



TRAFFIC MANAGEMENT

Core Operating Procedure

Business Management Systems (BMS) Group

Document No.: HEQ-PCE-00633

**POWERING FUTURES,
CREATING LEGACIES.**

DOCUMENT VERSION CONTROL

Note: Most recent change to this document is highlighted in grey.

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TABLE OF CONTENTS

1. Purpose	4
2. Scope	4
3. Introduction	4
4. Roles and responsibilities	4
5. Traffic management operations.....	6
5.1. Minimum traffic guidelines	6
6. Identifying hazards	7
7. Risk management	7
8. Traffic management plans	8
8.1. Controlling the risks.....	8
9. Outsourcing traffic management services	9
10. Vehicle movement plan	9
11. Road safety barriers	9
12. Traffic Controller training and accreditation	10
13. Monitoring operations	10
13.1. Daily routine tasks.....	10
13.2. Prior to work commencing	11
13.3. During work hours	11
13.4. Completion of day's work.....	11
13.5. After hours.....	11
13.6. Incident management.....	12
13.7. Dash cam	12
14. Qualifications required for specific activites	13
15. Non-work/external traffic within construction zone.....	14
16. Definitions	15
17. References	16

1. PURPOSE

The purpose of this Group Standard is to manage health, safety and environmental risks posed by internal and external traffic to workers and other persons (including travelling public) while construction or maintenance work is occurring on, or adjacent to, roads. This will be achieved through the development of Traffic Management and Vehicle Movement Plans for projects interfacing with public roads. For projects with internal traffic only, a Vehicle Movement Plan only is required.

2. SCOPE

This document encompasses all BMD Group subsidiaries including BMD Constructions, Empower, BMD Urban, JMac Constructions and Urbex. For ease of reference, the term BMD is used throughout this document to reference the 'group'.

This standard covers all traffic management regarding construction or maintenance work and sites.

3. INTRODUCTION

Where pedestrian, traffic or plant movements at or near a site are affected by work, the person with control of the project must ensure these movements are safely managed to eliminate or otherwise control any associated health, safety and environmental risks.

BMD promotes safe and consistent traffic management practice at work sites on roads in accordance with relevant State or Territory legislation or road authority requirements and national standards. Any subcontractors engaged for traffic management purposes must comply with all training and registration requirements and this standard. It is important for workers responsible for managing traffic on the work site to hold a qualification relevant to the task in traffic management as required by the relevant local authority.

4. ROLES AND RESPONSIBILITIES

Project Manager

- Ensure traffic management operations are risk assessed prior to project commencement and at task level. Risk assessment to be detailed in the project's [Risk Register](#).
- Ensure Risk Assessment is completed for all traffic guidance schemes and works are carried out as per the [Traffic minimum standards](#).
- Ensure a [Traffic Management Plan](#) (TMP), [Vehicle Movement Plan](#) (VMP) – or both – is developed for the project as required.
- Ensure accredited Traffic Personnel (internal or external) are appointed for the development and implementation of the [Traffic Management Plan](#) and Traffic Guidance Scheme.
- Ensure all outsourced Traffic Control companies who are engaged for Traffic Implementation and/or Design services are qualified and registered for the nominated Road Category where works undertaken.
- Ensure an audit schedule includes traffic management audits to be conducted.
- Ensure all traffic incidents are reported and recorded as per the Incident and Accident Standard.
- Implement processes to ensure adequate records are maintained and stored.
- Ensure drive-through dash cam is conducted at start and end of each shift, when conditions change after an incident.
- Ensure confirmation of traffic control devices including position and operational status are to be recorded by either dash cam footage or photos after occurrence of incidents
- Liaise with identified stakeholders during pre-mobilisation.

