

1. PURPOSE

To establish and maintain a standard system of traffic control on all GWMWater work sites to ensure the safety of staff, contractors and the public.

2. SCOPE

This applies to work conducted on designated roads and applies to staff and contractors working for GWMWater.

3. RESPONSIBILITIES

- a) Executive Manager Service Delivery.
Is responsible in ensuring all appropriate staff are trained in Traffic Management
- b) **Area Managers.**
Are responsible to ensure all employees and contractors under their control are familiar with this procedure
- c) All operational staff and contractors employed by GWMWater.
Are responsible in carrying out all works on roadways in line with this procedure

4. METHOD

A staff member trained in traffic control that has attended and completed the approved course in traffic management or equivalent, is required to ensure this procedure is followed for works conducted in roadways.

The trained staff or contractor is to decide whether traffic shall be diverted around works in roadways.

At least one trained staff member/**contractor** is to remain on site whilst works are being undertaken in a roadway.

All work in roadways must be thoroughly planned prior to any work commencing on site and shall include:

- a) Existing and planned traffic flow arrangements
- b) All road users, especially if vulnerable, e.g. handicapped or children
- c) Identify who manages the roadway by consultation with local Council Officers, VicRoads
- d) Notification of emergency services
- e) The location of other utility services
- f) Planned duration of expected works

4.1 Works on Council Managed Roads

In planning for works in roadways, a decision is to be made by the trained person as to whether traffic is to pass through the work site or will be detoured around it. Refer to the **GWMWater Worksite Traffic Management Guidelines for assistance.**

Alternatively, you can seek assistance from staff trained in RapidPlan software. The software allows new traffic management scenarios to be designed and drawn.

Area Managers in Regional Operations and planners in Network Systems and Planning have been trained in the use of RapidPlan.

Appropriate signage, barriers and personal protection equipment must be in place in accordance with the latest Code of Practice, Australian Standard for Traffic Control at Roadwork's, AS 1742.3.

The identified signage, barriers and personal protection equipment required to undertake Traffic Control at Roadworks will be managed by GWMWater staff/ Approved contractor. If additional requirements are identified the relevant Area Managers shall process these requests.

4.2 VicRoads Emergency Traffic Management

Where works are required on VicRoads managed roads the following procedure shall be followed:

- a) Call VicRoads Traffic Management Centre on 13 11 70
- b) Give the name and location of work site, e.g. State, town, postcode, nearest major road and cross road (GPS coordinates preferred)
- c) Give VicRoads a return telephone contact number
- d) They will take details for the purpose of traffic management and dispatch the call to the relevant person on-call
- e) A VicRoads Approved Traffic Management Contractor if available will then attend the location to manage the traffic on GWMWater's behalf.
- f) Document that you contacted VicRoads (date, time, who you spoke to, what was to happen)

4.3 Consent for Works within A Road Reserve

GWMWater employees and contractors are exempt from obtaining Consent from the relevant Coordinating road authority (Council or VicRoads) for emergency works and minor works that don't impact on traffic. Reference Road Management Act 2004 - Code of Practice - Division 7 and Road Management Regulations 2015 (Works and Infrastructure) part 2.

GWMWater must make an application to the relevant Coordinating road authority (Council or VicRoads) for all planned works that impact on traffic and No works are to proceed until the consent has been provided. **Please note, it is an offence to work within a road reserve without consent.**

4.4 Memorandum Of Authorisation (MOA)

GWMWater employees and contractors are exempt from obtaining a Memorandum Of Authorisation (MOA) for emergency works and is empowered under the Road Safety Traffic Management Regulations to erect, display, place, remove or alter traffic control devices. Reference Road Management Act 2004 - Code of Practice - section 16 (3).

4.5 Hi Visibility Clothing Near Traffic

GWMWater employees and contractors must wear Hi Visibility clothing when working near traffic. Fluorescent clothing with retroreflective material is supplied to all outdoor workers by GWMWater and this is required to be worn by workers when working near traffic or on road reserves. Reference Australian Standard (AS 1742.3) – Manual of uniform traffic control devices.

5. DOCUMENTATION

5.1 Reference

- a) *Road Management Act 2004 – Code of Practice worksite safety traffic management*
- b) GWMWater Worksite Traffic Management Guidelines
- c) Australian Standard for Traffic Control at Roadwork's, AS1742.3
- d) *Road Management (Works and Infrastructure) Regulations 2015*

6 DEFINITIONS

The reader is directed to the Corporation's [standard definitions](#).