ensure everybody is accounted for. No one will return to the work site until an all clear order has been issued by the management representative in charge. Everyone that enters the work site will be informed of the emergency evacuation procedure and designated assembly point at the work site induction training.

The Manager will determine a schedule for the testing of the emergency procedures. This must be consistent with the production requirements of the work site. The outcomes of this testing will be examined and improvements made to the procedures, if required.

Alcohol and Drugs

Traffic Logistics has a policy shown

- No one under the influence of alcohol and /or drugs will be permitted to work,
- Alcohol or illicit drugs will not be consumed during working hours,
- People adversely affected by alcohol or drugs will be directed to leave Traffic Logistics premises and work sites.

Traffic Logistics staff with alcohol or drug dependencies will be assisted in seeking treatment.

Employee Facilities and Waste Control

The Manger will arrange the provision of employee facilities for each project work site which comply with the Code of Practice and are adequate for the number of personnel using them at each stage of the project.

The Team Leader will arrange for waste and refuse to be stored in suitable containers at the work site and to be disposed of regularly in order to maintain the work site in a hygienic, clean and tidy condition.

Risk Management

Traffic Logistics will ensure that all hazards associated with each work activity are identified, the associated risks assessed and measures for eliminating or minimising and monitoring the risk are developed, documented and implemented.

The WH&S risk management methodology adopted by Traffic Logistics is detailed in the risk management procedure. This procedure is documented in 0.

Safe Work Method Statements

All work activities assessed as having WHS risks require the preparation and implementation of Safe Work Method Statements ("SWMS"). These SWMS will be developed in consultation with the personnel who will be involved with the work. All SWMS will be documented, authorised by Troy Roberts.

The SWMS that are included in Appendix O are relevant to the range of Services that will be carried out under the agreement. These SWMS have been developed in consultation with Traffic Logistics employees and represent the safest and most practical way of carrying out the work activity.

The same risk management process and documentation will be conducted during the contract if the nature of any work significantly changes, if the conditions in which any work is being carried out change or if special works are undertaken.

It is the responsibility of the Engineering Director to ensure that the control measures adopted are monitored in both their implementation and also for their continuing adequacy for the activity. It is also the responsibility of those undertaking the Services to inform management if suggested controls are inappropriate and the responsibility of those supervising the Services to monitor the implementation of the control measures.

shows Traffic Logistics Incident (Systems Failure) Investigation Form.

Engagement of Subcontractors

Before engagement:

Traffic Logistics will not engage any contractors.

Health & Safety Training

Safety induction

All Traffic Logistics and subcontractors' personnel will attend an Safety Induction Meeting prior to beginning. Management will arrange and conduct this meeting.

Topics covered at this meeting will be at least the following:

1. Traffic Logistics and Convoy objectives,
2. Scope of the event,
3. Organisation and Responsibilities especially Work site Management,

4. License requirements,
5. Work site layout,
6. Safety Rules,
7. Incident Management names and phone numbers and instructions to call immediately by Mobile phone / radio,
8. Traffic Hazards,
9. Pedestrian Hazards,
10. General Hazards present at the work sites: mobile plant, manual handling etc.
11. The Safe Work Methods and other measures adopted to respond to the hazards.
12. Personal Protective Equipment (PPE) including sun protection,
13. Emergency procedures including emergency evacuation,
14. Fire Prevention,
15. Location of fire extinguishers,
16. Identity of first aiders,
17. Hazardous materials location and control,
18. Location of first aid kits and
19. A reminder of the responsibility to act sensibly and care for everyone's safety.

Any other relevant health and safety issues which become apparent during the event will be included in this work site induction.

Each person attending this meeting will:

- be obliged to sign the attendance record as proof that they have attended a work site induction briefing and complete any inductions.

Any Traffic Logistics and subcontractor personnel who commence work during the event will undergo the same work site induction training. This will be provided by Management .

Traffic Logistics and subcontractor personnel will be permitted onto the work sites only if they have been "Safety Inducted", signed the WH&S Induction.

Visitors to work sites will be escorted throughout and will be inducted by the Traffic Logistics Team leader who will cover at least topics 6 to 19. above.

General WHS induction training

All Traffic Logistics and employees working on the event sites will be required to hold General WHS Induction Construction certificates and have attended work activity based safety training. Records of this training will be held by the Traffic Logistics manager at offices at 8/6 Bellambi Lane Bellambi. These records can be viewed there.

Competency based training and assessment

Traffic Logistics has a training and assessment program for its employees. ... Employees' skill levels are assessed against the standards of competency required and remedial training is provided where necessary.

Annual review of safety training

Traffic Logistics safety training providers and curricula will be reviewed and updated at least annually to ensure that the health and safety issues covered remain relevant to changing circumstances on the work site.

Safety Trainers' and Training Developers' qualifications

Trainers delivering Health and Safety Training induction training involving general induction will be WorkCover NSW accredited and those delivering work activity inductions will hold a Delivery & Facilitation qualification or equivalent – competencies required, TAADEL401B, 404B & 403B.

Those employed to develop courses for WHS&R Induction training will hold a Certificate IV TAA 40104 qualification or equivalent.

Safety training records

Records of safety training conducted, annual reviews of safety training and of the qualifications of trainer will be maintained in accordance with Traffic Logistics Records Management Plan.

Health and Safety Inspections

Traffic Logistics will conduct health and safety inspections on the day to identify hazards associated with Services performed.

A high standard of housekeeping will be maintained on site with all areas kept clean and tidy with regular collection and removal of rubbish.

Appendix D shows Traffic Logistics Work site Safety Inspection Checklist.

Following the inspection Traffic Logistics act on risks identified by the inspection in accordance with Section 0 to eliminate or reduce the hazards identified.

Daily Truck and Plant Inspection

Plant operators and truck drivers will carry out a start-up check before using the plant or truck each day and record the check on either or 0 as appropriate- these are Identified Records. Unsafe plant will not be operated.

The Team leader will collect and check these forms for each plant item / truck at the end of each week then forward them to the Management who will examine them and then store them in accordance with Traffic Logistics Record Management System.

Plant will carry minimum compulsory signage as required by RMS Specification G21.

Plant and Equipment Operators' Licenses

Only operators (Traffic Logistics) with appropriate licenses or certificates are allowed to operate equipment on Traffic Control work sites. Learners will be supervised by an appropriately qualified operator and will maintain and carry a logbook.

A register of certificated operators is kept by the Traffic Logistics

Pre-hire or Routine Plant and Truck Audit

Before any plant or truck item is used on the Convoy, Traffic Logistics will ensure that it is inspected by a competent person to ensure

- It is safe and without risk to health and safety when properly used and
- Is compliant with the Plant Requirements listed at RMS G21 Annexure G21M/J.

Traffic Logistics will allow inspection at any time by the RMS of any plant or equipment which Traffic Logistics uses for Convoy for compliance with the plant requirements defined in RMS G21 Clause 4.8.2 and Annexure G21M/J.

Manual Handling

Traffic Logistics will identify and assess manual handling risks in delivering the Services.

Traffic Logistics will adopt the Risk Assessment methodology outlined in Section 0.

The assessment will include the:

- Lifting Requirements – what is the weight and size of each item to be lifted, can personnel gain direct access to the item without stretching, is the lift above chest high, how far does item need to be carried, is the carry on level ground or up/down a slope or steps, are there any obstructions.
- Lifting Capacity – skill, strength, health and experience of each person undertaking manual handling, whether any personal protective clothing is needed, effect of weather conditions, potential for fatigue, and availability of mechanical aids.

Personal Protective Equipment (PPE)

All Traffic Logistics outside staff will wear and use the personal protective equipment ("PPE") appropriate to the task while delivering the Services. Subcontractors will not be allowed to deliver any Services unless their personnel are clothed and protected in accordance with standards, legislation and RMS G10 Clause 4.3.

PPE will be supplied to Traffic Logistics employees and will meet the requirements of standards, legislation and RMS G10 Clause 4.3.

Mandatory PPE - Must be worn at all times

- Eye protection,
- Safety helmet with wide brim,
- Hand protection,
- Long sleeved shirts,
- Sun screen,
- Trousers,
- Safety boots (lace up) with non-slip soles and steel toes,
- Un faded high visibility fluorescent clothing, or fluorescent safety vest, or fluorescent wet weather clothing which complies with Australian Standard AS/NZS 1906.4 and RMS Traffic Control at Work Sites Manual.

Traffic Logistics notes that WorkCover can issue substantial on-the-spot fines to both individuals and their supervisors for non-compliance.

Non-Compliance and Corrective Action

WH&S non-conformances, for example those arising from:

- Audit and Surveillance conducted by either Traffic Logistics or the RMS,
- Incident, accident or injury ,
- Application of the WH&S Checklist,
- Application of the Risk Management process,
- Safety or health issues being encountered on work sites,
- Annual Review of Safety Training,
- Safety assessment of subcontractors and their plant and equipment
- Notice of fine by WorkCover,

will be dealt with:

- By applying the processes set down in the Quality Management Plan at 12.3 and 12.4,
- According to the responsibilities set down in Section 0 of this SSTMP,
- Within the times and in the manner down in Section 0 Timelines in WH&S,
- In the manner and observing the Hold Points set down in Sections:
 - 0 Incident Management and
 - 0 Engagement of Subcontractors.

WH&S Reporting

If required by the Convoy Representative, Traffic Logistics will provide information to Convoy on an hourly basis in conformity with Traffic Logistics WHS&E report. When requested by the Convoy Representative, Traffic Logistics will provide reports on any safety inspections, audits or assessments undertaken during the course of the contract.

Reviewing this Site Specific Safety Management Plan

The planned target dates (or frequencies) at which the SSTMP will be subject to formal review and the personnel who will participate in the review are identified in the table at *Management Review* at the beginning of this plan. Traffic Logistics Troy Roberts will maintain records of any review.

The review will ensure the SSTMP is appropriate and is being implemented effectively. Changes may arise from a change of scope, Traffic Logistics internal audits, RMS audits, RMS comments or from opportunities for improvement. The Plan will then be updated to reflect any changes which have occurred. The revised document and the input which led to the revisions will be reviewed by Traffic Logistics General Manager.

Appendix A

Safety Rules Menu

This appendix comprises a minimum set of safety rules which will be evaluated and adapted for use wherever the Services are being carried out.

These rules will be prominently displayed.

The checklist below will be used to assess the need for, or circumstances where the following safety rules will be adopted. It will be used in conjunction with the RMS's Generic Hazards checklist which Traffic Logistics will obtain from the RMS website [*Contractors Health and Safety Information page*](#).