Project Traffic Representative (as delegated by Project Manager)

- Must hold a relevant (State) Traffic Management qualification
- Ensure that the approved traffic management measures are implemented and maintained in accordance with the approved plans
- Review Traffic Staging Plans and organise desktop audit
- Develop and review the [Traffic Management Plan](#), and Traffic Guidance Schemes (TGS)
- Responsible for ensuring [Daily Signage Check](#) and [Road Safety Barrier Checklist](#) and [Barrier Installation Checklist](#) are undertaken
- Full awareness of all traffic management issues and control measures
- Provide additional technical expertise to improve safety and investigate innovative ideas to improve staging and develop complex traffic guidance schemes as required
- Obtain and manage required permits and approvals. Liaise with all relevant stakeholders
- Organise Road Safety Audits (internally or externally) as required for the project
- Project Traffic Representative must have the authority to stop work on any activity where it is necessary to prevent traffic accidents or to comply with the directions of the Client and other authorities
- Ensure drive-through dash cam is conducted at start and end of each shift, when conditions change after an incident. Confirmation of traffic control devices including position and operational status are to be recorded by either dash cam footage or photos

Traffic Supervisor

- Must hold a relevant (State) Traffic Management qualification (Traffic Implementation) and experience (cannot be junior staff such as a Graduate Engineer) to enable the implementation of the Project Traffic Management Plan and Traffic Guidance Schemes
- Review and understand the Traffic Management Plan, Vehicle Movement Plan, or both
- Conduct [Daily Signage Check](#) and [Road Safety Barrier Checklist](#)
- Full awareness of all traffic management issues and proposed control measures
- Ensure adequate management of dust control of the site works, so that no nuisance is caused to the Client/Stakeholders
- Provide construction support to the Traffic Representative during development of the project TMP and associated TGS
- Input into the development of the Project's [Vehicle Movement Plan](#) and progressive updates as required
- Ensuring all relevant site employees and Subcontractors are aware of the traffic management strategies recorded in the Traffic Management Plan

HSE Personnel
• Ensure all traffic management operations conform with local legislative requirements and national standards • Provide input to the Traffic Management Plan and Vehicle Movement Plan • Ensure daily inspections of traffic management operations are conducted and recorded on the Daily Signage Check • Ensure all competent workers involved in the traffic management operations are recorded in the Project Training and Competency Registers or CMS Portal
Traffic Controller
• Must hold appropriate state/territory issued accreditation to perform traffic control duties • Implement and monitor approved traffic guidance schemes as required • Maintain records of implemented traffic control devices including regular checks before, during and after implementation. Regular checks are to be performed throughout the duration of the shift • Ensure the Traffic Controller Ahead or Prepare to Stop sign is removed when work is suspended throughout a shift or completed for the day
All Other Employees
• Adherence to the Traffic Management Plan and Vehicle Movement Plan requirements at all times • Ensure work is not conducted that requires a competent person under the standard or interferes or alters traffic control devices • Adoption of a responsible and safety conscious attitude towards traffic management issues at all times • Report to relevant staff the effectiveness of, and suggested improvement to, non-compliant traffic management practices • General safety maintenance and monitoring of all public interfaces throughout the works • Comply with all traffic management requirements and process

5. TRAFFIC MANAGEMENT OPERATIONS

5.1. Minimum traffic guidelines

- Traffic movement has been assessed and subsequent Traffic Management and/or Vehicle Movement Plans and controls have been established.
- Traffic Management Plans are reviewed and/or approved by the relevant local authority.
- Traffic management (including public, plant and person) is implemented in accordance with the site-specific Traffic Management and/or Vehicle Movement Plans.
- Workers responsible for implementing traffic management are suitably licensed and trained, see table in Section 13.
- Traffic control devices are monitored daily by the Traffic Supervisor for tampering/vandalism and are reviewed as the project develops, in accordance with the Traffic Management Plan and/or Traffic Guidance Scheme.
- High visibility clothing to be worn at all times. High visibility clothing with retro reflective tape must be worn when working during hours of darkness or poor visibility (refer to AS/NZS 4602.1: High visibility safety).
- Signs and traffic controls must be in place before starting work and conform to retroreflective requirements where required.
- Project-determined Personal Protective Equipment (PPE) to be worn at all times.
- Consideration must be given to notifying the public of pending traffic interface works via letterbox drops or other media.

