

Specification Traffic Management

This Specification was developed at industry level by the Members of the Traffic Management Association (WA) with the concept of engendering consistent and appropriate standards into industry activity.

To appropriately reflect the roles and responsibilities of the parties to a contract, the following documentation will support standards and agreed obligations. The following table may further assist to assign contractual responsibility:

<u>Task Description</u>	<u>Contractor</u>	<u>Client</u>	<u>Other</u>
Define the scope of works			
Clearly Mark the Boundaries of the Works			
Set out proposed timing of works			
Decide what level of plans required.			
Agree on Staff levels to complete all tasks required on site.			
Inform any effected stakeholders			
Grant permission for works			
Equip staff with PPE requirements for site			
Supply staff, vehicles and equipment to meet site requirements			
Set out site as per plan supplied for site			
Maintain site until end of shift or end of works			
Ensure shift and or works are completed			
Remove all devices not required			
Ensure all devices left as aftercare are correctly positioned and secured			
Ensure Road is safe for all users before returning to normal operation			

Tasks that are not applicable or not required must be struck through and initialed by all parties to the contract.
 Tasks performed by others are specified in attached to this document as
pages.

WALGA acknowledges the efforts and permission of the TMAWA to apply the attached standards to its Preferred Supplier Panel.

This document is supported by a template Traffic Management Site Audit Form accessible through WALGA eQuotes as part of the contract documentation; Reference Appendix 10B Traffic management Site Audit Template.

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Traffic Management Specification

1. Scope

1. This specification outlines the minimum requirements for establishing, implementing and managing a Traffic Management Plan for the works under the WA Local Government Authority (WALGA) Contract.
2. The Contractor shall establish, implement and manage a Contract specific Traffic Management Plan complying with this specification, the Main Roads' Traffic Management for Works on Roads Code of Practice, Australian Standard AS 1742.3, AustRoads Guide to Roadside Design Part 6, the Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996.
3. The Traffic Management Plan shall form part of the Contractor's OSH Plan.
4. The Traffic Management Plan shall also address the impact of each Traffic Management Scheme on traffic flow and movements on the local road network. The Contractor shall ensure that the road system, including the surrounding road network, continues to operate efficiently and any disruption to road users is minimized.

2. References

Reference	Title & Description
OSH Act 1984	Occupational Health and Safety Act 1984
OSH Reg 1996	Occupational Health and Safety Regulations 1996
RTC 2000	Road Traffic Code 2000
MRWA Act	Main Roads Act 1930
MUTCD	AS 1742.3-2009 Manual of Uniform Traffic Control Devices
GRD 6	AustRoads Guide to Roadside Design Part 6 (Incl MRWA Supplement) Main Roads WA Traffic Management for works on roads Code of Practice Main Roads WA Utility Providers Code of Practice Main Roads WA Code of Practice for Events
AS1348	Road and Traffic Engineering – Glossary of Terms
AS 4292.1	Railway Safety Management
FG81.1	Field Guide for Works on Roads
ISO 31000	Risk Management
AS 4801	Occupational Health and Safety Management Systems

3. Terms & Definitions

Term	Definition
TMP	Traffic Management Plan (TMP) shall be the document that addresses the management of hazards and risks associated with the traffic environment. The Traffic Management Plan shall also detail the Contract traffic management objectives and targets and shall specify the necessary operational processes, procedures, and the related resources to achieve the specific requirements of the Contract.
TCD	A Traffic Control Diagram (TCD) shall be the document either developed in accordance with the Contractor's TMP or may be diagram that is site specific, generic, or derived from a Field Guide.
Contractor	The organisation named in in the contract charged with providing services for the planning, directing, controlling or management of traffic.
Aftercare	Aftercare refers to the provision of signs and devices, periodic checks, and other related services associated with a long term worksite (as defined in AS1742.3) when left unattended.
BWTM	A person accredited by Main Roads WA at the level of Basic Worksite Traffic Management
AWTM	A person accredited by Main Roads WA at the level of Advanced Worksite Traffic Management.
RSA	A person accredited by Main Roads WA at the level of Road Safety Auditor
RTM	A person accredited by Main Roads WA at the level of Roadworks Traffic Manager.