ISSUE	Check
Induction and Ancillary	
Work site/Depot Inductions All staff and must be inducted to the site on initial commencement and following any significant changes to site management arrangements. All visitors must be inducted to the site on arrival and advised of site safety rules applicable to their activity while on site, hazardous work activities occurring at the site and arrangements for first aid and emergencies. Only staff that has completed general safety induction, work activity safety induction and work site-specific induction is permitted to work on a construction site.	
Safe Work Method Statements A safe work method statement (SWMS) must be prepared for work activities that have a medium or high risk rating and must be developed in consultation with staff that perform the work.	
Housekeeping High standards of housekeeping is the responsibility of all staff to ensure: access and egress is maintained at all times, especially to emergency safety equipment including fire extinguishers, first aid and emergency exits the absence of combustible materials from work areas the absence of trip or slip hazards and obstacles in travel paths safe storage of materials and supplies.	
Incident Reporting Report all near misses and incidents that occur in the work zone to your immediate supervisor and to Management	
Alcohol and Drugs Alcohol or illicit drugs are not to be consumed before or during working hours. Persons adversely affected by alcohol or drugs will be directed to leave Traffic Logistics premises and work sites. Traffic Logistics staff with alcohol or drug dependencies will be assisted in seeking treatment.	
Safety Awareness Always maintain access to all vehicles in case of an emergency/accident. Never double park any vehicle in case of accident or illness and always maintain access all vehicles/people Follow safety rules as safe work methods, safety signs and instructions. Report hazards to your supervisor or WH&S representative. Never engage in horse play or practical jokes.	

ISSUE	Check
Traffic, Vehicle and Plant	
Traffic Control SWMS must be completed before work starts No backs to traffic No mobile phones used on carriageways Don't flick cigarette butts on the ground Traffic control is to be set up and taken down in accordance with approved traffic control plans.	
Traffic and Vehicle Movements Travel paths for general traffic and work site vehicle movements must be clearly marked.	

ISSUE	Check
<p>Separate pedestrian travel paths should be marked in high traffic areas.</p> <p>Temporary changes to traffic movement must be advised to all staff prior to the commencement of changed conditions (or similar) especially where major or arterial roads may be a cause of increased risk.</p>	
<p>Mobile Plant</p> <p>Work must not be carried out within 3 metres of mobile plant without a risk assessment and alternative controls such as an observer. Consideration must be given to the area around the mobile plant that may be affected by flying debris or other unintended impacts from the operation of the plant.</p> <p>All self-propelled plant, trucks and, where applicable, trailers must have reversing alarms – use of observers should be considered for reversing plant on worksites and near pedestrian traffic.</p> <p>Beware of reversing trucks and plant. Listen for reversing alarms.</p> <p>Beware of overhead/underground power lines, other utilities and low branches when operating mobile plant.</p>	
<p>Plant and Equipment</p> <p>Plant and equipment must only be used for the purpose it is intended and in accordance with the manufacturer's instructions.</p> <p>Plant operators and truck drivers are to complete the daily pre-start inspection checklist for all mobile plant and trucks.</p> <p>Only licensed truck drivers are to be used to drive trucks.</p> <p>Only trained and appropriately qualified plant operators or trainees under supervision are to be used to operate plant.</p> <p>When entering/exiting trucks or plant use the steps and handrails provided and have three points of contact at all times.</p> <p>Plant operators are to wear a seatbelt where Rollover protection (ROPS) is fitted.</p> <p>Plant is to be parked on level ground and separated by a minimum of 3 metres.</p> <p>Never operate plant or equipment, which is tagged as being dangerous or out of service, has its guards removed or is otherwise defective.</p> <p>Any defect identified shall be reported to the work site supervisor on the Fleet Items Defect Report Book.</p>	
<p>Loading and unloading plant</p> <p>When loading/unloading plant, the plant operator/float driver is to wear a seatbelt if ROPS is fitted.</p> <p>Load/unload plant on level ground using an observer.</p> <p>In wet conditions, check surface conditions to be driven on before loading.</p>	

ISSUE	Check
Personal protection Personal protective equipment (PPE) will be worn in the following circumstances. <ul style="list-style-type: none"> • Where signage requires its use • Where a site risk assessment or SWMS identifies a risk that necessitates its use. Other considerations for specific PPE requirements are listed below.	
Eye Protection Eye protection must be worn whenever: operating plant or equipment where there is a risk of flying objects or debris when working in dusty conditions, or near trees or vegetation with a risk of protrusions contacting the eye. UV protection should be provided for outdoor work.	
Hand Protection Safety gloves suitable to the task must be worn when handling any materials where there is a risk of cuts, abrasions, splinters or chemical exposure.	
Head Protection Safety helmets must be worn where: there is a possibility that a person may be struck on the head by a falling object a person may strike their head against a fixed or protruding object accidental head contact may be made with electrical hazards, or working within 1.5 times the length of a moving (traversing) boom.	
Hearing Protection Hearing protection must be worn in the vicinity of plant or equipment that, when operating, makes it necessary to raise your voice to talk to a person 1 metre away from you. Areas where this plant operates must be signposted (including on the plant itself) to advise hearing protection is required.	
High Visibility Clothing Approved fluorescent Orange safety clothing are to be worn by the Traffic Control staff during daylight hours whenever working in the vicinity of traffic or mobile plant. Yellow/white overalls with reflective striping or day/night vests are to be worn at night.	
Safety Footwear Approved safety footwear is required whenever: working on a road construction or maintenance site operating construction plant or working in the vicinity of such plant wherever there is a risk of heavy objects falling. Lace-up safety boots are compulsory for better ankle support.	
Sun Protection Sun protection is required when working outdoors. Broad-brimmed hats, long sleeved shirts and UV protection cream must be worn. Brims for safety helmets must be worn where a safety helmet is required. Safety glasses with UV protection must be worn. A supply of drinking water must be available on work site. Staff must take frequent drink breaks on hot days.	

ISSUE	Check
Hazard Management	

ISSUE	Check
Electrical Equipment Traffic Logistics staff must not use any electrical equipment on site, unless approved from head office.	
Manual Handling Manual handling is to be eliminated wherever possible. Wherever possible, use mechanical devices to lift heavy or awkward items. Team lifting should only be used where mechanical lifting is absolutely not practical. List tasks at your work site/depot where manual handling is prohibited.	
Mobile Phones Mobile phones must not be used by persons while on foot in the vicinity of mobile plant, or on a work site. Only hands-free mobile phone devices may be used by persons driving	
Working at Heights Where there is the potential for a person or object to fall from a height greater than 2 metres, no work is to be carried out without fall protection or fall arrest systems in place. Fall arrest systems must be used where secure, fenced work areas cannot be provided. Ladders must be inspected for faults prior to use. They are to be used primarily as a means of access. Only short-term tasks may be carried out from a ladder using the third top rung and ensuring that three points of contact are maintained at all times.	
Use of Hazardous Substances Hazardous substances must not be used without reference to the material safety data sheet (MSDS) to ensure that use is in accordance with the manufacturer's instructions taking particular account of recommendations for: Precautions for use, especially requirements for ventilation and personal protection equipment, Health effects including short and long term effects and risks associated with inhalation, ingestion and skin or eye contact First aid and emergency requirements. Material Safety Data Sheets must be readily accessible to users. All containers of hazardous substances including decanted containers must be labelled and carry the minimum set of risk phrases.	
Working in the vicinity of public utilities N/A	

Appendix B

Safety Risk Management Process

Traffic Logistics Risk Identification, Assessment, Control and Management procedure is set out in Annexure B.1 below.

Where any of the following activities are performed under the contract Traffic Logistics will give specific and detailed consideration to them in preparing SWMS:

All high-risk construction work, as listed in Chapter 8, WHS Regulation 2011, Clause 209 construction work:

- involving structural alterations which require temporary support,
- at a height above 3 metres,
- involving excavation to a depth greater than 1.5 metres,
- in tunnels,
- involving the use of explosives,
- near traffic or mobile plant,
- in or around gas or electrical installations,
- over or adjacent to water where there is a risk of drowning

High risk hazards or sources of hazards requiring particular attention in WHS systems include (See NSW WHS Regulation also):

- Manual handling
- Use, installation, inspection and/or repair of plant and equipment
- Working at heights
- Working in confined spaces, including identifying and sign posting of confined spaces
- Vehicle movement on site
- Hazardous substances and dangerous goods
- Electrical work
- Traffic control
- Underground utilities
- Overhead utilities
- Noise
- Lead processes and lead risk work
- Asbestos
- Confined Spaces
- Cranes and Piling Rigs
- Blasting
- Abrasive blasting
- Spray painting
- Welding
- Pre stressing
- Post tensioning

Traffic Logistics also notes the hazards associated with hot bitumen and treats them appropriately.

Annexure B.1. Assessment of the Risk

The risk of a hazard is related to the severity of a single incident, and the frequency and duration of exposure. Also, the more hazards that you identify the greater the risk.

STEP 1: To assess risk, consider the following:

HOW LIKELY	HOW BAD
<ul style="list-style-type: none"> How many times in a day/week is the task/activity performed? How many people would be exposed? How long is the exposure? Are engineering controls preventing exposure? Does the layout and condition of the workplace affect exposure? Are abnormal conditions reasonably foreseeable, resulting in a greater exposure? What are the results of any biological or atmospheric monitoring? Do workers have the appropriate skills and knowledge to perform their tasks? Do current work practices expose workers to a hazard? Are there other contributing factors? 	<ul style="list-style-type: none"> What are the consequences of exposure in the short term? What are the consequences of exposure in the long term? What is the history of injuries related to exposure of that hazard? How close is the worker to the hazard? What is the energy level of the hazard (ie weight, voltage, volume, amplitude, height above ground, concentration, aggressive state)? If the substance is hazardous, what are the health effects associated with: <ul style="list-style-type: none"> ingesting it; inhaling it, or absorbing it through the skin or the eyes.

STEP 2: Use the risk assessment calculator to rate the risk to an individual staff member or group doing work that involves the identified hazards. The rating then forms the basis for what level of action is required.

Annexure B.2. Risk Assessment Calculator

CONSEQUENCES – HOW BAD IS IT LIKELY TO BE?	LIKELIHOOD - HOW LIKELY IS IT TO HAPPEN AND HOW OFTEN?			
	Very Likely could happen at any time VL	Likely could happen some time L	Unlikely could happen, but rare U	Very Unlikely could happen, but probably never will VU
Extreme - Kill or cause permanent disability or ill health K	1	1	2	3
Major – Long term illness or serious Injury S	1	2	3	4
Moderate – Medical attention and several days off work M	2	3	4	5
Minor – First aid needed F	3	4	5	6

There will be times when risk assessments will need to be reviewed:

- When a hazard is identified;
- When a risk assessment is no longer valid;
- When injury or illness results from exposure to a hazard, and
- When a significant change is proposed in the place of work, or in work practices or procedures.

STEP 3: Complete the worksheet overleaf to develop effective control measures. Refer to Appendix A in s

Appendix C Hold Points

Reference	Traffic Logistics Hold Point	Process Held	Submission Details
Convoy	Convoy	Commencement of Services	Submit acceptance Traffic Logistics Site Specific Traffic Management Plan
SSTMP Clause 0	Convoy	Any process which led to a Safety Incident or CAR	Hazard identification, risk assessment and control analysis and have appropriate hazard controls in place incl SWMS
G21 (3.2)	Convoy	Ongoing	Hazard identification, risk assessment and control analysis and have appropriate hazard controls in place incl SWMS
G21 (3.2)	Convoy	Delivery of any SERVICES other than above with different risks or original SERVICES under different risk conditions.	Hazard identification, risk assessment and control analysis and have appropriate hazard controls in place incl SWMS
G21 (4.3)	Convoy	Presence of any subcontractor on a worksite	Audit subcontractors SSTMP & SWMS Induct subcontractor's personnel Examine operator's licenses and certificates Inspect plant Set down the WH&S responsibilities Traffic Logistics will retain Set down an WH&S surveillance program Submit records of the above to HARS
This SSTMP Section:			
0	Traffic Logistics	Subcontractor's noncompliant process	Closed out of CAR to Management
0.1	Traffic Logistics	Presence of any person on a worksite	Safety Induction of that person and a record of it on Record of WH&S Induction to Team leader
0.2	Traffic Logistics	Any person working on the contract	General construction work health and safety and work activity based safety training to Management
0	Traffic Logistics	Operation of any plant	Team leader Approval of Operator's qualifications to operate and their entry into Register
0	Traffic Logistics	Use of any plant incl that of subcontractors	Daily Plant Inspection and a record of it in Plant Daily Inspection & Defect Report by Team leader

Appendix D Work site Safety Inspection Checklist

This checklist is a guide only. It will be used to the extent that it is appropriate.
Other work site-specific checklists will be developed for the purposes of completing physical inspections.