6. IDENTIFYING HAZARDS



The following is a list of common hazards to consider when planning for traffic management operations. Other site-specific hazards to be considered:

- Working near Live Traffic
- Road Geometry
- Approach speed
- Speeding through work site
- Stop/Slow traffic control
- Traffic Controller
- Trucks rollover
- Driver behaviour
- Communication
- Wide load
- Visibility/Sight Distance
- Bus stops
- Pedestrians (employees or visitors) hit by mobile plant or vehicles
- Plant or equipment hit by a vehicle (Access and Egress from site)
- Incorrect use of Road Safety barrier systems
- Clear zones and barrier deflection zones required
- Working in low light or at night-time
- Enviro Condition (Sun and heat)
- Fatigue (Construction worker / Member of public)
- Open excavations/drop offs adjacent to traffic
- Noise
- Inclement weather
- Hazardous manual tasks
- Objects/projectiles.

7. RISK MANAGEMENT¹

Conduct a risk assessment of the identified hazards using the Project [Risk Register](#) (refer to [Risk Management](#) standard). All applicable project-specific [Work Method Statements](#) (WMS) must incorporate any hazards associated with work near traffic. Hazard/task and personnel undertaking this works need to be inducted into this WMS prior to commencing work. A Job Hazard Analysis (JHA) is to be completed prior to commencement of any traffic management implementation.

This is further detailed in the [Traffic Management Plan](#).

¹ FSC Audit Criteria H 15.1

8. TRAFFIC MANAGEMENT PLANS²

[Traffic Management Plans](#) (TMPs) for roadwork sites provide a means of planning and implementing how all likely road users will be safely and efficiently guided through a roadworks site and ensure the network performance is not unduly impacted, for the duration of the works. TMPs are prepared by a qualified and licensed person in accordance with the relevant legislation, codes of practice, Australian standards and other requirements. The TMP includes location specific traffic guidance schemes (TGS), details the methodology for implementing and dismantling traffic control devices and is approved as required by the relevant authority³.

All TMPs must be developed to ensure compliance with the relevant state/territory manual as listed below:

- Queensland – Austroads Guide to Temporary Traffic Management (AGTTM)
- Queensland Guide to Temporary Traffic Management (QGTMM)
- NSW – Traffic Control at Worksites (TCAWS) Technical Manual
- Victoria – Code of Practice for Worksite Safety - Traffic Management incorporating Austroads Guide to Temporary Traffic Management (AGTTM)
- WA – Main Roads WA Traffic Management for Works on Roads Code of Practice
- NT - Austroads Guide to Temporary Traffic Management (AGTTM)
- SA - Standards for Workzone Traffic Management
- Austroads Guide to Traffic Management may also provide some guidance. Where different manuals provide conflicting standards, the higher standard must be adopted unless agreed otherwise with the Traffic Representative and/or HSE Personnel.

8.1. Controlling the risks

There are numerous ways to control the risks associated with working on roads or road related areas.

Following are some examples of control measures that may be considered:

- Detours, side-tracks and contra-flows
- Full or half road closures
- Lane closures or shoulder closures
- Footpath closures or diversions
- Advanced warning signs including variable message signs
- Qualified Traffic Controllers to hold and release traffic as required **only where traffic control devices are not reasonably practical**.

When considering any control measures, the hierarchy of control should be used, and advice must be obtained to determine what approvals are required from which relevant authority. Authorities may include the local council, state government department or private road or tunnel operator (e.g. Transurban). In some states, an additional approval from the relevant state Police Service is required.

8.1.1. Traffic Guidance Scheme

Planning for all road works requires the preparation of Traffic Guidance Schemes (TGSs) by a **suitable qualified person** (refer to table in Section 13). The TGS will involve a detailed risk assessment of the site and activity to be undertaken to determine the most appropriate traffic devices and set up for the situation.

It is essential to prepare such plans well before the job starts or before the start of the stage to which they apply, so that there is enough time to obtain any special devices or approvals needed.

