

APAC

Traffic Management Procedure

S3[APAC]-306-PR1

1. Purpose and Scope

- a. The purpose of this procedure is to provide the minimum requirements for maintaining a safe workplace whilst undertaking work activities on or within the road reserve, or any area traversed by vehicles that may be a hazard to employees, subcontractors and / or members of the public.
- b. This procedure shall apply to all AECOM controlled operations in Asia Pacific (APAC) and all work activities carried out by AECOM APAC employees, contractors and subcontractors.

2. Procedure

2.1 Minimum Requirements

- a. A Safe Work Method Statement (SWMS)/Task Hazard Assessment (THA) must be developed for all work within the road corridor or area traversed by vehicles. The SWMS/THA should take into account the factors relevant to the specific site such as traffic volumes, work to be performed and road conditions.
- b. All traffic management practices for work in the road corridor or area traversed by vehicles must be in accordance with the relevant country, state and territory legislative requirements.
- c. Table 1 covers common work scenarios and the corresponding minimum requirements while undertaking work within the road corridor.

Table 1. Minimum Requirements

| Scenario | VMWD | SWMS | Lookout Person with clear visibility in each direction (> 250m in 100Km/h zones) (>150m in 60Km/h zones) | TGS | TMP |
|---|------|------|---|-----|-----|
| Static work site occupying the travelled path | ✓ | ✓ | ✗ | ✓ | ✓ |
| Mobile inspections | ✓ | ✓ | ✗ | ✗ | ✗ |
| Work within gaps in traffic | ✓ | ✓ | ✓ | ✗ | ✗ |
| Work off the travelled path – within 1.2m | ✓ | ✓ | ✓ | ✓ | ✗ |
| Work off the travelled path – 1.2m – 3m | ✓ | ✓ | ✗ | ✓ | ✗ |
| Work off the travelled path –3m – 6m | ✓ | ✓ | ✗ | ✓ | ✗ |
| Work within the boundaries of a private property and within 6m of the travelled path – conduct site risk assessment to determine requirements | ✓ | ✓ | ✗ | ✓ | ✗ |

- ✓ – Mandatory requirement
✗ – Consider but not generally required

- d. For works not identified in Table 1, refer to the relevant local legislation.

2.2 Traffic Management Plan

- a. The Project Manager (PM) must coordinate the preparation and implementation of a Traffic Management Plan (TMP) using the Traffic Management Plan Template S3[APAC]-306-FM1, where occupation of the roadway is required.
- b. Where legislation requires, the TMP shall be prepared by a suitably qualified and / or accredited person.
- e. The PM must ensure that the appropriate traffic management controls are implemented for the work to be undertaken.
- f. The PM shall include the Traffic Management Plan as an appendix to the project specific risk assessment (e.g. Project Safety Plan/SWMS).

2.2.1 Traffic Management Plan Review

Where a TMP is required, it must be verified prior to undertaking any on-site work. Verification must include confirmation that the traffic management plan has been approved by all applicable authorities in accordance with relevant legislation.

2.3 Vehicle Mounted Warning Devices

- a. Vehicles used as part of roadside work shall be equipped with a vehicle mounted flashing amber light. The installation and operation of any such warning devices must be in accordance with relevant local legislation and / or regulations.
- b. Vehicle mounted flashing amber lights must only be used while directly involved in roadside work activity.

2.4 Personal Protective Equipment (PPE)

- a. Selection and use of PPE must be in accordance with the SWMS.
- b. The following PPE is considered the minimum requirements for undertaking roadside works:
 - i. High visibility vest or high visibility long sleeve shirt
 - ii. Long Pants
 - iii. Safety footwear

2.5 Prior to Commencing Work on-Site

- a. The project specific risk assessment (e.g. SHEMP / SWMS) must be read and signed by all AECOM employees and traffic management staff prior to commencing on-site work.
- b. All traffic management signs and devices must be established on the worksite in accordance with the approved TMP.

2.6 Sub-consultants / Contractors undertaking Roadside Work

- a. Only traffic control contractors who have been evaluated and approved in accordance with the local Sub-management processes shall be engaged to work on AECOM projects.
- b. Sub-consultants / contractors engaged by AECOM to undertake roadside work are responsible to prepare and implement traffic management controls in accordance with local legislative requirements.
- c. Any project specific requirements shall be documented in the sub-consultants/contractors brief or appended to the sub consultant agreement.

- a. The TMP shall be developed and approved by a suitably qualified subcontractor. Subcontractors qualifications shall be verified by the PM.

3. Terms and Definitions

Define only those terms mentioned within the document and list using 'Alpha List' option from the AECOM Procedure List dropdown on the Home tab.

- a. **Roadwork** Any activity associated with a project that is performed on or adjacent to a road or within the road reserve
- b. **Intermittent / low impact roadwork** (i.e. "Working in Gaps of Traffic" or "Work off the Travelled Path") Work which requires limited or no access to the roadway involving the following examples of work activity:
 - i. Inspections (road surface, road furniture);
 - ii. Photographing features;
 - iii. Taking measurements / marking chainage;
 - iv. Safety audits
- c. **Short term roadwork** Roadwork which is completed within one work shift involving the following example work activities:
 - i. Bridge inspection;
 - ii. Survey;
 - iii. Pavement investigations;
 - iv. Environmental site assessment (ESA)
- d. **Mobile Inspections** Where the vehicle operates at a speed less than the posted speed, but not less than 20km below the posted limit, or the vehicle travels along the verge or shoulder using gaps in the traffic to pass obstacles.
- e. **Static Work Sites** Where the occupation of the roadway by persons with plant or equipment will impact on the travelled path of vehicles. This will require the development of a Traffic Management Plan and associated Traffic Guidance Schemes.
- f. **Traffic Guidance Scheme (TGS)** An arrangement of temporary signs and devices to warn traffic and guide them through, around or past a work area.
- g. **Traffic Management Plan (TMP)** The Traffic Management Plan Template (S3APAC-306-FM1) is project specific and details the planning, implementation, and monitoring of traffic control measures required to maintain a safe roadwork site (this may include a Traffic Guidance Scheme). This plan must reference and meet regulatory, code of practice obligations and road authority permits, as appropriate to the state or territory jurisdiction.
- h. **Travelled Path** The part of the roadway which is made available to vehicles and that may comprise of one or more traffic lanes.
- i. **Vehicle Mounted Warning Device (VMWD)** Generally consisting of; a single flashing amber light, this applies to vehicles infrequently used for work on roads. For frequently used vehicle, refer to the relevant legislative requirements.

4. References

- a. Country, state or territory legislation (refer to ANZ SH&E Legal Register)
- b. Local Subs managed processes

5. Records

- a. Safe Work Method Statement (SWMS) Template S3[APAC]-209-FM1
- b. Traffic Management Plan Template S3[APAC]-306-FM1

6. Change Log

| Rev # | Change Date | Description of Change | Location of Change |
|--------------|--------------------|------------------------------|---------------------------|
| 0 | May 29, 2018 | Initial Release | All |
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