Traffic Logistics

General Health and Safety Physical Inspection Checklist

Contract Title:	
Contract No:	
Contractor:	
Worksite Location: Date:	
Persons carrying out inspection:	
Indicate in the following manner: ✓ Acceptable ✗ Not Acceptable N/A Not Applicable N/C Not Checked	
1. Health and Safety Systems	
1.1 WH&S policy displayed	
1.2 Accident report Form	
1.3 Induction records	
1.4 Injury management policy available	
1.5 Workplace inspection records	
1.6 Emergency procedures in place	
1.7 Training records	
1.8 Documented safe work procedures	
1.9 Protective clothing & equipment records	
1.10 MSDS available	
1.11 Health & safety systems manual	
1.12 Management safety representative appointed	
1.13 Contract risk assessment available	
1.14 Contract site specific health & safety system available	
2. Housekeeping	
2.1 Work areas free from rubbish & obstructions	
2.2 Clear access and egress in the workplace	
2.3 Surfaces safe and suitable	
2.4 Free from slip/trip hazards	
2.5 Floor openings covered	
2.6 Stock/material stored safely	
AISLES	
2.7 Unobstructed and clearly defined	
2.8 Adequate lighting	
2.9 Vision at corners	
2.10 Wide enough	

3. Electrical		
3.1	No broken plugs, sockets, switches	
3.2	No frayed or defective leads	
3.3	Power tools in good condition	
3.4	No work near exposed live electrical equipment	
3.5	Tools and leads inspected and tagged	
3.6	No strained leads	
3.7	No cable-trip hazards	
3.8	Switches/circuits identified	
3.9	Lock-out procedures/danger tags in place	
3.10	Earth leakage systems used	
3.11	Start/stop switches clearly identified	
3.12	Switchboards secured	
3.13	Appropriate firefighting equipment	
4. Mobile Plant and Equipment		
4.1	Plant and equipment in good condition	
4.2	Daily safety inspection procedures/checklists	
4.3	Fault reporting/rectification system used	
4.4	Operators trained and licensed	
4.5	Warning and instructions displayed	
4.6	Warning lights operational	
4.7	Reversing alarm operational	
4.8	Satisfactory operating practices	
4.9	Fire extinguisher	
4.10	Tyres satisfactory	
4.11	SWL of lifting or carrying equipment displayed	
4.12	Certificates of competency sighted	
4.13	Trainee log books in use	
4.14	Plant keys and unattended plant kept secure	
5. Machinery and Workbenches		
5.1	Adequate work space	
5.2	Clean and tidy	
5.3	Free from excess oil and grease	
5.4	Adequately guarded	
5.5	Warnings or instructions displayed	
5.6	Emergency stops appropriately placed and clearly identifiable	
5.7	Operated safely and correctly	
5.8	Clear of rubbish	
5.9	Tools in proper place	
5.10	Duckboards or floor mats provided	
6. Hazardous Substances		
6.1	Chemical register developed	
6.2	Stored appropriately	
6.3	Containers labelled correctly	
6.4	Adequate ventilation/exhaust systems	
6.5	Protective clothing/equipment available/used	

6.6	Satisfactory personal hygiene practices	
6.7	Waste disposal procedures	
6.8	Material safety data sheets available	
6.9	Chemical handling procedures followed	
6.10	Appropriate emergency/first aid equipment - shower, eye bath, extinguishers	
6.11	HAZCHEM signing displayed	
7. Welding		
8. Excavations		
9. Prevention of Falls		
9.1	All work platforms have secure handrails, guarding or fence panels	
9.2	Fall arrest systems maintained and used as required	
9.3	Harness and lanyard or belts provided	
9.4	All floor penetrations covered or barricaded	
9.5	Unsafe areas signposted and fenced	
9.6	Safe work procedure in place	
10. Stairs, steps and landings		
11. Ladders		
11.1	Ladders in good condition	
11.2	Ladders not used to support planks for working platforms	
11.3	Correct angle to structure 1:4	
11.4	Extended 1.0 metre above top landing	
11.5	Straight or extension ladders securely fixed at top	
11.6	Metal ladders not used near live exposed electrical equipment	
12. Scaffolding		
13. Personal Protection		
13.1	Employees provided with PPE	
13.2	Employees trained in the use of PPE	
13.3	PPE being worn by employees	
13.4	Regular maintenance checks performed on PPE	
13.5	Sun cream and sunglasses provided	
13.6	Correct signage at access points	
13.7	Hard hat areas correctly sign posted	
13.8	Hard hats available to visitors on work site	
13.9	Hard hats are within the life span set out by AS 1800	
14. Safety Clothing		
14.1	Safety footwear appropriate to the job is worn	
14.2	High visibility clothing is worn	
14.3	Clothing is in good condition	
15. Manual Handling		
15.1	Mechanical aids provided and used	
15.2	Safe work procedures in place	
15.3	Manual handling risk assessment performed	
15.4	Manual handling controls implemented	
16. Workplace Ergonomics		
16.1	Workstation and seating design acceptable	

16.2	Ergonomic factors considered in work layout and task design	
16.3	Use of excessive force and repetitive movements minimised	
16.4	Appropriate training provided	
17. Material Handling and Storage		
18. Confined Spaces		
19. Traffic Control		
19.1	Appropriate traffic control plan available	
19.2	The plan is correctly implemented	
19.3	Signage and devices erected according to the traffic control plan	
19.4	Traffic controllers trained and their tickets sighted	
19.5	High visibility clothing is worn	
19.6	All side road access to worksite controlled	
19.7	Daily records of sign arrangements kept	
20. Lasers and Non-destructive Testing Equipment		
21. Demolition		
22. Public Protection		
22.1	Appropriate barricades, fencing, hoarding, gantry secure and in place	
22.2	Signage in place	
22.3	Suitable lighting for public access	
22.4	Footpaths clean and free from debris	
22.5	Dust and noise controls in place	
22.6	Work site access controlled	
22.7	Traffic control procedures in place	
22.8	Public complaints actioned	
23. Amenities		
23.5	Rubbish bins available - covered	
23.6	Drinking water supplied	
23.7	Amenities comply with Construction (Amenities and Training) Regulation 1998	
24. First Aid		
24.1	Cabinets and contents clean and orderly	
24.2	Stocks meet requirements	
24.3	First aiders names displayed	
24.4	First aiders location and phone numbers	
24.5	Qualified first aider(s)	
24.6	Record of treatment and of supplies dispensed	
25. Lighting		
25.1	Adequate and free from glare	
25.2	Lighting clean and efficient	
25.3	Windows clean	
25.4	No flickering or inoperable lights	
25.5	Emergency lighting system	
26. Fire Control		
26.1	Extinguishers in place	
26.2	Firefighting equipment serviced/tagged	
26.3	Appropriate signing of extinguishers	

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26.4	Extinguishers appropriate to hazard	
26.5	Emergency exit signage	
26.6	Exit doors easily opened from inside	
26.7	Exit path ways clear of obstruction	
26.8	Alarm/communication system - adequate	
26.9	Smoking/naked flame restrictions observed	
26.10	Minimum quantities of flammables at workstation	
26.11	Flammable storage procedures	
26.12	Emergency personnel identified and trained	
26.13	Emergency procedures documented - issued	
26.14	Emergency telephone numbers displayed	
26.15	Alarms tested	
26.16	Trial evacuations conducted	
26.17	Personnel trained in use of firefighting equipment	
ACTION AFTER INSPECTION		
Observations (OBS)		
Corrective Action Requests (CAR)		
Signed: Position: Date: .. / .. / ..		

Operators are required to check the following items before commencing work. These records form the basis of a plant maintenance procedure and will be subject to random inspection.

Please mark the Boxes: ☒ OK ☒ Fault Identified [N/A] Item not
 No Obvious Defect Use Fault/Defect Report Below applicable to machine or operator

Appendix E Safety Incident Plan

Appendix R.1. Preface

Scope of this Plan

This Safety Incident Plan ("SIP") sets down Traffic Logistics management of accidents on the Network and safety incidents.

It deals with:

- Being prepared for incidents and accidents and
- Responding to and managing them.

It is part of Traffic Logistics Site Specific Traffic Management Plan and complements Environmental Emergency Plan. It should be read with them.

It responds to RMS QA specification G21 Clause 4.9.

Principle

In the event of an safety incident or accident the first consideration is the safety of Traffic Logistics personnel and the public. Following the safety of the staff and the public the next consideration is the minimisation of damage to the environment.

Purposes of this Plan

This Plan aims to make staff aware of the requirements for the timely planning and safe response to incidents and accidents.

Appendix R.2. Traffic Logistics Key Response Personnel

Management will be the first point of contact when any safety incident or accident occurs. He, or his backup, can be contacted 24 hours a day.

Back up for Management will be provided by Troy Roberts

In the event of Traffic Logistics finding or being notified of any safety incident or accident on the contract to which Traffic Logistics is required to respond any of the above will mobilise Traffic Logistics emergency people and their equipment and ensure the relevant Procedure, Communication Strategy and Reporting is being followed.

At sites (including the site office), the Team leader is responsible for the immediate response to safety incidents and the reporting of them.

In other offices the Team leader or Management is responsible for the immediate response to safety incidents and the reporting of them.

The names and contact numbers for these people will be given to all staff and contractors at their induction.

They will also be displayed in the offices and kit bags together with the numbers of emergency services (e.g. ambulance, fire brigade, police).

Appendix R.3. Emergency Evacuation

The template for Traffic Logistics Emergency Evacuation procedures is shown at Appendix R.7.

Site specific procedures are posted in all workplaces and copies are carried in every Traffic Logistics vehicle.

Appendix R.4. Follow-up Action

1. Send any staff exposed to hazardous materials, including smoke or fumes, to health authorities to assess any effect upon their health,
2. Restore Emergency Equipment to original state,
3. Advise Management of any improvements to this Plan

Appendix R.5. Reporting and Investigation

Follow the reporting procedure set down in the Site Specific Safety Management Plan.

Appendix R.6. Safety Incident Procedure, Communications Strategy and Immediate Reporting

Traffic Logistics procedure is shown at Appendix R.8.

It is posted in all workplaces and a copy is carried in every Traffic Logistics vehicle.

Appendix R.7. Emergency Evacuation Plan

EMERGENCY PLAN FOR: ALL WORK

SITES.....