² FSC Audit Criteria H 15.2

³ FSC Audit Criteria H 15.2

Six important basic principles, to be observed, are as follows:

1. Signs and devices must be appropriate to the conditions at the worksite and must be used in accordance with the AS 1742.3 MUTCD and any State or Territory Legislation, unless a risk assessment by a competent person indicates an alternative arrangement is satisfactory.
2. Signs and devices must be erected and displayed by a suitably qualified person before work commences at a worksite.
3. Signs and devices must be checked daily at the beginning and completion of each shift, **when conditions change and after an incident. Sign and devices must be** maintained in a satisfactory condition⁴.
4. Signs and devices must be removed from a worksite as soon as practicable. However, appropriate signs must remain in place until all work (including loose stone removal and line marking following bituminous surfacing) has been completed.
5. Records must be kept of all work's signing and delineation at roadway or part-roadway closures.
6. Traffic Guidance Schemes⁵ must be prepared in accordance with AS1742.3 MUTCD and local jurisdictional requirements and approved by the relevant authority.

9. OUTSOURCING TRAFFIC MANAGEMENT SERVICES

Where Traffic Management Design or Implementation services are outsourced to a third party, BMD shall ensure such service providers are registered and qualified to the appropriate National or State authority prior to engagement.

Providers certification will be verified based on the following Road Categories where relevant-

- **Category 1:** Urban streets and low volume rural roads.
- **Category 2:** High volume roads.
- **Category 3:** Motorways and freeways

Competency and training records will be managed as per this document and the [Subcontractor HSEQ Management](#) standard.

10. VEHICLE MOVEMENT PLAN

The [Vehicle Movement Plan](#) is to be developed, implemented and maintained to control the potential hazards and minimise the risks associated with the interaction between mobile plant, vehicles and pedestrians within the project. The Plan is located on-site and used as a tool to communicate this information to contractors, employees, subcontractors, material/service suppliers and visitors to ensure they clearly understand where they are permitted to be.

This document is to be utilised to assist in the development of a site Vehicle Management Diagram (VMD) and support in the communication of the requirements protocol for the Project.

11. ROAD SAFETY BARRIERS

All temporary road safety barrier systems and end terminals used must be selected considering their required application, ensuring they meet the requirements of Australian Standard for Road Safety Barrier Systems AS3845. Furthermore, they must be compliant with minimum specifications stipulated by the Client and/or road authority. In addition, all road barriers systems must be erected as per manufacturer's specifications. Upon

⁴ FSC Audit Criteria H 15.5

⁵ FSC Audit Criteria H 15.4

installation the Barrier Installation Checklist must be completed. Once installed the weekly Road Safety Barrier Checklist must be completed.

Road Safety Barriers that are commonly used are:

- Precast concrete shaped units
- Steel shaped units
- Water-filled plastic barriers.

Refer to the [Road Safety Barrier Guidelines](#) for further details.

12. TRAFFIC CONTROLLER TRAINING AND ACCREDITATION

The function of a Traffic Controller is to direct traffic in a way stated in the following state-based standards or legislative requirements (refer to table in Section 13) such as:

- A Traffic Controller must direct traffic at and/or through a worksite, or other event in a manner specified in the approved operating procedure for the safety of all road users and road workers.
- A Traffic Controller must ensure a safe evacuation route has been identified and maintained.
- Any subcontractors engaged for traffic controlling are to have the appropriate qualifications, deemed competent and comply with the content of this standard.
- Accredited Traffic Controllers are required to operate at the highest standards, be competent and comply with the statutory conditions of their appointment⁶.
- Any person or party intending to undertake an event, or conduct works that may impact on traffic (including pedestrian traffic) within any part of the road reserve must hold a relevant and current traffic management certificate of accreditation.
- Consideration must be given to protection from heat exposure.
- The training required for all levels of accreditation excluding Event Traffic Controllers, is fully aligned to Units of Competency from National Training Packages.

Details are recorded in the [Project Training and Competency Register](#) or on the CMS Portal.

