



**GET DIRECTED**  
TRAFFIC CONTROL

**1800 828 723**

## **DAILY DOCKET BOOK MUST DO'S!**

- CLIENT NAME, DATE, STREET NAME AND SUBURB MUST BE COMPLETED ON ALL STEPS OF THE DAILY DOCKET PROCESS.
- ALL 4 STEPS OF THE DAILY DOCKET BOOK MUST BE COMPLETED.
- STEP 1 MUST BE COMPLETED IN FULL PRIOR TO OPERATING VEHICLE. IF THERE ARE ANY FAILS ON THE DAILY VEHICLE CHECK, IMMEDIATE EMAIL TO [Arley@getdirected.com.au](mailto:Arley@getdirected.com.au) FOR ASSESSMENT.
- STEP 2 MUST BE COMPLETED IN FULL ONSITE PRIOR TO STARTING WORK. IF YOU DO NOT HAVE THE TGS AND PERMITS YOU MUST NOT COMMENCE WORK AND MUST CONTACT JOB ALLOCATOR ON 0436 448 090 IMMEDIATELY. ALL TRAFFIC CONTROLLERS ONSITE MUST COMPLETE SECTION C IN FULL. STEP 2 MUST BE COMPLETED EACH TIME A TGS SET UP IS CHANGED.
- STEP 3 MUST BE COMPLETED IN FULL PRIOR TO LEAVING SITE.
- STEP 4 MUST BE COMPLETED IN FULL PRIOR TO LEAVING SITE.

## **WARNING**

- FAILURE TO COMPLETE ALL 4 STEPS OF THE DAILY DOCKET PROCESS MAY RESULT IN DELAYED PAYMENT OF WEEKLY WAGES.
- FAILURE TO SUBMIT YOUR DOCKETS TO THE OFFICE BY 9PM ON A MONDAY NIGHT WILL RESULT IN DELAYED WEEKLY PAYMENT.
- LEAD TRAFFIC CONTROLLERS ARE RESPONSIBLE TO ENSURE THAT MANDATORY EQUIPMENT STOCKTAKE IS COMPLETED AT STEP 1 AND STEP 4 OF DOCKET BOOK TO ENSURE THAT ALL EQUIPMENT IS ACCOUNTED FOR. FAILURE TO DO SO WILL RESULT IN RECOVERY OR REPLACEMENT OF SIGNAGE AND EQUIPMENT AT YOUR PERSONNEL EXPENSE.
- DAMAGED EQUIPMENT MUST BE RETURNED TO THE DEPOT AND NOT LEFT ONSITE. FAILURE TO DO SO WILL DEEM THE EQUIPMENT AS UNRECOVERED AND WILL RESULT IN RECOVERY OR REPLACEMENT OF SIGNAGE AND EQUIPMENT AT YOUR PERSONNEL EXPENSE.

