

WORKING NEAR TRAFFIC POLICY

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1 PURPOSE

- 1.1 This policy outlines how CQUniversity will meet or exceed legislative obligations to eliminate or minimise exposure to risks when working near traffic.

2 SCOPE

- 2.1 This policy applies to all CQUniversity employees, students, contractors and their employees, and all visitors whilst at CQUniversity worksites including individuals participating in work activities that are conducted off-site.

3 POLICY STATEMENT

- 3.1 Construction and maintenance work conducted on or adjacent to roads, no matter how minor the task, will be undertaken by appropriately trained workers, in accordance with current relevant legislation, and engaged by the Facilities Management Directorate or other authorised business area. This includes work that causes interference or obstruction to the normal use of a roadway and/or pedestrian pathway on or adjacent to University infrastructure.
- 3.2 Care will be taken to avoid, wherever possible, long delays or detours that may cause unnecessary inconvenience to road users.
- 3.3 Contractors or other service providers that are engaged to undertake work at University worksites do not absolve the University of its responsibilities and obligations as an employer. There remains a statutory duty for the University to ensure its workplace is safe, so far as is reasonably practicable, regardless of any contractual terms and conditions. Refer to [Contractor Occupational Health and Safety Management Procedure](#).
- 3.4 Where a formal written agreement for property/space exists for University use, consideration will be given to the terms and conditions of that agreement.
- 3.5 Employees employed to conduct traffic control must have undertaken Australian nationally recognised training to undertake their allocated tasks, and deploy traffic control devices in accordance with approved traffic guidance schemes. The cost of training will be the responsibility of the business area.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 Individuals at CQUniversity worksites (including work activities that are conducted off-site) have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. They must comply with any reasonable instruction and co-operate with any reasonable policy document relating to health and safety at the workplace.
- 4.2 Safety and Wellbeing will assist to facilitate compliance, monitoring and review. Refer to [Work Health and Safety Roles and Responsibilities Procedure](#).
- 4.3 The Director People and Culture and Safety and Wellbeing Manager are responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.

Reporting

- 4.4 No additional reporting is required.

Records management

- 4.5 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.6 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).
- 5.2 Other definitions in relations to Work Health and Safety can be located in the respective legislative documentation (e.g. Work Health and Safety Act, Work Health and Safety Regulations, Codes of Practice, Guides).

6 RELATED LEGISLATION AND DOCUMENTS

[Manual of Uniform Traffic Control Devices](#)

[Contractor Occupational Health and Safety Management Procedure](#)

[Safe Work Australia: Workplace Traffic Management Guidance Material:](#)

- General guide for workplace traffic management
- Traffic Management Guide – Construction Work
- Traffic Management – Events
- Traffic Management - Warehousing
- Traffic Management – Information Sheet
- Traffic Hazards Checklist
- Traffic Control Measures Checklist

[Work Health and Safety Act 2011](#) (Qld)

[Work Health and Safety Regulation 2011](#) (Qld)

[Work Health and Safety Roles and Responsibilities Procedure](#)

7 FEEDBACK

7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	University Management Committee
Required Consultation	N/A
Administrator	Director People and Culture
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