RESOURCES:

Emergency Exits	Always maintain escape routes
Assembly point is:	On site vehicle if safe to do so
First Aider is:	Team leader Phone 1300001599.
First Aid Kit:	Any Traffic Logistics vehicle
Fire Extinguishers:	Any Traffic Logistics vehicle
Material Safety Data Sheets	Any truck +24 hour number

PROCEDURE in the event of Bomb Threat, Fire, Explosion, Earthquake, Gas Leak, Major Spill etc

SUPERVISOR ON DAY:

1. Ensure all staff and visitors move quickly and sensibly to the nominated assembly point not stopping or detouring for any reason,
2. Ensure all staff and visitors are accounted for at the assembly area,
3. Ensure First Aider is giving First Aid to the level of his /her training,
4. Dial 000 or (112 for mobile phones),
5. Nominate emergency service(s) required: Ambulance, Fire Brigade, Police,
6. Provide:

Name of Organisation:	Traffic Logistics
Nature of emergency	
Road Name:	
Locality:	
Kilometres N / S / E / W of nearest town (approx) OR Nearest cross street	
State number of people trapped or injured	
State number people missing	
If a spill: Quantity, Chemical, UN number and Hazchem Code	
Other problems eg Fire, Risk of Fire, Fallen power lines, Flood	

Do not leave the assembly area or re-enter the building/jobsite until instructed that it is safe and the "All Clear" has been given by the chief fire officer/police officer in charge of operations.

Once the 000/112 call is completed and all people are safe, call Traffic Logistics 24 hour number

Appendix R.8. Procedure for Accidents or Safety Incidents on the site

ACCIDENT OR SAFETY INCIDENT

FOR ALL EMERGENCIES REQUIRING POLICE, AMBULANCE OR FIRE BRIGADE RING:

000

OR FROM DIGITAL PHONES RING

112

IF NO PHONES ARE AVAILABLE ATTEMPT CONTACT ON TWO-WAY RADIO.

PROCEDURE:

- 1. If significant SPILL Use Environmental Emergency Procedure (copy in all Traffic Logistics vehicles.**
- 2. Make Safe from Traffic. Stop traffic if necessary. Be sure to facilitate access for emergency vehicles**
- 3. Give immediate First Aid and extinguish any fire.**
- 4. Assess the situation, call 000 or 112 and tell the operator:**

Name of Organisation:	Traffic Logistics
Nature of emergency	
Road Name:	
Locality:	
Kilometres N / S / E / W of nearest town (approx) OR Nearest cross street	
State number of people trapped or injured	
State number people missing	
If a spill: Quantity, Chemical, UN number and Hazchem Code	
Other problems eg Fire, Risk of Fire, Fallen power lines, Flood, Weather	

- 5. While waiting for Emergency Services:**

Continue first aid if appropriate.

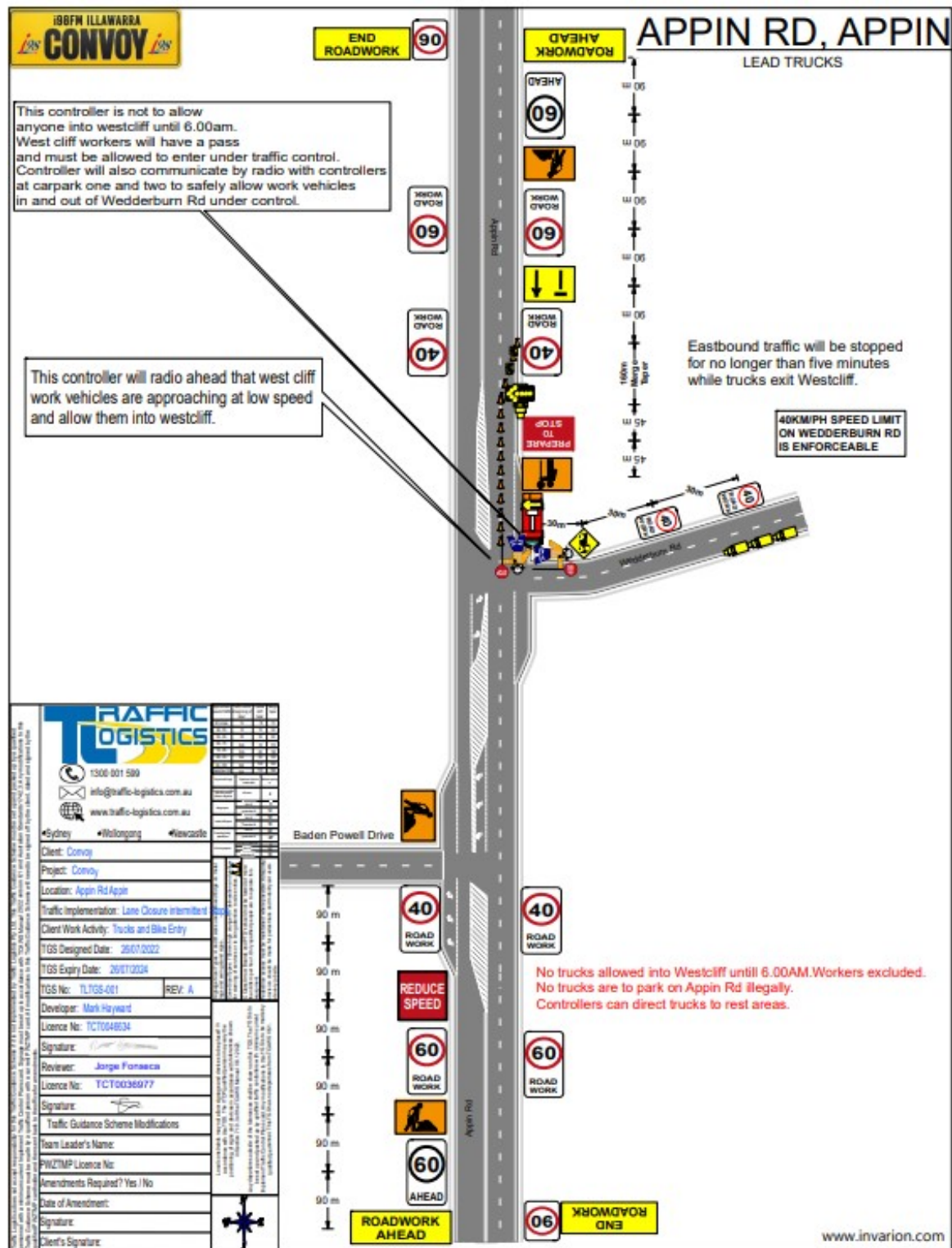
- 6. When Emergency Services arrive, they will take control**

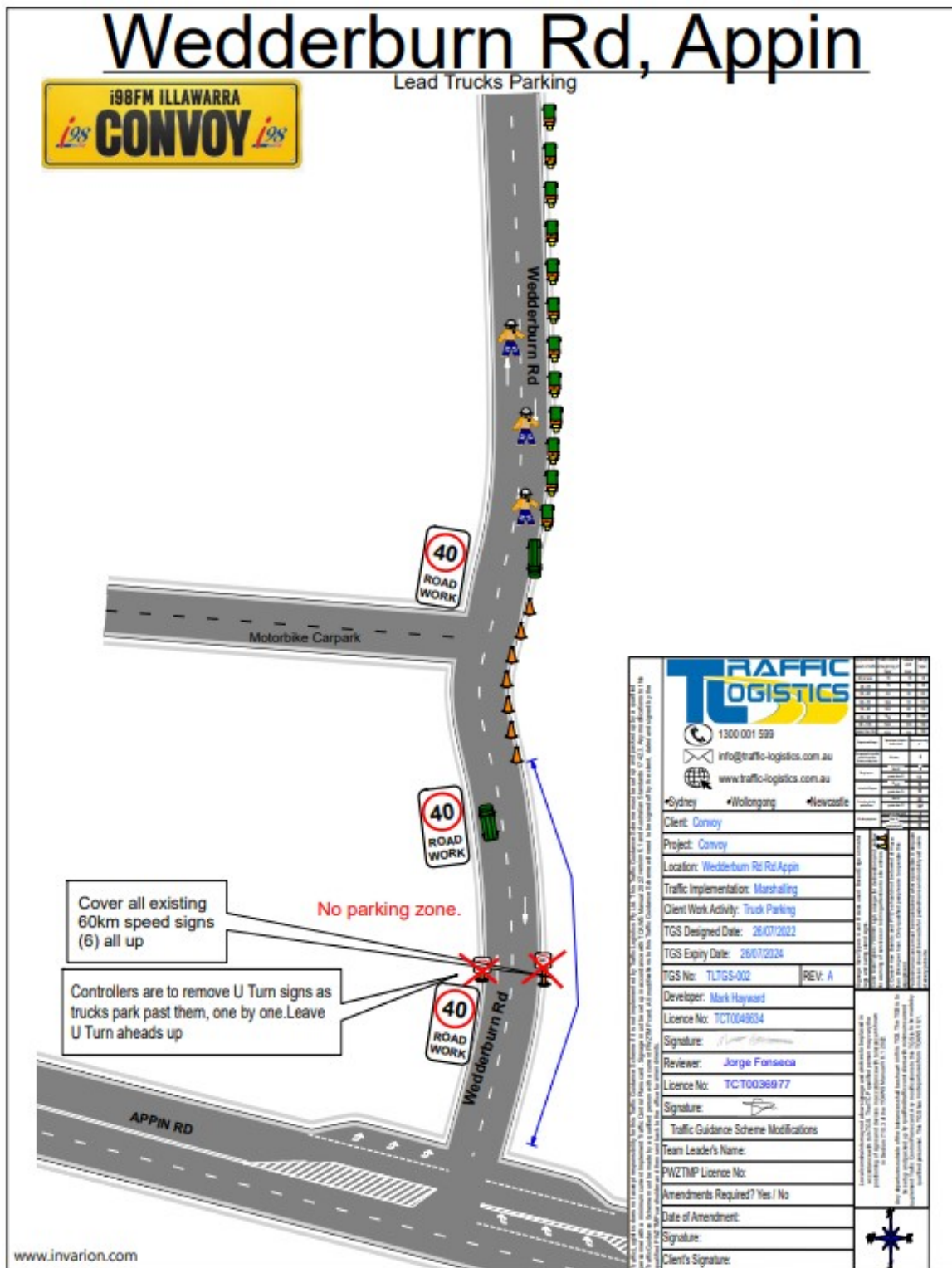
Give them details of the incident & any further actions you have taken and Assist as directed with traffic control etc.