4. Planning

1. The Contractor shall prepare a Traffic Risk Assessment & Treatment Register in accordance with MUTCD for hazards associated with traffic including network traffic performance and road users.
2. The Traffic Risk Assessment & Treatment Register shall be prepared by the Contractor using persons who hold a minimum competency accreditation in accordance with the Code of Practice. The Traffic Management Plan shall be authorized by the Contractor's Representative.
3. The completed Traffic Risk Assessment & Treatment Register shall form part of the Traffic Plan.

5. Legal and other requirements

1. The Contractor shall maintain at least the current published editions of the following documents at the Contractor's office on site for the period of the Contract;
 - a) Traffic Management for Works on Roads Code of Practice
 - b) Standards – AS 1742.3 – Traffic Control Devices for Works on Roads
 - c) Guidance Notes – Safe Movement of Vehicles in the Workplace
2. Application of the Contract requirements, Standards and Codes of Practice in no way relieves the Contractor from undertaking any activity, function, process or procedure necessary to meet its duty of care obligations as prescribed in the OSH Act 1984 or other relevant legislation or standards.
3. The Contractor providing services for the planning, directing, controlling or managing of traffic shall as a minimum requirement of this contract provide the following:

1. Copy of business name certificate or extract
2. Copy of certificate or extract for ABN or ACN
3. Copy of Public liability Insurance certificate of currency (Minimum \$20million)
4. Copy of Professional liability Insurance certificate of currency (Minimum \$20million)
5. Copy of 3rd Party Motor vehicle insurance certificate of currency for vehicle fleet
6. Copy of Workers Compensation insurance certificate of currency
7. Full details of business with detailed experience attached
8. Minimum of Two referees (contact numbers and email addresses)
9. Maintain a ratio of 1:20 Traffic Controllers with AWTM accreditation
10. Copy of National Code of Compliance certificate for the construction industry.

6. Objectives and targets

1. The Contractor shall determine the Contract traffic management objectives and targets for the Contract and clearly detail these Contract objectives and targets in the Traffic Management Plan.
2. The Contractor shall detail the procedure that ensures the Contractor's Representative and the Principal regularly review the Contract performance against the prescribed traffic management objectives and targets.
3. The Contractor shall incorporate any staging requirements, and traffic restrictions, into the Traffic Management Plan.
4. Aftercare signs, devices, periodic checks and other related services are specifically excluded from this specifications and shall be charged separately at mutually agreed rates. Where no such agreement is in place, the provision of aftercare shall remain the responsibility of the principal.

7. Traffic Management Plan (TMP)

1. The Traffic Management Plan shall address all the work under the Contract and shall detail all procedures, processes, work practices and information required by the Contract.
2. The Traffic Management Plan shall be consistent with all requirements of the Contractor's OSH Plan, and suit the Contractor's method of operation.
3. The Traffic Management Plan shall be prepared and/or reviewed and endorsed by a person with accreditation in Advanced Worksite Traffic Management or where 'complex traffic arrangements' are involved, a Roadworks Traffic Manager (RTM).
4. Prior to the commencement of works on Site, the Contractor shall certify to the Principal that the Traffic Management Plan conforms to the requirements of the Contract.
5. Where any of the following events occur the Contractor shall review the Traffic Management Plan and submit suitable amendments to the Principal within 1 week of the event, or other time-frame directed by the Principal:
 - a) a non-conformance;
 - b) the Contractor's practice no longer reflecting the Traffic Management Plan; or
 - c) an incident occurring.
6. If the Contractor proposes to amend the Traffic Management Plan, or the Contractor is required to make Mandatory Changes to the Traffic Management Plan, the amended Traffic Management Plan shall be resubmitted to the Principal in accordance with requirements of the Hold Point associated with the Traffic Management Plan. The amended Traffic Management Plan shall not be used until the Principal has released the Hold Point.

