

WORKING NEAR TRAFFIC POLICY



CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	POLICY STATEMENT	1
4	RESPONSIBILITIES	2
	Compliance, monitoring and review.....	2
	Reporting.....	2
	Records management.....	2
5	DEFINITIONS	2
6	RELATED LEGISLATION AND DOCUMENTS.....	2
7	FEEDBACK.....	3
8	APPROVAL AND REVIEW DETAILS.....	3
9	APPENDIX	4

1 PURPOSE

- 1.1 CQUniversity has an obligation to provide a work environment without risks to health and safety, so far as is reasonably practicable. This obligation includes eliminating or minimising exposure to risks of working near traffic. The intention of this policy is to meet or exceed obligations under current legislation.

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 All 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, engaged by the Facilities Management Directorate or other authorised organisational unit. This includes work that causes interference or obstruction to the normal use of a roadway and/or pedestrian pathway on or adjacent to CQUniversity infrastructure.

Care will be taken to avoid, wherever possible, long delays or detours that may cause unnecessary inconvenience to road users.

The engagement of contractors or other service providers to undertake work at CQUniversity worksites does not absolve CQUniversity of its responsibilities and obligations as an employer. There remains a statutory duty for CQUniversity to ensure its workplace is safe, so far as is reasonably practicable, regardless of any contractual terms and conditions.

Refer to [Safety Health Environment Workcover Sustainability \(SHEWS\) Contractor Management Procedure](#).

- 3.2 Where a formal written agreement for property/space exists for CQUniversity use, consideration will be given to the terms and conditions of that agreement.

- 3.3 CQUniversity employees employed to conduct traffic control will have undertaken Australian nationally recognised training to undertake their allocated tasks and will ensure workers are competent to deploy traffic control devices in accordance with approved traffic guidance schemes. The CQUniversity Traffic Management Plans are provided in [Appendix 1](#) and links to related checklists are provided [below](#). The cost of training will be the responsibility of the organisational unit.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 CQUniversity management have a duty to exercise due diligence to ensure that CQUniversity complies with relevant legislation (e.g. Work Health and Safety Act, Work Health and Safety Regulations, Codes of Practice, Guides).
- 4.2 CQUniversity employees, students, contractors and their employees, and all visitors 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 or procedure relating to health and safety at the workplace.
- 4.3 The Occupational Health and Safety Unit of CQUniversity will assist management and others to facilitate compliance, monitoring and review.
- Refer to [Work Health and Safety Roles and Responsibilities Procedure](#).

Reporting

- 4.4 No additional reporting is required.

Records management

- 4.5 Staff must maintain all records relevant to administering this policy in a recognised University recordkeeping system.

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/Part 3 Fact Sheets/Low Speed Low Volume](#)

[Manual of Uniform Traffic Control Devices/Part 5 Fact Sheets/Short Term Low Impact Works](#)

[Contractor Management Procedure](#)

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

- Traffic Management Guide – Construction Work
- Traffic Management – General Guide
- Information Sheet – Traffic Management
- Traffic Hazards Checklist
- Traffic Control Measures Checklist