13. MONITORING OPERATIONS⁷

The following sets out recommended procedures and guidelines for the daily routine tasks and inspections required for the overall safety and smooth operation of a Traffic Guidance Scheme⁸. These tasks and inspections are to be conducted by an appropriately qualified and experienced "Traffic Supervisor" which has been nominated for any project with substantive traffic management and/or furniture (this cannot be junior staff such as a Graduate Engineer). Daily drive-throughs with the use of the dash-cam **must be completed** at the start and finish of each shift, **when conditions change** or immediately after a traffic incident. The storage of dash-cam footage must be discussed with the IT Department, and it is recommended that this footage is retained for a month (or longer if relating to an incident).

13.1. Daily routine tasks

Traffic Supervisor must establish a daily routine to allocate specific tasks to workers and supervisors, so:

- Signage conforms to the relevant Traffic Guidance Scheme at all times and is adequate for the safety of workers, public and traffic

⁶ FSC Audit Criteria H 15.4

⁷ FSC Audit Criteria H 15.3

⁸ FSC Audit Criteria H 15.5

- The surface of the travelled path is maintained in a satisfactory condition
- Loss of production time is minimised
- Plant operations are not disrupted.

A supervisor's role in this routine procedure is coordination, inspection and correction. Details of the inspections are recorded on the [Daily Signage Check](#) and drive-through Dash-Cam footage.

13.2. Prior to work commencing

The following routine must be undertaken before work starts each day:

- Inspect all traffic control signs, devices or changes in site conditions. Correct and/or report devices that do not conform to the relevant Traffic Guidance Schemes, conflict or may pose a risk to traffic, pedestrians or workers
- Inspect all temporary road safety barriers (checking for water levels or locking pins), fences and pedestrian routes to ensure that they are installed correctly, are secure and safe for traffic, pedestrians or workers
- Perform a drive-through dash-cam footage, to ensure signage is fit for purpose, clear to understand and does not confuse motorists or pedestrians
- Ensure signage is installed as per the relevant Traffic Guidance Scheme, recording all details on a [Daily Signage Check](#)
- If changes are required, provide mark-ups to the Designer for adjustment.

13.3. During work hours

The following routine must be followed while work is in progress:

- Periodically drive through the worksite to check all signs, markings and delineation devices, as seen by other road users, are satisfactory and in their correct position
- Attend to any minor problems, as they occur
- Move personnel clear of the work area during work breaks (e.g. tea breaks); park plant clear of traffic lanes, and remove from view or cover inappropriate signs such as Traffic Controller Ahead/PREPARE TO STOP, if Traffic Controller not at his/her position or Workers (symbolic), if workers leave the site or cannot be seen
- Instruct traffic controllers to remain on the job and relieve them as necessary, where there are traffic hazards, or where all lanes not opened to traffic
- Reposition barriers, signs and tapers as necessary (e.g. adjust the length of single lane traffic operation, as necessary, to keep it to a minimum), keep records of changes made and the time these occurred, and coordinate maintenance of the travelled path with other job operations.

13.4. Completion of day's work

The following action is required at the end of the day's work:

- Carry out pre-close down inspection, allowing time for urgent maintenance to the travelled path
- Remove Traffic Controller Ahead/PREPARE TO STOP, Workers (symbolic) and other inappropriate signs;
- Affix and light lamps on advance signs, if appropriate
- Drive-through the worksite, taking dash-cam footage, to confirm signs and devices are in position and operating before leaving the site
- Record any changes made (by a qualified person) to the previously recorded sign arrangement or Traffic Guidance Scheme.

13.5. After hours

During the hours when work is suspended:

- Make arrangements for workers to check temporary lighting after dark and to maintain during weekends and holidays
- Provide after-hours contact so arrangements can be made to replace damaged signs, delineators or barriers
- Ensure a record is kept of signs found damaged, missing or out of place (and their location) at night, weekend or holiday inspections⁹. Corrections must be made in accordance with the Traffic Guidance Scheme
- Carry out project-defined periodic after-dark inspections on low headlight beam to ensure all devices are visible and working properly.

