

Traffic & Pedestrian Management

Safety@Optus – Hazard Standard



What you need to know

Whether it is at a warehouse, an exchange, an Optus corporate facility or another type of Optus work location, in most cases the need for traffic or pedestrian / management is a foreseeable hazard and identified at the work planning stage. Therefore proactive risk management mechanisms are to be put in place to prevent harm prior to work starting.

It is imperative to risk manage the movement of pedestrians and workers when moving vehicle traffic or the use of plant such as forklifts etc is present at the work location.

This is done using a **Traffic Management Plan (TMP)** with details of the work to be undertaken and how the risks associated with plant and vehicle traffic are being managed.

Planning your work

Local councils can have an important role in managing traffic movement. They work with State Governments to manage traffic concerns on its own Regional and Local roads.

When work is being carried out on or near a public road e.g. working on a footpath or nature strip adjacent to a road, relevant authorities will need to be contacted to advise them of the proposed **(TMP)** or inquiries made to see if there are additional requirements that need to be put in place.

Therefore, in most cases the contractor will be required to prepare and submit a comprehensive **(TMP)** to the council.

The plan must be in accordance with local council or State Govt guidelines, detail traffic diversions, timings and the methodology for achieving the activities. In addition to the local council the **(TMP)** must satisfy the requirements of the Police where applicable.

Use of this Standard

This Standard "at times" will need to be read and used in parallel with other WHS standards to ensure that all concurrent duty holders are aware of its WHS obligations, and all legislative requirements are being met.

All necessary site safety documentation related to traffic management to facilitate the works must be kept and submitted to Optus as part of the site final phase handover pack.

The requirements listed in this standard will be used by Optus as part of the contractor audit assurance framework to verify the management of the WHS contractual and legislative obligations.

Australian Standards & Industry Codes

It is the responsibility of the Contractor working on behalf of Optus to be aware of and have documented a process of how it meets the relevant Australian standards for managing the movement of pedestrians and workers where the need for traffic controls are identified.



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Safety@Optus – Contractor Requirements



1. The Contractor must have a process of risk assessment to identify where and what type of traffic management plans and controls that need to be in place
2. The contractor must be able to demonstrate how it uses "HIRAC" to establish the most effective layers of risk control for all identified and foreseeable hazards present at the site / work location. This must extend to any deviations to the planned works
3. The Contractor must have a process and be able to demonstrate how it factors this information into developing safe systems of work for all workers and pedestrians
4. The traffic management plans, and control measures used to manage on site risk must be clearly be communicated and consulted to all workers for input, the controls then documented on the site-specific SWMS and the project risk register if applicable to other sites.
5. Where applicable, conduct inspections of works to ensure compliance with traffic management plans and safe systems of work.
6. The Contractor must have a process and be able to demonstrate the mechanisms used of it how it consults with workers and communicates all site requirements –
7. A site-specific SWMS is to be available at all sites where traffic management is required to perform work on behalf of Optus
8. The TMP must include site assessment with details of site set up, the marking and placement of barriers and exclusion zones , pedestrian walkways, additional safe access / exit or work areas
9. The site safe systems of work assessment and site-specific SWMS must in include the movement of plant around the site with safe walkways or designated traffic controllers where required
10. A Supplier must be able to verify that any plans developed are by appropriately trained certified traffic control personal and the site supervision and the performance of traffic management tasks are performed by appropriately trained and certified personal
11. The Supplier is to ensure that any Council or local authority permits that are required are on site and available upon request
12. There is to be accountable personal on site that can demonstrate the TMP that is in place and used by Optus Contractors is fit for purpose
13. There must be an emergency preparedness and response plan In place, this can be included as part of the site-specific plan or as stand-alone process. it must be communicated to all workers on site at the start of each workday.