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

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

7 FEEDBACK

7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

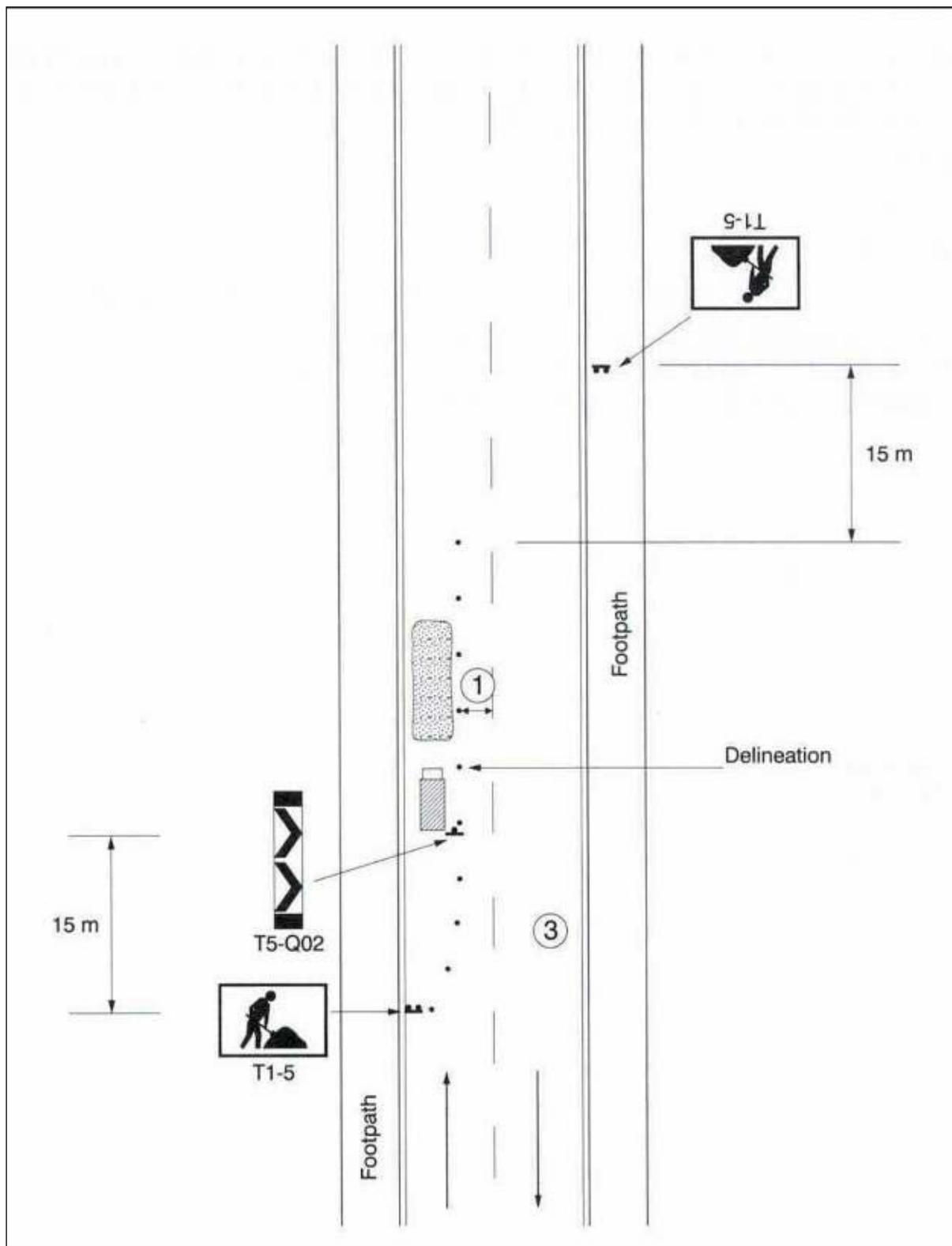
8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellors Advisory Committee
Administrator	National OHS Manager
Next Review Date	7/03/2021

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 7/03/2018
Amendment Authority and Date	
Notes	This document replaces the Safety Health Environment Workcover Sustainability (SHEWS) Working Beside Traffic Procedure (14/11/2011)