13.6. Incident management¹⁰

All traffic incidents are to be managed in accordance with the [Incident and Accident Management](#) standard.

Where a third-party traffic incident has occurred within a BMD work zone (i.e. BMD have altered the traffic conditions such as speed, alignment, lane width or the zone is under traffic control), the Project Manager is to initially notify BMD Legal of the incident and to discuss any additional required actions. These incidents are to be reported in the [Incident and Accident database](#) as defined in Section 14 Table, with a gathering of relevant information around the traffic control, copies of daily traffic checks, permits, traffic control plans etc.

Confirmation of traffic control devices including position and operational status are to be recorded by either dash-cam footage or photos and compared to the relevant approved Traffic Management Plan. Ensure the work area is maintained in a safe manner before leaving site. When any modification or rectification to traffic control has been required, the Traffic Management Plan is to be updated and approved, and the devices recorded using a dash cam or photos as necessary.

Where a traffic incident involving a BMD vehicle (and a third party) occurs off-site it should be recorded in the database as a "Report Only". For traffic incidents notified to BMD that involve our associated contractors, such as a delivery vehicle, off-site this should also be noted as a "Report Only".

In the event of a serious incident involving major property damage, serious injury or fatality, the Project Manager must notify BMD Legal promptly to manage the investigation, in accordance with the [Crisis Management Plan](#).

13.7. Dash cam

Dash cam footage should be kept on an external hard drive that is issued with the dash cam for a minimum of a monthly rolling basis. The data relating to any incident must be stored on the Media Library as per arrangements with IT.

⁹ FSC Audit Criteria H 15.3

¹⁰ FSC Audit Criteria H 15.6

14. QUALIFICATIONS REQUIRED FOR SPECIFIC ACTIVITIES¹¹

	State/Territory Training Requirements					
	NSW/ACT	QLD	VIC	NT	SA	WA
“Traffic Controller” Stop/direct road users using a stop/slow bat	Traffic Controller (Includes RIIWH205E Control Traffic with Stop/Slow Bat) (Formerly blue card)	Traffic Control (Includes RIIWH205E with a Stop/Slow Bat)	RIISS00058 - “Traffic control skills for urban and low volume rural roads” RIISS00059 - “Traffic control skills for high volume roads”	Level 2 RIIWH205E Control traffic with a stop-slow bat and CPCCOHS1001A Follow WH&S policies and procedures	Work Zone Traffic Management (Includes RIIWH205E Control Traffic with stop-slow bat and RIIWH302E Implement traffic management plan)	Traffic Controller (Includes RIIWH205E Control traffic with stop-slow bat)
Traffic Supervisor Implementation of traffic signs & devices according to a nominated TCGS	Implement Traffic Control Plans (Includes RIIWH302E) (Formerly yellow card)	Traffic Management Implementation (Includes RIIWH302E Implement Traffic Management Plan) (Formerly Level 2)	RIISS00060 - “Implementer skills for urban and low volume rural roads” RIISS00061 - “Implementer skills for high volume roads” RIISS00062 - “Implementer skills for motorways and freeways”	Level 3 RIIWH302E Implement Traffic Management Plan and CPCCOHS1001A Follow WH&S policies and procedures	Work Zone Traffic Management (Includes RIIWH205E Control Traffic with stop-slow bat and RIIWH302E Implement traffic management plan)	Basic Worksite Traffic Management (BWTM) Includes (RIIWH302E Implement traffic management plan)
“Traffic Representative/Designer” Design/Select/Modify a TGS Prepare Work Zone Traffic Management Plan	Prepare a Work Zone Traffic Management Plan (Includes RIIWH302E) (Formerly orange and red card combined)	Traffic Management Design (Formerly Level 3)	RIISS00063 - “Designer skills for urban and low volume rural roads” RIISS00064 - “Designer skills for high volume roads” RIISS00065 “Designer skills for motorways and freeways”	Level 1 RIIWH302E Prepare Work Zone Traffic Management Plan and CPCCOHS1001A Follow WH&S policies and procedures		Advanced Worksite Traffic Management (Includes RIIWH302E Prepare work zone traffic management plan)

Current at 20th February 2026

Note: In Victoria, the training requirements are mandatory from 1st March 2024 for new traffic controllers and those whose training under the previous TC, TMI and TMD courses has expired. Qualifications received under the previous TC, TMI and TMD courses will continue to be recognised for three years from the date of issue.