8. The Contractor shall provide the Principal with a controlled copy of the Traffic Management Plan for the duration of the Contract. This copy is to be held on site.
9. The Contractor shall establish, implement and maintain detailed procedures in the Traffic Management Plan for all essential traffic engineering aspects as required by AS 1742.3 for the development of TCDs.
10. The outcomes of the following considerations shall be included in any TCD:
 - a) The capacity required to accommodate traffic demand over the affected section of road and surrounding road network at a Level of Service (LoS) acceptable to the Principal during the term of the construction activity or particular work activity.
 - b) The number and width of traffic lanes and road space that will be required to accommodate traffic demand taking into account property access, right turning movements and passing requirements, parking needs and special events that may impact on the available space and traffic flows.
 - c) Intersection capacity analysis where construction activities, traffic controls or traffic routing impact on an intersection, where the intersection is either under signal control or at least one leg of the intersection includes a road with a classification of district distributor or higher classification as defined by the MRWA, Metropolitan Functional Road Hierarchy.
 - d) The needs of other road users such as pedestrians, people with disabilities, children, cyclists, motor cyclists, users of public transport and heavy vehicles
 - e) Traffic flows associated with public transport and the interruption to transport facilities including bus stops, exclusive bus lanes etc.
 - f) Traffic flows and needs of special vehicles such as road trains, high/wide loads and emergency vehicles.
 - g) The need to accommodate the continued safe operation of warden controlled school crossings.

8. Structure and responsibility

1. The Contractor shall nominate a Traffic Management Representative (TMR) for the duration of the Contract. The TMR shall have Main Roads' Advanced Worksite Traffic Management accreditation in accordance with Section 8 of Main Roads' Traffic Management for Works on Roads Code of Practice.
2. The TMR shall be available at short notice to deal with all activities relating to the execution of the work under the Contract are taking place requiring Traffic Management Control. The TMR shall have the necessary authority and resources to meet the TMR's responsibilities under the Contract.
3. The TMR shall have the authority to shut down a site, require the removal of any vehicle, plant or person where;
 - a) Serious safety breach has or may occur.
 - b) When any WorkSafe notifiable event occurs.
 - b) Where the safety of site personnel, pedestrians, motorists or others may be jeopardized as a result of work activities, weather conditions, or other such event likely to result in injury or property damage.
4. Responsibilities and accountabilities for all Contract management personnel including employees and subcontractors shall be detailed and applied in accordance with the principles of AS4801.
5. The Contractor shall be responsible for the management and control of all traffic management issues on Site in accordance with the Contract including work under the Contract undertaken by Subcontractors in relation to Traffic Management.
6. Where a Subcontractor is engaged by the Contractor, or on the Contractor's behalf to perform Traffic Management work under the Contract, the Contractor shall provide the Subcontractor with all relevant Contract information and the parts of the Traffic Management Plan that are relevant to the work to be performed by the Subcontractor.

7. In the event of 6 (above) it shall be a responsibility of the Contractor to ensure the sub-contractor as described in section 5(3) and shall be able to provide evidence that all personnel are properly accredited.

8. Training and competency

1. The Contractor shall have on Site at all times when the worksite is manned, a supervisory person that holds a current minimum accreditation in “Basic Worksite Traffic Management”
2. Personnel who hold a competency in accordance with Main Roads’ Traffic Management for Works on Roads Code of Practice shall be recorded on the Skills Register and documentary evidence maintained for the duration of the Contract in accordance with MRWA Specification 203.
3. The Contractor shall incorporate at least the following traffic information into the site specific OSH induction training program;
 - a) Training related to hazards likely to be encountered on site and control measures that have been developed in response to these hazards;
 - b) Roles and Responsibilities; and
 - c) The requirements of the Traffic Management Plan.