STEP 1: MUST BE COMPLETED PRIOR TO OPERATING VEHICLE

VEHICLE PRESTART CHECKLIST

Vehicle Registration Number:			
Vehicle Storage Location:			
Date:		Fuel Cards: BP <input type="checkbox"/> Caltex <input type="checkbox"/> Shell <input type="checkbox"/>	
DO YOU HAVE ENOUGH SIGNAGE TO COMPLETE YOUR JOB?			
MANDATORY STOCKTAKE OF EQUIPMENT IN VEHICLE PRIOR TO OPERATION			
Frames QTY:	Cones QTY:	Delineator w/base QTY:	Other:
Legs QTY:	Tiger Tails QTY:	Sand Bags QTY:	QTY:
TRAFFIC CONTROLLER EQUIPMENT CHECK			
Hard Hat <input type="checkbox"/> Radio <input type="checkbox"/> Safety Boots <input type="checkbox"/> TC Shirt <input type="checkbox"/> Long Pants <input type="checkbox"/> Stop Baton <input type="checkbox"/> Radio <input type="checkbox"/> Wet Weather Gear <input type="checkbox"/>			
Safety Glasses <input type="checkbox"/> Night Wand <input type="checkbox"/> White Card <input type="checkbox"/> Traffic Controller License <input type="checkbox"/> All TC checked <input type="checkbox"/>			
DAILY VEHICLE CHECK		PASS	FAIL
If you have marked FAIL anywhere, please note reasons below:			
1. Headlights	<input type="checkbox"/>	<input type="checkbox"/>	
2. Indicators (Front)	<input type="checkbox"/>	<input type="checkbox"/>	
3. Indicators (Back)	<input type="checkbox"/>	<input type="checkbox"/>	
4. Reverse Lights	<input type="checkbox"/>	<input type="checkbox"/>	
5. Brake Lights	<input type="checkbox"/>	<input type="checkbox"/>	
6. Reverse Beeper	<input type="checkbox"/>	<input type="checkbox"/>	
7. Tyres (Front)	<input type="checkbox"/>	<input type="checkbox"/>	
8. Tyres (Rear)	<input type="checkbox"/>	<input type="checkbox"/>	
9. Tyre (Spare)	<input type="checkbox"/>	<input type="checkbox"/>	
10. Jack	<input type="checkbox"/>	<input type="checkbox"/>	
11. Oil	<input type="checkbox"/>	<input type="checkbox"/>	
12. Water	<input type="checkbox"/>	<input type="checkbox"/>	
13. Windscreen Wipers	<input type="checkbox"/>	<input type="checkbox"/>	
14. Brakes	<input type="checkbox"/>	<input type="checkbox"/>	
15. Fire Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	
16. First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>	
17. Odometer Reading			
18. Next Service Due	/	/	
19. Windscreen Please mark chips with an 'X'. Please draw the cracks and provide an approximate length	<input type="checkbox"/>	<input type="checkbox"/>	
			
NEEDS ATTENTION			
Completed By:			