¹¹ FSC Audit Criteria H 15.2 & H 15.4

15. NON-WORK/EXTERNAL TRAFFIC WITHIN CONSTRUCTION ZONE

Classification, Investigation & Reporting requirements

Investigation & Reporting requirements		Supervisor / BMD Representative attend incident to confirm incident Classification	Attend to incident; offer and/or provide assistance to emergency services as instructed. Implement emergency response plan (as required) and make area safe.	Immediate communication / notification to Management (minimum level)	Record incident in Incident Accident Database as “ Non-Work / External Traffic within construction zone”	Flash Alert – to be raised within 2hrs of incident	Notify and discuss with Legal and Group Safety Manager – establish Legal Privilege if required	Undertake NEW drive through dash cam record (on the section of work in which the incident occurred) as soon as possible	Independent Road Safety Audit to be undertaken as soon as possible after the incident	Traffic Qualified person to complete Daily Signage Check and record compliance with approved TGS on the section of work in which the incident occurred as soon possible.	If temp traffic barriers have been impacted, complete Road Safety Barrier Checklist	Review most recent pre-incident dash-cam recording to determine compliance with TGS uploading it into Incident record.	Level of Investigation required	Level of Boardroom Debrief required
Classification Levels and Description														
Traffic Level 1	Serious traffic accident within the limits of traffic control signage and devices implemented by the project that results in or involves the following: - Potential or actual fatality - Serious injury requiring Ambulance transport to hospital - Attendance by police major crash investigation - Public vehicle entering an active work area under protection of traffic management that results in an injury or high potential near miss event - Closure of the roadway or major disruption to traffic > 4 hours - Non-approved deviation from the TGS	Y	Y	BMD Senior Management	Y	Y	Y	Y	Y	Y	Y	Y	ICAM or Detailed	Level 1
Traffic Level 2	- Nil, or minor, injuries - Impact / damage to installed temporary traffic barriers, end treatments, TMA, multiple delineators etc - Traffic disruption < 4 hours and > 2 hours - Incident occurs within zone under active stop/go, temp signals or contra-flow	Y	Y	General Manager	Y	Y	Y	Y	N	Y	Y	Y	Detailed	Level 2
Traffic Level 3	- Minor accident; typically may be attended by tow vehicles or may require attendance of emergency services - Nil injuries - Short term disruption to traffic (<2hrs) - Nil or minimal impact on traffic control devices - Incident “not within” zone under active traffic flow arrangements such as stop/go, temp signals, contra-flow etc.	Y	Y	Regional Manager	Y	Y	N	N	N	N Upload most recently completed Daily Signage Check	N	Y	Minor	N
Report Only	- Vehicle breakdown - Vehicle safely pulls over into a ‘dead lane/shoulder	Y	If req’d	Project Manager	N	N	N	N	N	N	N	N	Nil	N

