

TRAFFIC CONTROL

OP007 V1

1. Objectives:

Vehicles and mobile plant moving in and around workplaces are a major cause of occupational injuries and deaths in Western Australia. The objective of this procedure is to ensure, so far as reasonable practicable, the safety, health and wellbeing of all staff and visitors at the Stanley Road Waste Management Facility and the Banksia Road Organics Processing Facility.

2. Guidelines:

The OSH Act states that:

- *An employer shall, so far as is reasonably practicable, provide and maintain a working environment in which the employees are not exposed to hazards.*
- *An employee shall take reasonable care to ensure his or her own safety and health at work.*

Where are the hazards?

Workplace hazards involving movement of vehicles and mobile plant may occur during:

- Pedestrian movements
- Vehicles or plant reversing and manoeuvring
- Arrivals and departures
- Loading and unloading
- Mounting and dismounting from vehicles
- Securing of loads
- Movement of material
- Maintenance work.

Reversing, loading, unloading and pedestrian movements are the activities most frequently linked with workplace accidents.

Who is at risk?

People who work with, or near vehicles and mobile plant, such as cars, vans, forklifts, trucks, semitrailers, trailers, tractors, loaders and utilities are most at risk.

People also at risk may include other workers, management, self-employed people, customers and visitors at workplaces.

Workplace traffic flow has been designed to be:

- Safe for movement of both vehicles and pedestrians
- Wide enough for the largest vehicle using them
- One way for the control of vehicles
- Free from excessive gradients where possible.

Unsealed roads have been designed with controls in place to allow for the safe movement of heavy machinery and plant.

Clear signage to control the speed limits have been placed in strategic locations as required.

3. Procedure:

It is the responsibility of individual staff to ensure the correct procedures are followed by all vehicles and machinery operating at BHRC.

- All vehicles including public, BHRC vehicles, contractors and customers that are on a BHRC site must obey sign posted speed limits and any directional arrow signs.
- Traffic movement is restricted to established roads unless approved by management.
- Visitors to site are to park in the designated parking bays as instructed on arrival.
- The weighbridge staff will direct all patrons of the facility to the appropriate end disposal point subject to the nature of the material being disposed of.
- Operational staff will coordinate with the weighbridge and BHRC drivers to provide traffic control to incoming patrons in order to maintain a safe working distance.
- BHRC will adhere to regulatory controls to ensure safe conduct including appropriate licencing, safe vehicle operations and interactions and all necessary maintenance schedules.

It is a condition of entry that Children and Pets are to remain in the vehicle at all times.

4. Stanley Road Waste Management Facility (SRWMF)

The Transfer Station at the Stanley Road Waste Facility has been designed to remove the need for customers to reverse when unloading. This area is controlled by arrows allowing vehicle movements to flow in one direction.

During truck movements in the Transfer Station non-essential personnel are to be excluded from the area.

4.1 Collection and Drop off of Transfer Station Bins.

- 4.1.1 All BHRC drivers entering the transfer station are to ensure that they radio through to notify staff of their arrival.

This will advise the weighbridge operator and Transfer Station staff that a vehicle is going to be loading or unloading in this area.

- 4.1.2 The operator in the Transfer Station is then required to be in radio contact with the truck driver to maintain safety in the area for other vehicles.

- 4.1.3 The operator is to place himself in a safe position that is visible to the truck driver and able to stop any traffic coming from the weighbridge station if required.

- 4.1.4 In the case of congestion, the weighbridge operator is to stop the flow of traffic from the weighbridge.

This congestion is something that clears quickly so you will only be asking the customer to wait for a few minutes.

- 4.1.5 Radio contact is to be maintained at all times.
- 4.1.6 If you are parking a vehicle in the Transfer Station, to prevent rolling ensure that you are parked on level ground with brakes applied. Any raised attachments, such as buckets, should be lowered to the ground and the engine should be switched off and keys removed to prevent unauthorised use.

It is important that the access and egress is kept clean and free of debris at all times.

4.2 Bobcat Operations in the Transfer Station

- 4.2.1 General duties using machinery in the transfer station are to be conducted in a safe manner with attention paid to the movement of customers.
- 4.2.2 For the purpose of loading or unloading for customers, including greenwaste, mulch and waste, the driver has the authority to direct traffic as required to maintain safety.

This may include requesting the customer park the vehicle in a specific location or asking additional staff to provide traffic control as above: *4.1 Collection and Drop off of Transfer Station Bins.*

4.3 Tip face

- 4.3.1 In consultation with management the active tip face will be controlled by two-way radio.
- 4.3.2 In the first instance, the weighbridge operator will direct customers dropping off waste to the facility, to the correct location of the active tip face.
- 4.3.3 The compactor operator in consultation with incoming waste disposal clients, will coordinate the end disposal site for dropping off waste.

5. Banksia Road Organics Processing Facility (BROPF)

5.1 Incoming Vehicles

5.1.1 Incoming delivery vehicles must follow the Traffic Management Plan as included in the BROPF Emergency Management Plan.

5.1.2 Drop off point for incoming feedstock is coordinated with the site operator via a two-way radio.

5.1.3 Incoming vehicles are only permitted in the feedstock drop off area.

All other traffic movements are controlled, in consultation with onsite staff, by BROPF procedures. *Refer to the BROPF Procedure Manual.*

Further Information:

- *Occupational Safety & Health Act 1984*
- *Occupational Safety & Health Regulations 1996*
- *Worksafe WA*
- *Government of WA: Commission for Occupational Safety and Health*

Further Information:

- *Safety Management System Policy*
- *Risk Assessment Tool and Matrix*

First Adopted: July 2017

Review by: Tony Battersby

Review date: July 2019

Review Responsibility: Michelle Lloyd

Last Reviewed: July 2017