9. Communication

1. Traffic management information shall be communicated to workers in accordance with the principles of AS4801
2. The Principal shall develop and detail procedures that ensure relevant requirements of the TMP and proposed traffic controls are advised to all affected personnel including the public, property owners and occupiers, businesses, transport and government agencies and emergency services.
3. Where the Contractor’s TMP involves complex traffic management arrangements such as but not limited to, extensive detours, lane closures and contra flows, the Contractor must notify Main Roads’ Heavy Vehicle Operations Branch, 2 Adams Drive, Welshpool, WA 6106 (HVO) at least 14 days prior to implementation of such plans. Where the Contractor’s TMP contemplates restrictions on the road network such as a reduction of existing lane widths, overall carriageway width, vertical height clearance or the like, the Contractor must consult with HVO prior to finalising the plan which must be at least 14 days prior to implementation. Restrictions that would preclude existing heavy vehicle operations are not acceptable.
4. Not less than 7 days prior to the implementation of the Contractor’s proposed placement of any restrictions on the road network, the Contractor shall certify to the Principal that the Contractor has obtained acknowledgement from HVO of its proposed restrictions on the road network where applicable.
5. The principal is responsible for ensuring that where applicable, parking meters, ticketing machines, parking signs, as applicable, are covered or replaced with No Stopping signs, and that areas running adjacent from or parallel to, to intended worksite have parking restrictions imposed by midnight on the day preceding the commencement of works. And the principal shall have in place a strategy for the removal of vehicles in violation of such parking restrictions. The principal shall provide the TMR with the necessary contact details of a tow truck company which may be contacted for the removal of such vehicles.
6. Prior to the implementation of any restrictions on the road network, the Contractor shall erect warning devices and signs in a text height and placement in accordance with AS 1743, in advance of the restriction stating the minimum clearances.
7. Prior to the installation of warning devices and signs in advance of any restriction, the Contractor shall certify to the Principal that the advance warning devices and signs conform to the requirements of the Contract.

10. Documentation

1. The Contractor shall establish, implement and maintain a current controlled copy of all traffic management plan on Site.

11. Document and data control

1. The Control of documents and the Control of records shall be in accordance with accepted quality standards such as ISO9001.

12. Operational controls

1. Occupational Safety and Health hazards shall be addressed in accordance with the principles of AS4801
2. The Contractor shall assess the likelihood and consequence of traffic hazards and the categorisation of each traffic risk occurring during the Works.
3. The Contractor shall develop all traffic management schemes based on a maximum lane capacity as detailed in AS 1742.3 unless the Contractor can demonstrate to the Principal's satisfaction alternative lane capacities that could be suitably applied to the section of the network that will be subject to the traffic management scheme.
4. All works in the vicinity of Railway Crossings shall be subject to detailed risk assessment and managed in accordance with the requirements of the Traffic Management for Works on Roads Code of Practice.
5. Works such as trenches or spoil heaps and other hazards shall be individually signed and barricaded at all times in accordance with AustRoads GRD 6, notwithstanding that the area in question may not be opened to traffic or the public at any time.
6. The Contractor shall detail and implement procedures that ensure traffic control measures are evaluated for effectiveness and modified to manage the hazard. The evaluation procedure shall detail the responsibilities, timelines and records that will be kept as part of the process.

13. Emergency preparedness and response

1. The Traffic Management Plan shall detail procedures that ensure access for emergency vehicles past or through the construction site shall be maintained at all times and that emergency vehicles are not unduly delayed.
2. While the Contractor is working on Site they shall render assistance in the event of a crash, or vehicle breakdown where it affects the overall safety of the site.
3. The Contractor shall document as part of the Traffic Management Plan the nominated key personnel for emergency situations with their contact details and the contact details of the emergency service providers and relevant Main Roads' personnel (e.g. Traffic Operations Centre Manager, Heavy Vehicle Operations Manager).

14. Sidetracks and detours

1. Sidetracks and detours for the purpose of moving traffic through or around the Works shall be designed, constructed and maintained for both wet and dry conditions.
2. Temporary driving surfaces shall be maintained to a standard that permits safe and comfortable travel of all road users at the design speed of the sidetrack or detour. The Principal shall ensure that the design of temporary driving surfaces shall, as far as practicable, address the environment and the road users.
3. Temporary driving surfaces shall be sealed.

4. Where bituminous surfacing has not been specified as the temporary driving surface, the Contractor shall undertake and detail the hazard identification, risk assessment and controls for the alternative surfacing, ensuring all environmental issues and vehicle types, including motor cycles, caravans and out-of-dimension vehicles and cyclists have been taken into account as part of the risk assessment.
5. Sidetrack, detours and temporary surfaces through or around work sites for shared paths, cycleways and footpaths shall be designed and constructed to ensure they meet the Standards detailed in Austroads Guidelines.