STEP 2: MUST BE COMPLETED ON SITE PRIOR TO STARTING WORK

RISK ASSESSMENT FORM

PRE-START			
Paperwork must be on-site: TGS <input type="checkbox"/> Permits <input type="checkbox"/> (IF PAPERWORK HAS NOT BEEN RECEIVED, CONTACT ROSTERER ON 0436 448 090)			
Visibility: V/Good <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/>		Road: Sealed <input type="checkbox"/> Unsealed <input type="checkbox"/> Wet <input type="checkbox"/> Dry <input type="checkbox"/> Slippery Surface <input type="checkbox"/>	
Weather: Fine <input type="checkbox"/> Overcast <input type="checkbox"/> Rain <input type="checkbox"/> Fog <input type="checkbox"/> Day <input type="checkbox"/> Night <input type="checkbox"/>		Direction of Traffic: N <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> W <input type="checkbox"/>	
SECTION (A): RISK IDENTIFICATION			
Workers within 3m of traffic <input type="checkbox"/>		▶ Tick risks/hazards below if they impact upon your work site ▶ Detail other hazards if they DO NOT appear on this list ▶ You may list more than (1) Hazard	
Work crew occupying footpath <input type="checkbox"/>			
Work crew occupying single lane <input type="checkbox"/>		Long work site (over 500mtr) <input type="checkbox"/>	Inclement weather <input type="checkbox"/>
Work crew occupying multiple lanes <input type="checkbox"/>		Parked vehicles near work site <input type="checkbox"/>	Open pits/trenches/excavations <input type="checkbox"/>
Work crew occupying part lane/shoulder <input type="checkbox"/>		Busy pedestrian traffic <input type="checkbox"/>	Vehicles traveling at excess speed <input type="checkbox"/>
Narrow road approaching work site <input type="checkbox"/>		Large number of heavy vehicles around job site <input type="checkbox"/>	School zone <input type="checkbox"/>
High traffic volume/high speed traffic <input type="checkbox"/>		Bends in road approaching work sites (blind corner) <input type="checkbox"/>	Bus stop <input type="checkbox"/>
Poor visibility/night work/angle of sun <input type="checkbox"/>		Work site near major intersection/traffic lights <input type="checkbox"/>	Moving vehicles <input type="checkbox"/>
Roundabout in close proximity to work site <input type="checkbox"/>		Side streets in close proximity to work site <input type="checkbox"/>	Recycled water <input type="checkbox"/>
Worksite over crest of hill <input type="checkbox"/>		Sun and heat <input type="checkbox"/>	Unlevel ground <input type="checkbox"/>
Workers within 1.2m of traffic <input type="checkbox"/>		Trees/vegetation <input type="checkbox"/>	Noise <input type="checkbox"/>
Other (please specify): <input type="checkbox"/>			
SECTION (B): CONTROL MEASURES (Extra safety initiatives undertaken in addition to standard installation of advanced warning devices)			
Lane closure - stop/slow <input type="checkbox"/>		NOTE: Control measures ticked here should relate in a DIRECT way to the risks identified in SECTION (A) Detail other control measures implemented if they do not appear on the list. Risk Assessments are based on the twin assumption that exposure to hazards/risks at work sites are Major to Very Likely and the consequences of an incident occurring are serious injury to people and damage to property.	
Extended traffic cone taper <input type="checkbox"/>			
Extra PPE (i.e. night wands) <input type="checkbox"/>		(Part) Lane closure - contra flow <input type="checkbox"/>	Duplication of signage on long work site <input type="checkbox"/>
Extra signage as required <input type="checkbox"/>		Police on site to control intersection <input type="checkbox"/>	Greater distance than normal between signs <input type="checkbox"/>
Extra T/C staff required <input type="checkbox"/>		Positioning of T/C to improve visibility <input type="checkbox"/>	Shorter distance than normal between signs <input type="checkbox"/>
Barriers <input type="checkbox"/>		Long term signage (2 weeks) <input type="checkbox"/>	TMA truck <input type="checkbox"/>
Signage placed on median <input type="checkbox"/>		Road closure/detours <input type="checkbox"/>	VMS Board <input type="checkbox"/>
Pedestrian corridor & /or escort <input type="checkbox"/>		Full road closure <input type="checkbox"/>	
Other (please specify): <input type="checkbox"/>			
SECTION (C): RISK ASSESSMENT SIGN ON (All TC must complete and sign below)			
By signing this document I confirm that I have been involved in the site risk assessment and understand and will comply with the control measures put in place.			
T/C Name:	(Print)	Signature:	License #:
T/C Name:	(Print)	Signature:	License #:
T/C Name:	(Print)	Signature:	License #:
T/C Name:	(Print)	Signature:	License #:
T/C Name:	(Print)	Signature:	License #:
T/C Name:	(Print)	Signature:	License #:
T/C Name:	(Print)	Signature:	License #:
Lead Traffic Controller Name:		Lead Traffic Controller Signature:	