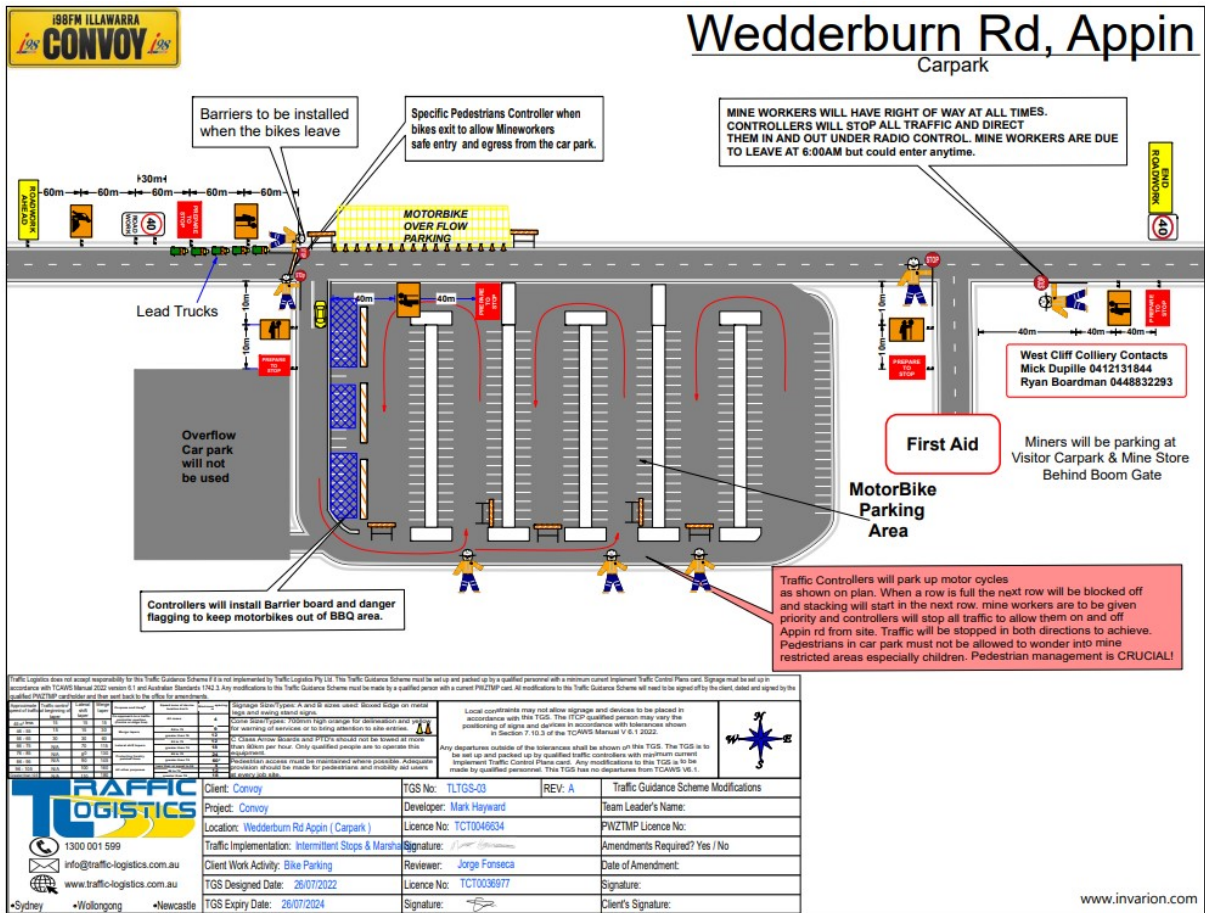
- 7. Call Traffic Logistics 24 hour number and inform them.**

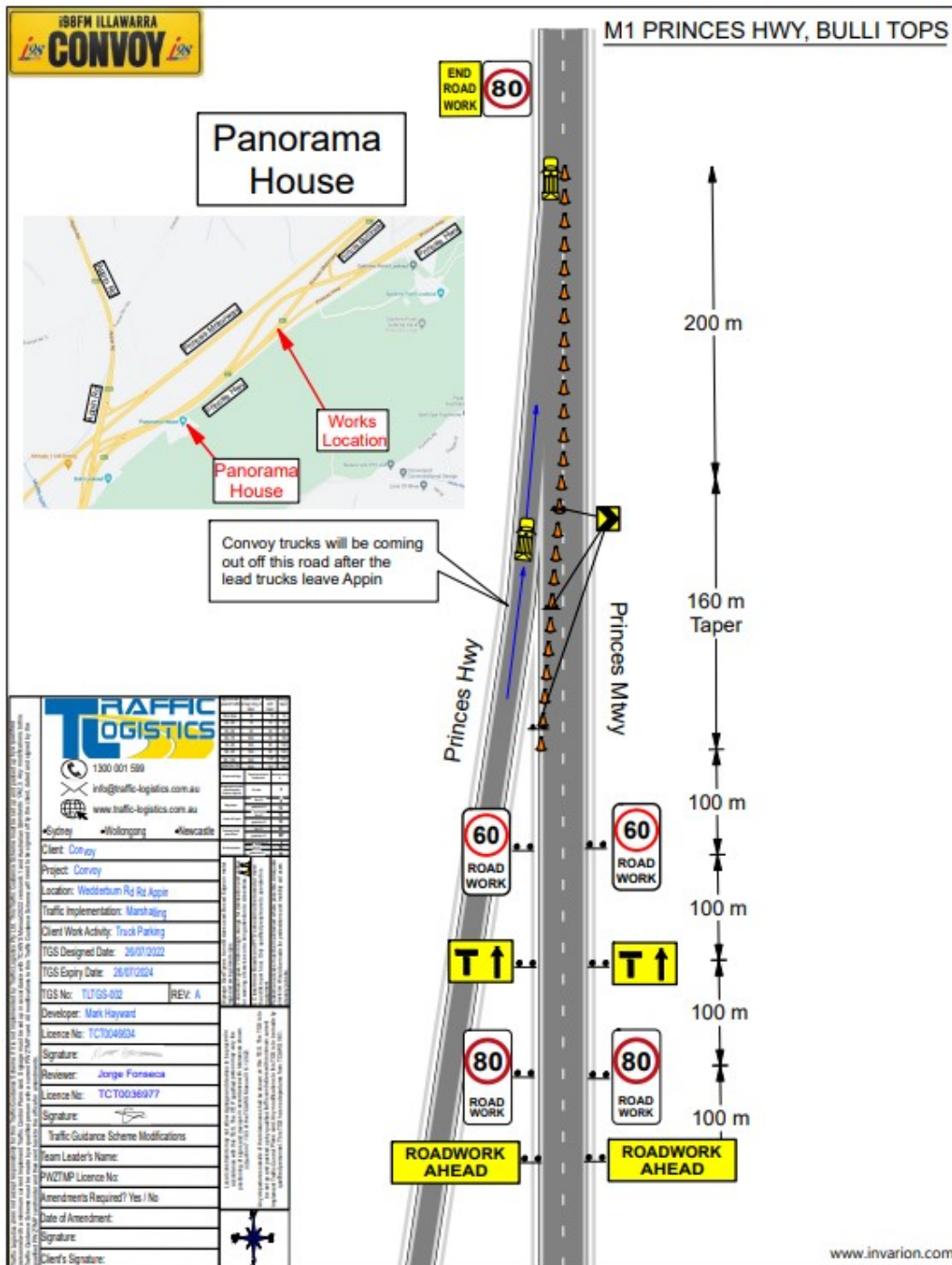
- 8. As soon as practicable report on the Incident using Traffic Logistics Accident / Incident Report (See Site Specific Safety Management Plan Appendices).**