9 APPENDIX 1: CQUniversity Traffic Management Plans

Short-term part lane closure / 2 lanes, 2-way road – low speed



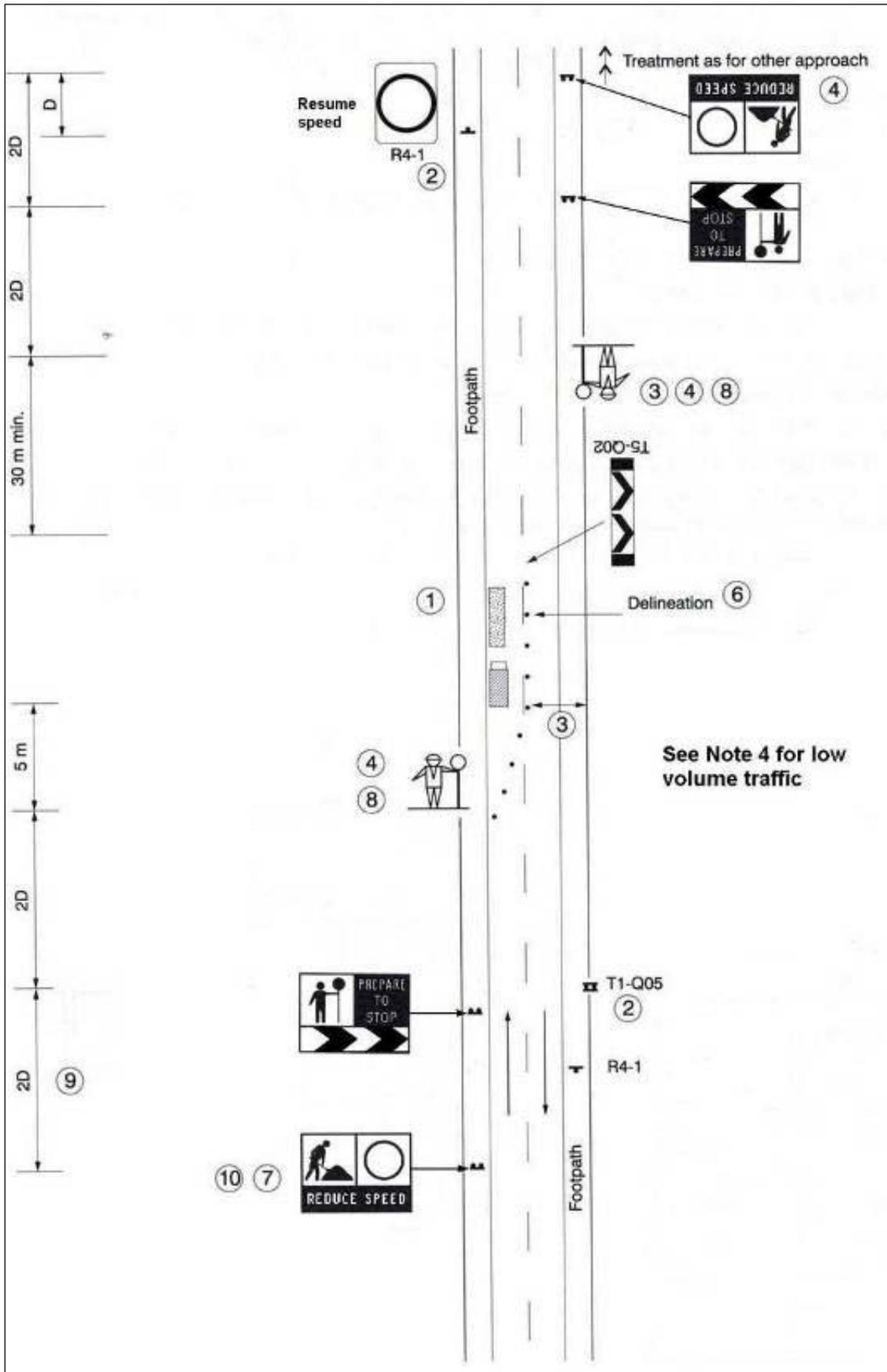
Applications for this setup

- short-term set up of the signage - not exceeding a duration of one shift
- for use on 2-way traffic roads of low speed (40kph or less)
- low traffic volume roads
- travelled path for vehicles will be around the job site
- control – drivers have clear visibility of the work area and beyond it for at least 75m, a natural 'give and take' approach will be adopted
- day-time use only
- part lane closure for maintenance purposed described below

Notes

- 1 This signage setup will be adopted when conducting short-term works within 3m of the edge of the roadway. Typical tasks include:
 - poisoning or whipper snipping along the edge of a road way or concrete kerb
 - hedge-trimming, pruning plants or mowing along the edge of the roadway.
- 2 Where this remaining width is insufficient for a lane of traffic, and vehicles need to cross the centreline to travel around the work area, the remaining width of the lane affected by the works should be signed to ensure distance of 3.5m is maintained.
- 3 General information
 - a All employees employed to work within 3m of the edge of the roadway will wear high-visibility clothing.
 - b Temporary hazard markers are used in lieu of traffic cones to form tapers.
 - c Traffic cones used on roadworks will be a minimum 450mm to 500mm in height and spaced at appropriate distances to delineate the work area.
 - d Where two-way operations cannot be maintained, the taper distance should be reduced to 45 degrees on both the approach and departure sides of the works.
- 4 The width of the road way should be maintained at a distance of 3.5m to ensure vehicles operate in single file, under shuttle working conditions. Consider the need to prohibit parking along this kerb.
- 5 The workers (symbolic) sign should be removed when workers have left the area or are no longer visible to traffic.

Short-term Full Lane Closure / 2 lanes, 2-way road – traffic controllers – low speed approach



Application for this setup

- short-term set up of the signage - not exceeding a duration of one shift)
- for use on 2-way traffic roads of low speed (40kph or less)
- low traffic volume roads
- travelled path for vehicles will be around the job site 3.0m min
- control – will be determined by CQUniversity appointed traffic controllers
- day-time use only
- full lane closure for maintenance purposed described below

Notes

- 1 This signage setup will be adopted when conducting short-term works on the campus roadway. Typical tasks include:
 - using an elevated work platform or similar device to carry out maintenance to street lighting, replacement of banners or rethreading the rope in the flag poles
 - cleaning out storm water gully pits.
- 2 Vehicles not directly associated with the work should be parked off the site so they do not unduly obstruct motorists' vision of the travelled path while leaving a clear escape path for workers if required.
- 3 A **Traffic Controller Ahead /PREPARE TO STOP** sign.
- 4 The width of the road way should be maintained at a distance of 3m minimum to ensure vehicles can operate in single file.
- 5 The traffic controller should be positioned adjacent to the unobstructed lane.
- 6 General information
 - a All employees employed to work on or adjacent to (within 3m) of the edge of the roadway will wear high-visibility clothing.
 - b Traffic cones used on the road works will be a minimum 450mm to 500mm in height and spaced at appropriate distances to delineate the work area.
- 7 Traffic cones used on road works may be omitted if continuous operations are in progress and vehicle/s has mounted warning device.
- 8 A maximum speed limit of 40kph shall be used.
- 9 High-visibility garment shall be worn.
- 10 The distance D for sign spacing is 60m to 80m.
- 11 The workers (symbolic) sign may be mounted with the speed restriction sign and removed when workers have left the area or are no longer visible to traffic.

Acknowledgement:

[QPWS Technical Manual – “QPWS Road Works Signage Manual for Works On Very Low-Volume Roads In Rural Areas”](#)