16. DEFINITIONS

Workers	Workers, contractors, subcontractors, labour hire workers.
Hazard	Any situation with the potential to cause injury / illness to people or damage to equipment, property, the environment or community.
Inspection	The process of visually surveying the workplace with the intent of identifying, controlling and correcting hazards that may be present or have the potential to impact on the workplace.
Inspection Checklist	Pre-determined written criteria to assist the inspection team identify common hazards likely to be present in the workplace. Used by the team to record the findings of the inspection.
Competent Person	A person who has, through a combination of training, education and experience, acquired knowledge and skills, enabling that person to perform correctly a specified task.
Lifting Team	A team of workers who are trained, competent and knowledgeable in the task and use of lifting equipment and operations relevant to the lifting task at hand and assigned with defined responsibilities.
JHA	Job Hazard Analysis – risk assessment tool to assess specific tasks, controls specific to the location of the task
WMS	Work Method Statement – developed for all activities containing hazards and risks, breaking down the activities into defined steps, and allocating controls.
FSC Audit Criteria H15	Federal Safety Commissioner Audit Criteria Traffic
PPE	Personal Protective Equipment.
Daytime	Any time between sunrise and sunset on the same day, providing there is sufficient daylight to see a person or vehicle clearly at a distance of 150 metres.
During hours of darkness	The period between sunset on a day and sunrise on the next day, or when a person or vehicle in natural light cannot be seen clearly at a distance of 150 metres
MUTCD Part 3	The Manual of Uniform Traffic Control Devices Part 3. This is the document administered by the Department of Main Roads, QLD outlining principles of signing at road works, describing signs and devices used to effect traffic guidance, planning and designing traffic guidance schemes, including the installation, operation and removal of traffic guidance schemes.
Night-time	During hours of darkness.
Roads	Includes: A bus way under the Transport Infrastructure Act 1994; and An area that is: open to or used by the public and is developed for or has as one of its uses, the driving or riding of motor vehicles, whether on the payment of a fee or otherwise; or dedicated to public use as a road; and a road-related area; but does not include an area declared under regulation not to be a road.

Road related area	An area dividing a road; and A footpath or nature strip adjacent to a road An area that is not a road and is open to the public and designated for use by cyclists or animals; and An area that is not a road and is open to or used by the public for driving, riding or parking vehicles.
Traffic Controller	Person which is qualified in RIIWHS205D Control Traffic with Stop/Slow Bat and direct traffics in a way stated in the following state-based standards or legislative requirements
Traffic Representative	This person can also be referred to as a Traffic Manager is qualified in RIIWHS205D Prepare a Work Zone Traffic Management Plan or Traffic Management Design (Qld), who is responsible for the “Design/Select/Modify a TGS and/or Prepare Work Zone Traffic Management Plan”
Traffic Staging Plan (NSW)	Road design drawings showing traffic lane configurations to be provided for traffic passing through the Site during the various construction stages, including details of road alignment and geometry, intersection layouts, provision for buses and cyclists, work areas and pedestrian areas, drainage, signs and pavement markings, etc.
Traffic Supervisor	This person is qualified in Traffic Management Implementation (RIIWHS302), who is responsible for Implementation, maintenance and monitoring of traffic furniture/signs and devices
TCASAP	Traffic Controller Accreditation Scheme Approved Procedure.
TGS	Traffic Guidance Scheme (this is Australian Standard reference, in some states referred to as Traffic Control Plan (TCP), Traffic Control Diagram (TCD) etc.)
TMP	Traffic Management Plan
VMP	Vehicle Movement Plan
VMP (NSW)	A diagram showing the preferred travel paths for vehicles associated with a work site entering, leaving or crossing the through traffic stream. A VMP may be combined with or superimposed on a TGS/TCP.
Worksite	An area which includes the work area, and any additional length of road required for advance signing, tapers, side-tracks or other areas needed for associated purposes.

17. REFERENCES

-  [National Standard for Construction Work \[NOHSC: 1016 \(2005\)\]](#)
-  [Australian Government Building and Construction OHS Accreditation Scheme: OFSC Audit Criteria H15 Traffic](#)
-  Queensland Guide to Temporary Traffic Management (QGTMM)
-  AS/NZ 1742.3 (2019) Manual of Uniform Traffic Control Devices, Part 3 Traffic Control for works on roads

Associated Documents

-  [Daily Signage Check](#)
-  [Job Hazard Analysis Card \(JHA\)](#)
-  [Project Training and Competency Register](#)
-  [Risk Management Standard](#)
-  [Risk Register](#)

-  [Traffic Minimum Standards](#)
-  [Work Method Statement \(WMS\)](#)
-  [WMS Checklist](#)

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