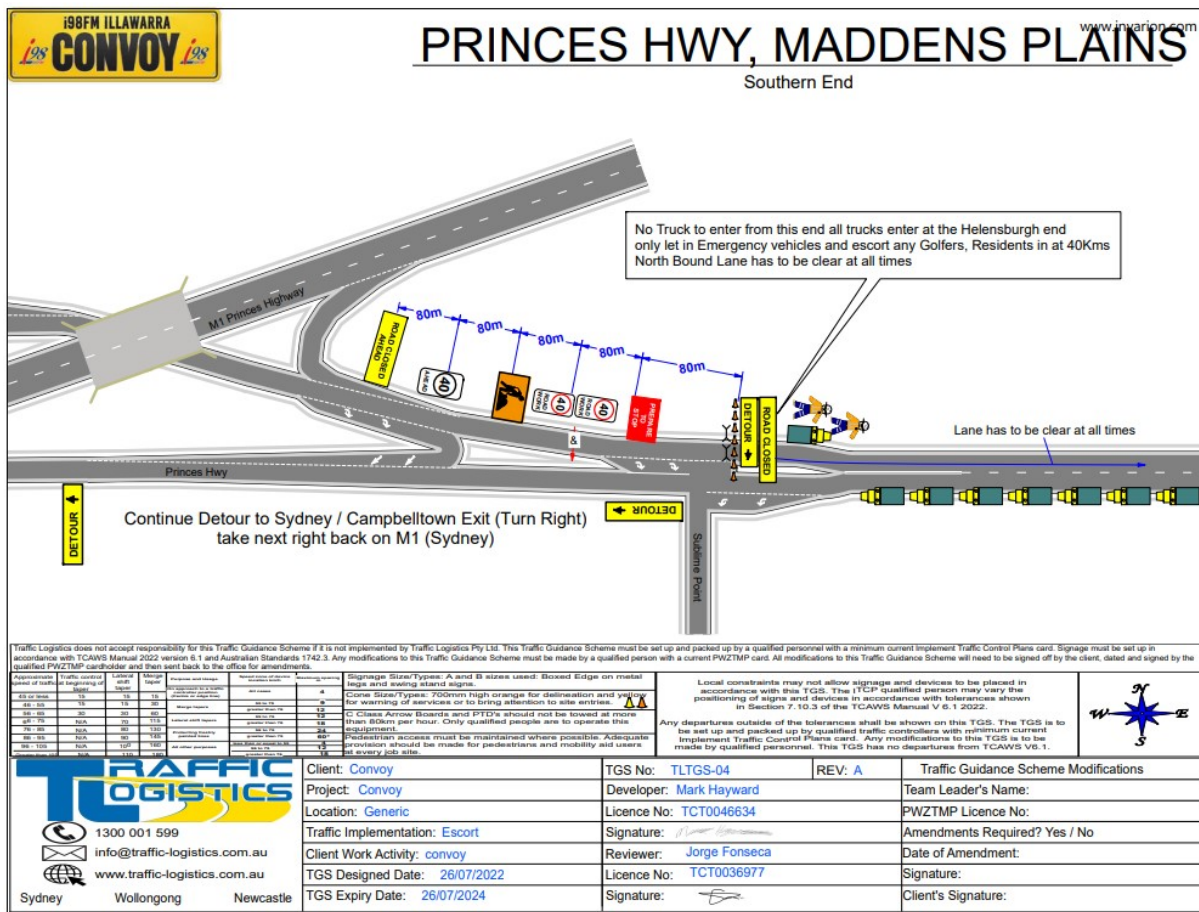
Last page of SSTMP



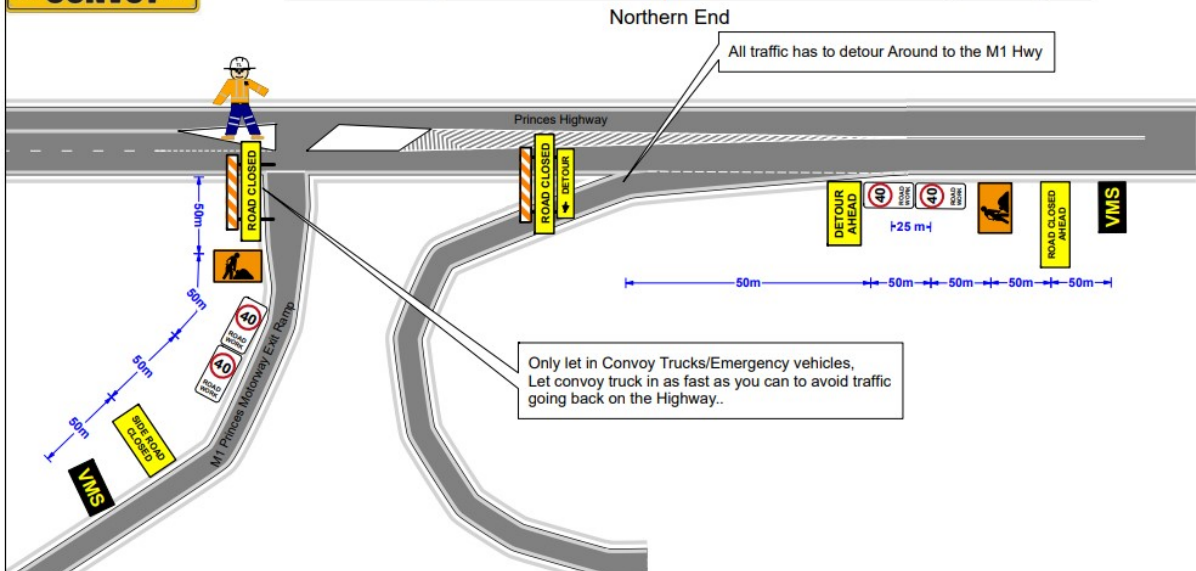








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Traffic Logistics does not accept responsibility for this Traffic Guidance Scheme if it is not implemented by Traffic Logistics Pty Ltd. This Traffic Guidance Scheme must be set up and packed up by a qualified personnel with a minimum current Implement Traffic Control Plans card. Signage must be set up in accordance with TCAWS Manual 2022 version 6.1 and Australian Standards 1742.3. Any modifications to this Traffic Guidance Scheme must be made by a qualified person with a current PWZTMP card. All modifications to this Traffic Guidance Scheme will need to be signed off by the client, dated and signed by the qualified PWZTMP controller and then sent back to the office for amendments.

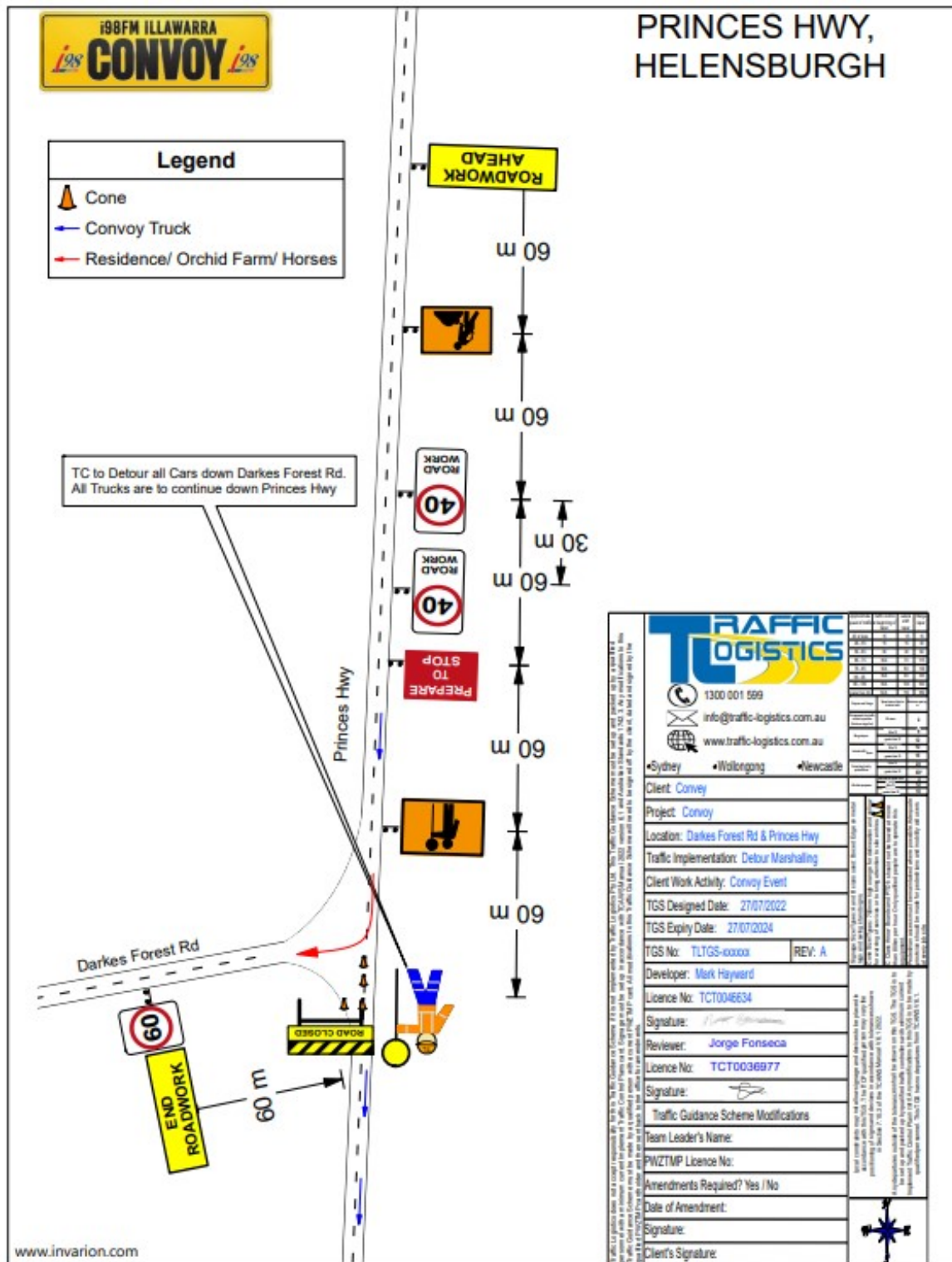
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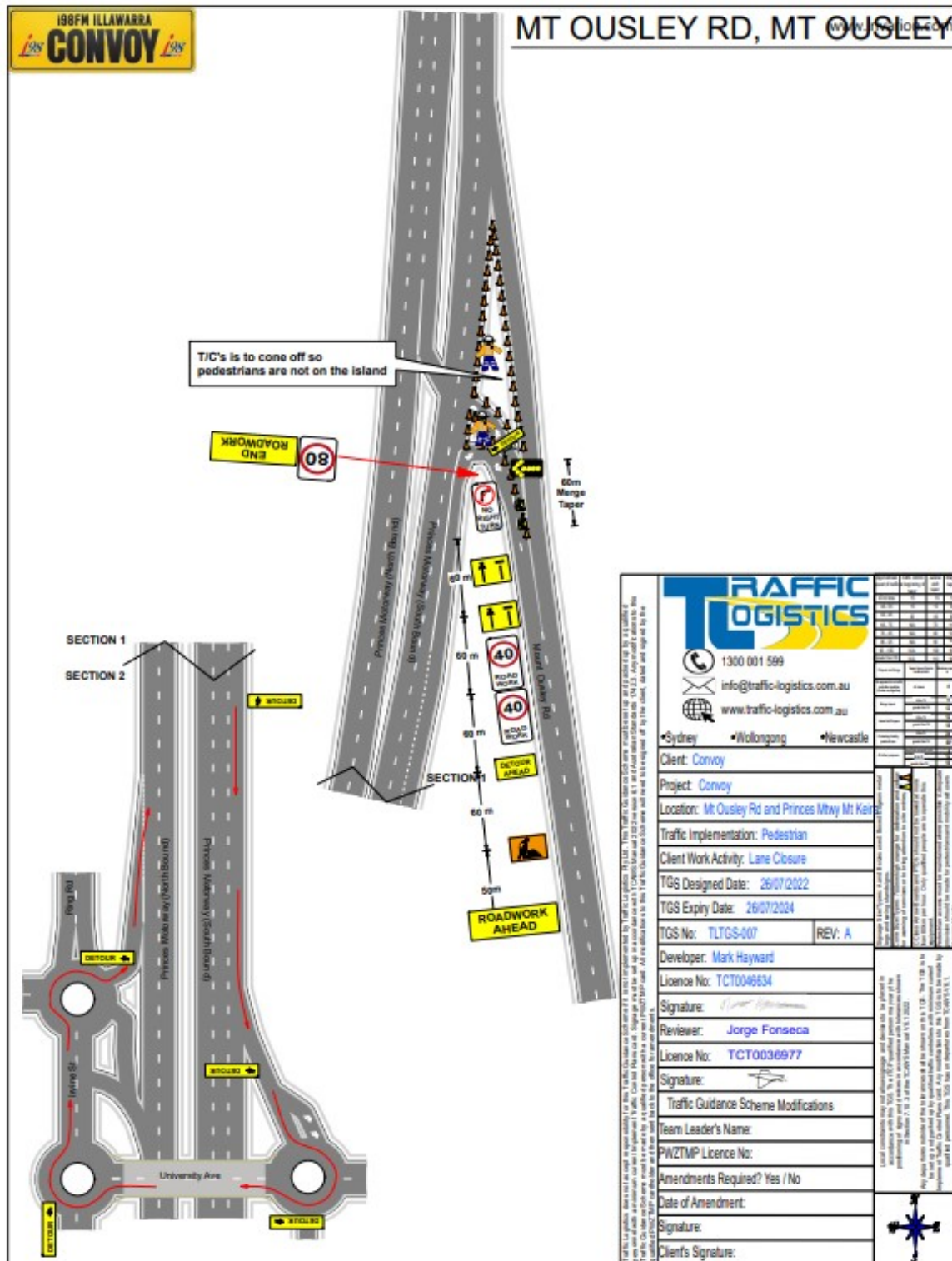
Any departures outside of the tolerances shall be shown on this TGS. The TGS is to be set up and packed up by qualified traffic controllers with minimum current Implement Traffic Control Plans card. Any modifications to this TGS is to be made by qualified personnel. This TGS has no departures from TCAWS V6.1.