15. Traffic control devices

1. Prior to implementing any proposed traffic control measures for the work under the Contract, particularly the installation of regulatory control devices such as temporary speed restrictions, the Contractor shall certify to the Principal that the Traffic Control Diagram conforms to the requirements of the Contract.
2. All traffic control measures shall be in place and fully operational before the Contractor commences the execution of any work activity requiring traffic management.
3. If the Contractor proposes to amend the TMP, the amended TMP shall be resubmitted to the Principal in accordance with requirements of the Hold Point associated with the TMP. The amended TMP shall not be used until the Principal has released the Hold Point.
5. The Contractor shall provide the Principal with a controlled copy of the TMP for the duration of the use of the TMP.
6. The Contractor shall supply erect and maintain all traffic control devices in good condition in accordance with AS1742.3-2009 and the Main Roads WA Traffic Management for Works on Roads Code of Practice.
7. The Contractor shall remove any traffic control devices that are no longer required.
8. The Contractor shall provide and station accredited Traffic Controllers as required by AS1742.3-2009 to ensure the safety of motorists and workers. Traffic Controllers will be stationed to guide public vehicles past hazards that cannot be suitably signed.

16. Monitoring and measurement

1. The Contractor shall establish, implement and maintain detailed procedures, in the Traffic Management Plan, for the monitoring and measurement of traffic management practices to achieve the Contract Traffic Management objectives and targets.
2. The monitoring and measurement of traffic controls and traffic management practices shall be undertaken by the Contractor through regular inspection of traffic management activities.
3. Traffic controls shall be inspected throughout the day and at night in accordance with the requirements of AustRoads AP-R403-12 Implementing National Best Practice for Traffic Control at Worksites – Risk Management, Audit and Field Operations.
4. The inspection program shall be adjusted to suit changing circumstances and/or risk environment such as during times of increased traffic flows or speeds, contra-flow arrangements or when changed controls are introduced.

17. Incident investigation, corrective and preventative action

1. Detected non-conformances shall be managed in accordance with accepted standards for the Control of Non-Conforming Product.
2. Corrective and preventative actions shall be managed in accordance with accepted standards for the Improvement of the Traffic Management Plan.
3. All traffic incidents shall be reported and investigated in accordance with accepted standards for OCCUPATIONAL SAFETY AND HEALTH.

4. LTI, and MTI Reports must be forwarded to the Principal within 48 hours of the incident occurring or becoming apparent.
5. The Contractor may use the Contractor's internal Incident Reporting Form for the purpose of reporting.
6. The Traffic Management Plan shall detail the reporting and investigation procedures for incident investigation. The procedures shall include the investigating officer responsible and the time limits imposed for reporting and investigating the incident and to close-out the incident in a timely manner to prevent a recurrence.
7. The Principal may participate in or undertake an investigation into the incident and the Contractor shall co-operate with and provide assistance to the investigation organised or undertaken by the Principal.

18. Records and records management

1. Traffic Management records shall be in accordance with AS 1742.3-2009.
2. The Control of Records shall be kept for the site in accordance with the Quality Plan for the Contract and these procedures shall be supplemented with procedures that are OSH specific for Records and Records Management in accordance with ISO 31000
3. Records shall be registered, ordered and retained on Site for the duration of the Contract.
4. A daily diary shall be kept for the site and details recorded in accordance with AS 1742.3-2009 for each inspection of the traffic controls and traffic guidance schemes in place throughout the Contract. The record shall identify the Traffic Control Diagram (TCD) in place at the time of the inspection and details of any variations to the TCD.

19. Traffic management audits

1. The Principal shall reserve the right to conduct second party audits on the Contractor and any of the Contractor's sub-contractors and suppliers in relation to Traffic Management.
2. The Contractor shall incorporate traffic audits into the Audit Schedule developed and implemented as part of the contract.

20. Review

1. A review of the Traffic Management Plan shall be undertaken at the same time and in the same manner as the OSH Plan
2. The Principal shall be issued a Certificate of Compliance by the Contractor certifying that the site procedures, practices and operations are in accordance with the Contract.

21. Occupational Health & Safety - additional

1. Excluding short term works, the Principal shall provide toilet facilities suitable for either gender, unless such public facilities are available within a short walk of the work site.
2. AS1742.3-2009 requires that "Traffic Controllers have a 15 minute break every two hours." This requirement shall be interpreted as the absolute maximum permissible. On days when the temperature exceeds or is expected to exceed 38 degrees, or in the event of strong winds, or where traffic controllers are subject to high levels of dust or noxious fumes, the period between fatigue breaks shall be reduced to 45 minutes.