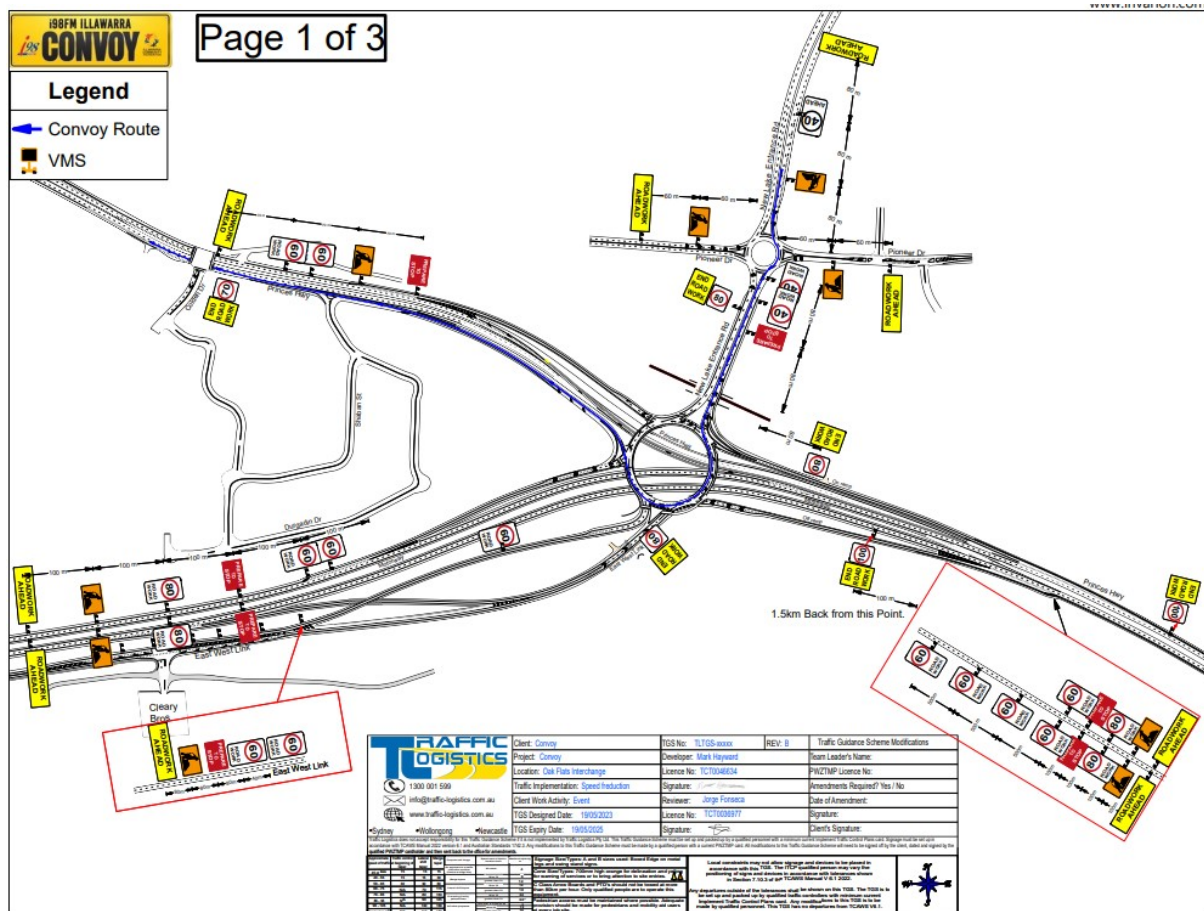
TRAFFIC LOGISTICS
1300 001 599
info@traffic-logistics.com.au
www.traffic-logistics.com.au
Sydney Wollongong Newcastle

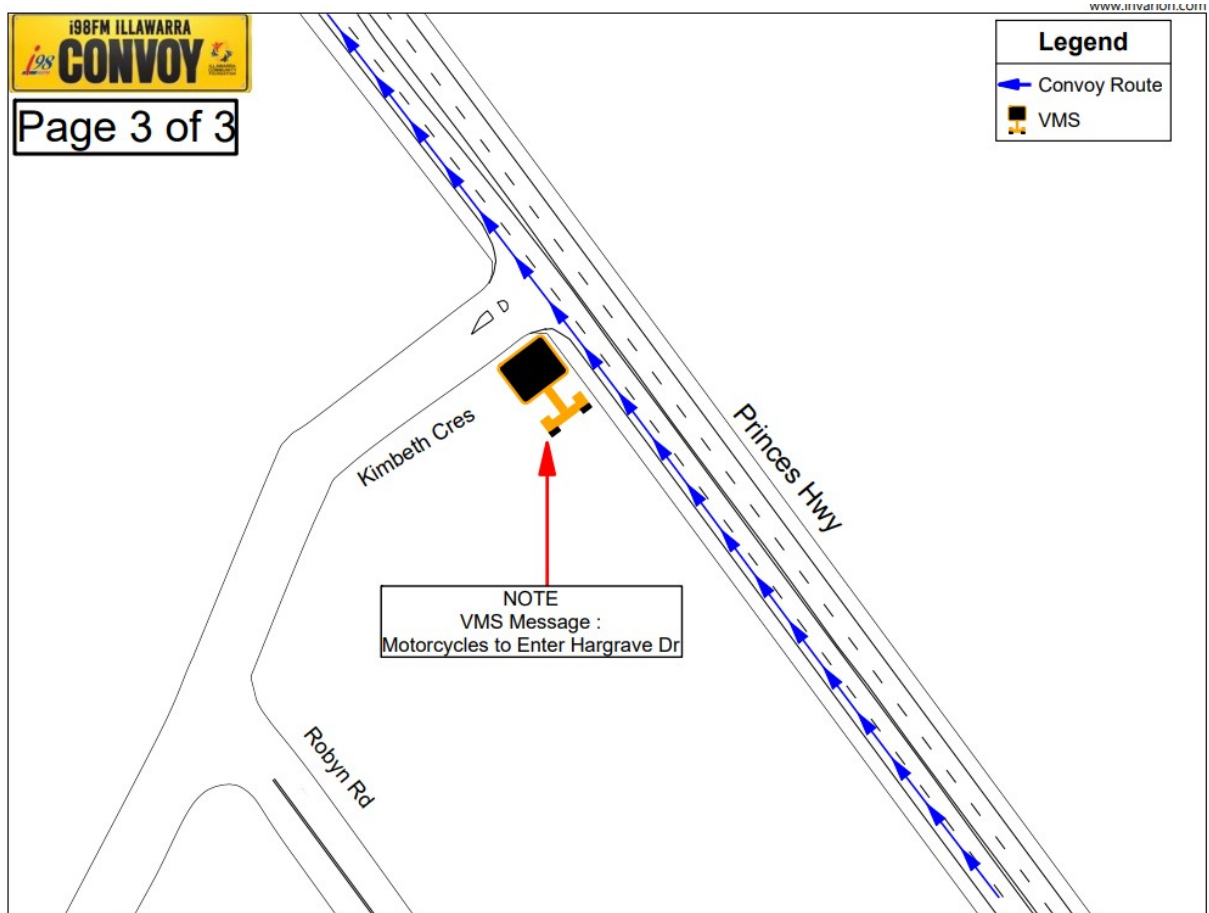
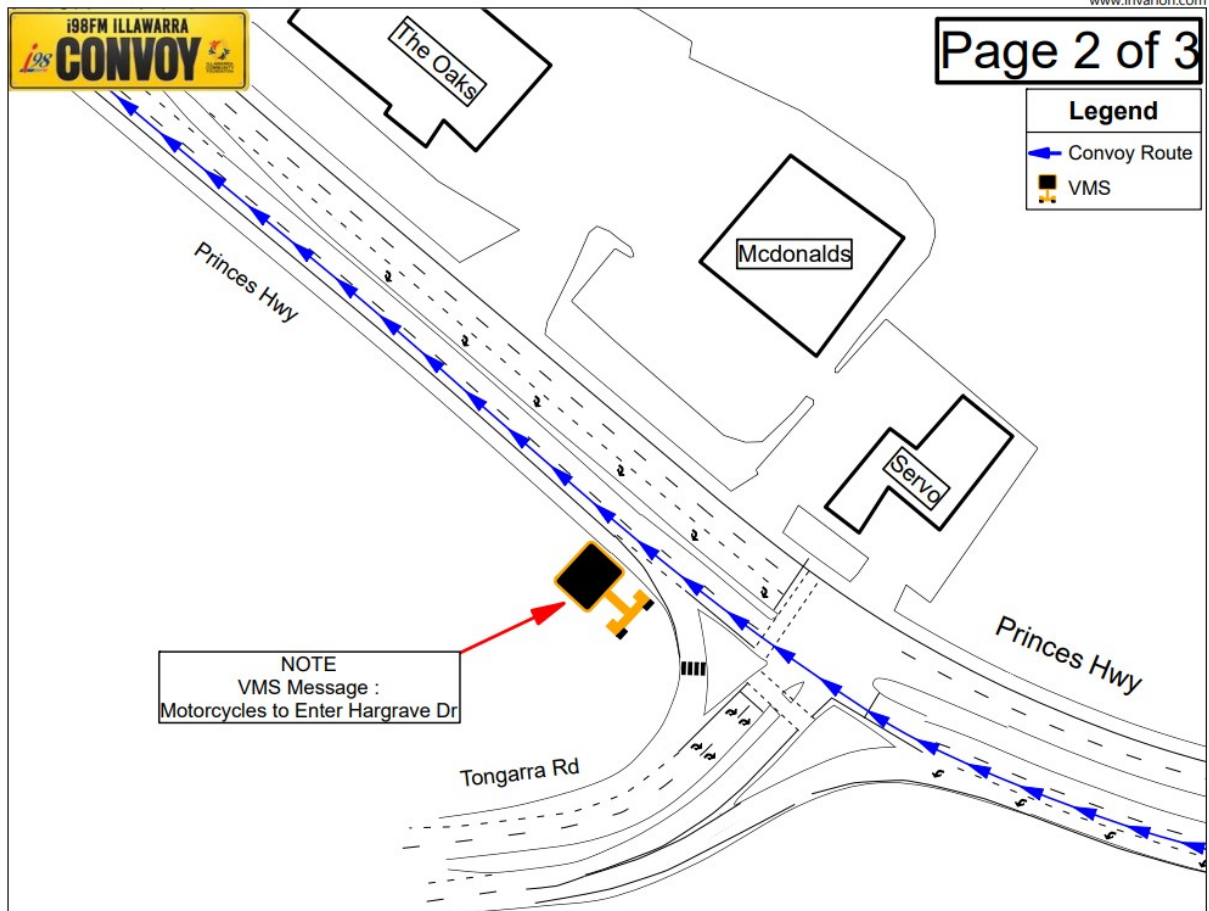
Client: Convoy	TGS No: TLTGS-06	REV: A	Traffic Guidance Scheme Modifications
Project: Convoy	Developer: Mark Hayward		Team Leader's Name:
Location: Generic	Licence No: TCT0046634		PW2TMP Licence No:
Traffic Implementation: Escort	Signature: 		Amendments Required? Yes / No
Client Work Activity: convoy	Reviewer: Jorge Fonseca		Date of Amendment:
TGS Designated Date: 26/07/2022	Licence No: TCT0036977		Signature:
TGS Expiry Date: 26/07/2024	Signature: 		Client's Signature:



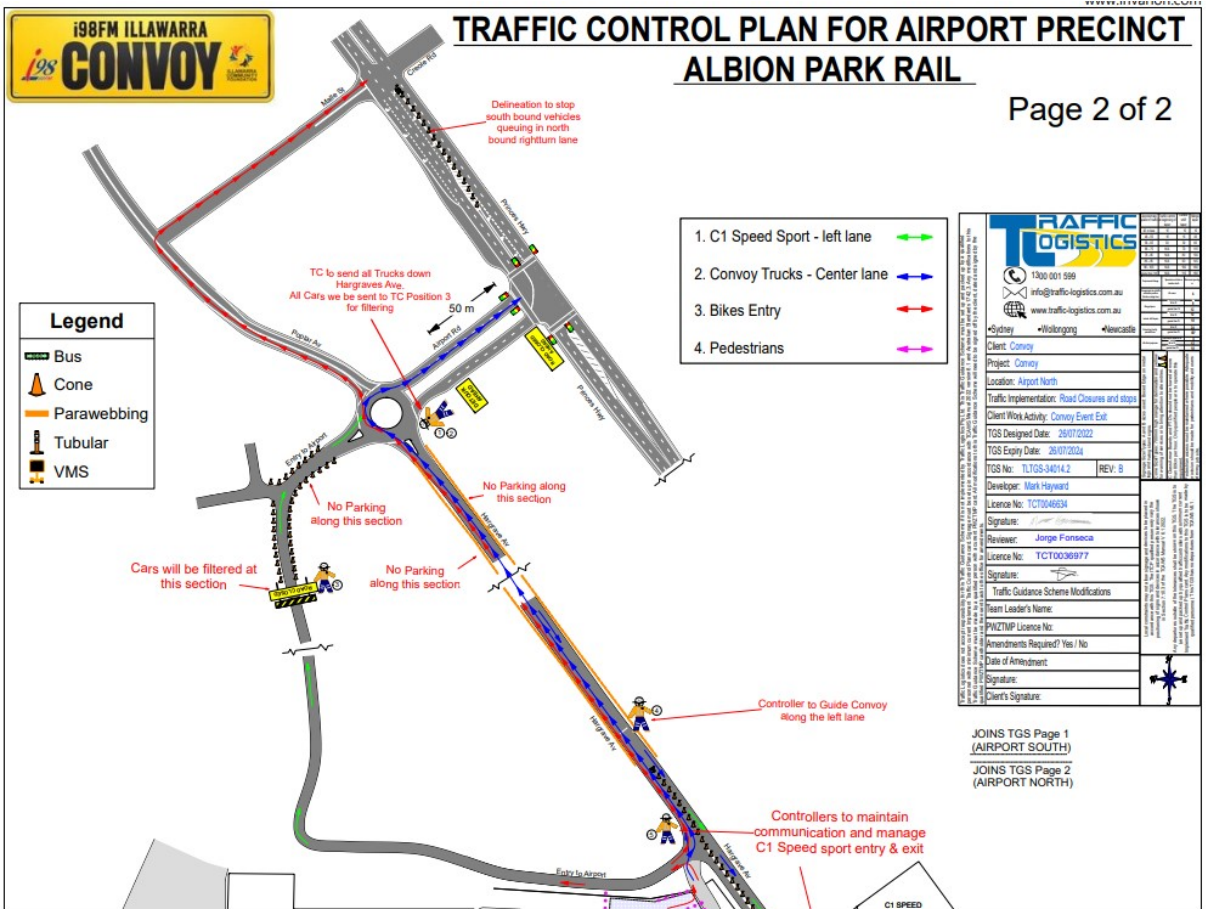
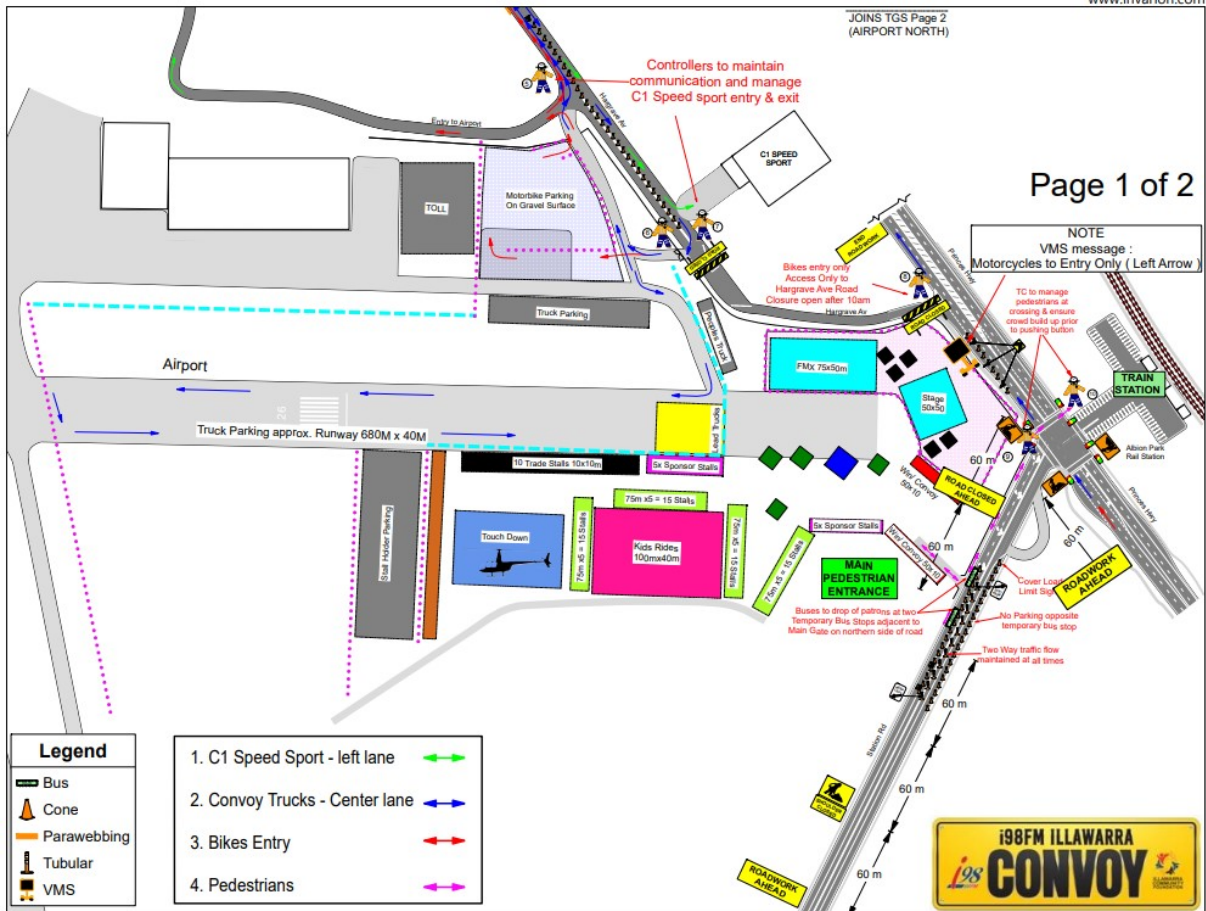


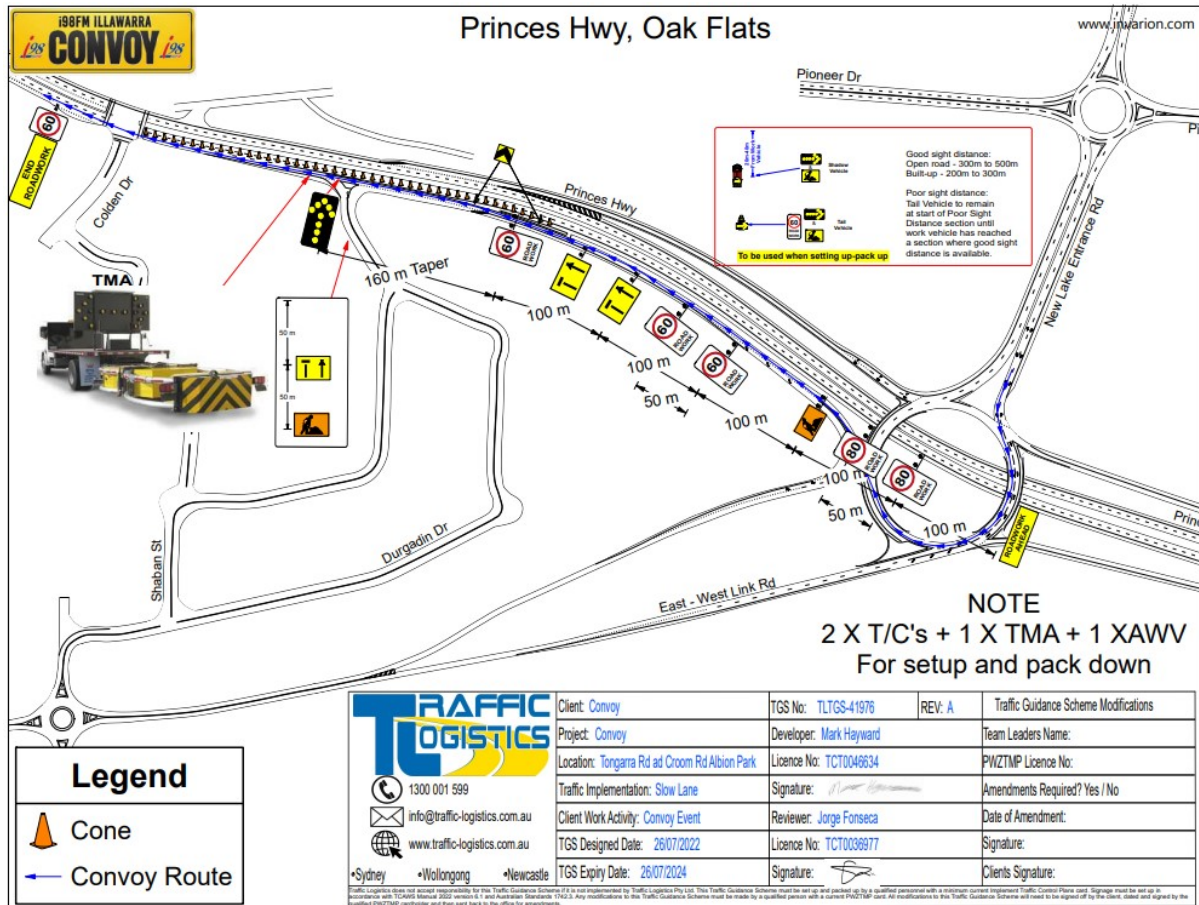






Traffic Logistics : Site Specific Traffic Management Plan







Disclaimer and Review

To the knowledge of the developer of this Traffic Management Plan, the details within are accurate reflections of the proposed work area. Any changes made to this work area prior to the commencement of work shall be reported to the developer, to which appropriate adjustments shall be made.

Traffic Logistics Pty Ltd does not hold any responsibility in the on-site implementation of the Traffic Management Plan, Traffic Control Plans or Vehicle Movement Plans if these plans are implemented by any organisation other than Traffic Logistics Pty Ltd. These plans are provided for Traffic Management Service Providers, that take ownership of all traffic management events during the initial implementation of the work site, through to the conclusion of the project.

This Traffic Management Plan requires reviewal prior to the acceptance and implementation by the direct customer, Traffic Logistics Pty Ltd, and any additional notes to be provided with an authoritative signature, confirming the acceptance of the product provided.

Roles, Responsibilities and Approvals

Functional Role	Name/Company	Accreditation	Signed
TMP Designed By	Mark Hayward Traffic Logistics	TCT0046634	
TMP Reviewed and Approved By	Jorge Fonseca Traffic Logistics	IMP PWZ TCR TCT0036977	
TMP Reviewed By			
TMP Accepted By			
Road Authority Approval (TfNSW CJM or similar as applicable)			

Traffic Management Plan Recommendations and Changes

This Traffic Management Plan has been reviewed by: Jorge Fonseca on 19 May 2023

Changes to be made are listed below:

- Road Occupancy Licence/s to be attached to this document once approved by Transport for NSW.
- All other relevant approvals will need to be sent with this document.

Authorised approver of changes: _____, current PWZTMP licence holder.

PWZTMP Licence Number: _____

Signature: _____ Date: ____/____/____