Street: \_\_\_\_\_































































Suburb: \_\_\_\_\_

No. \_\_\_\_\_

Client: \_\_\_\_\_ Date: \_\_\_\_\_

































































STEP 3: MUST BE COMPLETED PRIOR TO LEAVING SITE

SITE RECORD


Order No:		Date:				
STATUS		(D) DRIVER	(P) PASSENGER	(S) STRAIGHT TO SITE	(R) RELIEF	
Status:						
GDTC Ute #:						
Name:						
Start Travel:	: AM/PM	: AM/PM	: AM/PM	: AM/PM	: AM/PM	
Start Onsite:	: AM/PM	: AM/PM	: AM/PM	: AM/PM	: AM/PM	
Start Meal:	: AM/PM	: AM/PM	: AM/PM	: AM/PM	: AM/PM	
Finish Meal:	: AM/PM	: AM/PM	: AM/PM	: AM/PM	: AM/PM	
Finish Onsite:	: AM/PM	: AM/PM	: AM/PM	: AM/PM	: AM/PM	
Finish Travel:	: AM/PM	: AM/PM	: AM/PM	: AM/PM	: AM/PM	
Hours Worked	: Hours	: Hours	: Hours	: Hours	: Hours	
Travel Total:	: Hours	: Hours	: Hours	: Hours	: Hours	
(Travel times for office use only, not billable hours)						
SIGN CHECK						
 QTY:	 QTY:	 QTY:	 QTY:	 QTY:	 QTY:	 QTY:
 QTY:	 QTY:	 QTY:	 QTY:	 QTY:	 QTY:	 QTY:
 QTY:	 QTY:	 QTY:	 QTY:	 QTY:	 QTY:	 QTY:
 QTY:	 QTY:	 QTY:	 QTY:	 QTY:	 QTY:	
 QTY:	 QTY:	 QTY:	 QTY:	 QTY:	 QTY:	 QTY:
 QTY:	 QTY:	 QTY:	 QTY:	 QTY:	 QTY:	 QTY:
 QTY:	 QTY:	 QTY:	 QTY:	 QTY:	 QTY:	 QTY:
 QTY:	 QTY:	 QTY:	 QTY:	 QTY:	 QTY:	 QTY:
 QTY:	 QTY:	 QTY:	 QTY:	 QTY:	 QTY:	 QTY:
OTHER:	QTY:	OTHER:	QTY:	OTHER:	QTY:	OTHER:
OTHER:	QTY:	OTHER:	QTY:	OTHER:	QTY:	OTHER:
NOTES:						
Can a signage check be done? (If no please state reason):						
SIGNAGE CHECK						
7:00	9:00	11:00	13:00	15:00	17:00	19:00
8:00	10:00	12:00	14:00	16:00	18:00	20:00
21:00	23:00	1:00	3:00	5:00		
22:00	00:00	2:00	4:00	6:00		
Client Name:			Client Signature:			
GDTC Name:			GDTC Signature:			

STEP 4: MUST BE COMPLETED PRIOR TO LEAVING SITE

SIGNAGE

HAVE YOU COLLECTED ALL SIGNAGE AND EQUIPMENT BEFORE LEAVING SITE? <i>GDTC Personnel will be held responsible for lost equipment</i>			
MANDATORY STOCKTAKE OF EQUIPMENT IN VEHICLE PRIOR TO LEAVING SITE			
Frames QTY:	Cones QTY:	Delineator w/base QTY:	Other:
Legs QTY:	Tiger Tails QTY:	Sand Bags QTY:	QTY:
GDTC Name:		GDTC Signature:	
SIGNAGE HIRE / CLIENT AGREEMENT			
Signage left on site: YES <input type="checkbox"/>		Signage picked up from site: YES <input type="checkbox"/>	
 QTY:	 QTY:	 QTY:	 QTY:
 QTY:	 QTY:	 QTY:	
 QTY:	 QTY:	 QTY:	 QTY:
 QTY:	 QTY:	 QTY:	
 QTY:	 QTY:	 QTY:	 QTY:
 QTY:	 QTY:	 QTY:	
 QTY:	 QTY:	 QTY:	 QTY:
 QTY:	 QTY:		
 QTY:	 QTY:	 QTY:	 QTY:
 QTY:	 QTY:	 QTY:	
 QTY:	 QTY:	 QTY:	 QTY:
 QTY:	 QTY:	 QTY:	
 QTY:	 QTY:	 QTY:	 QTY:
 QTY:	 QTY:	 QTY:	 QTY:
 QTY:	 QTY:	 QTY:	 QTY:
 QTY:	 QTY:	 QTY:	 QTY:
 QTY:	 QTY:	 QTY:	 QTY:
 QTY:	 QTY:	 QTY:	
OTHER:	QTY:	OTHER:	QTY:
OTHER:	QTY:	OTHER:	QTY:
CLIENT ACKNOWLEDGEMENT			
RENTAL TERMS AND CONDITIONS : • The RENTER shall keep and maintain the rented equipment during the terms of the rental at his own cost and expense. RENTER shall keep the equipment in a good state of repair, normal wear and tear excepted. • The RENTER shall pay the OWNER full compensation for replacement and/or repair of any equipment which is not returned because it is lost or stolen or any equipment which is damaged and in need of repair to put it into the same condition it was in at the time of rental, normal wear and tear excepted. The OWNER's invoice for replacement or repair is conclusive as to the amount RENTER shall pay under the paragraph for repair or replacement. • The RENTER shall not remove the equipment from the location shown herein as the place of use of the equipment without prior written approval of the OWNER. The RENTER shall inform the OWNER upon demand of the exact location of the equipment while it is in the RENTERS possession. • Equipment is to be installed by a certified GDTC staff member, if GDTC services are not engaged for complete installation GDTC does not accept any responsibility for placement and positioning of equipment.			
By signing this document I agree to the terms above.		Client Name:	Client Signature:

SAFE WORK METHOD STATEMENT

PROJECT NAME:	DATE SWMS DEVELOPED:	
PROJECT ADDRESS:		
PRINCIPAL CONTRACTOR:		
TRAFFIC MGMT REQ:	DEVELOPED BY: Rebecca Obarzanski	
PROJECT DURATION:	SIGNED: 	
SCOPE OF WORKS:		

NAME OF SUPERVISORS (on-site):	GDTC: PC:	OH&S REPRESENTATIVE:	GDTC: Rebecca Obarzanski PC:
PERSONNEL DETAILS:		EQUIPMENT DETAILS:	
Trades / Skills / Work Teams	Traffic Control License	Training	GDTC Quality & Safety Induction
	Traffic Management Level 2		Site specific induction
	Valid Driver's License		Construction Industry Induction (White Card)
	First Aid		
Mobile Plant and Equipment	Traffic Control Vehicle, Arrow Board	Static Plan & Equipment	Stop Slow Bat
			Advance warning signs traffic control equipment i.e. Cones, UHF radio, Night wands (where applicable)
MUST BE COMPLETED PRIOR TO COMMENCEMENT OF PROJECT (Daily reviews to be undertaken on daily risk assessment. Refer daily docket book)			
Certified Paperwork	Approved Traffic Control Plan	Safety Equipment	Fire Extinguisher <input type="checkbox"/>
	Council / Main Roads permit		First Aid Kit <input type="checkbox"/>
	Police Permit		Vehicle check <input type="checkbox"/>
Personal Protective Equipment	Hi – Vis Vest <input type="checkbox"/>	Eye Protection <input type="checkbox"/>	Safety Boots <input type="checkbox"/>
	Traffic Control Long Sleeve Shirt <input type="checkbox"/>	Hard Hat <input type="checkbox"/>	
Legislation	Work Health & Safety Act 2011	Work Health & Safety Regulation 2011	Traffic Management for Construction or Maintenance Work Code of Practice 2008

"Consulting, cooperating and coordinating activities with other duty holders The Act requires that you consult, cooperate and coordinate activities with all other persons who have a work health or safety duty in relation to the same matter, so far as is reasonably practicable. Sometimes you may share responsibility for a health and safety matter with other business operators who are involved in the same activities or who share the same workplace. In these situations, you should exchange information to find out who is doing what and work together in a cooperative and coordinated way so that all risks are eliminated or minimised as far as reasonably practicable. Further guidance on consultation is available in the Work Health and Safety Consultation, Coordination and Cooperation Code of Practice. 1"

SAFE WORK METHOD STATEMENT

WORK SEQUENCE BASIC JOB STEPS	POTENTIA HAZARDS	PRIOR RISK	PROPOSED ACTION / CONTROL MEASURE	REV RISK	ACTION BY
Break the job down into steps. Each step should accomplish some major task and be in a logical sequence.	Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident.	Assess	Specify what action / procedures will be taken to eliminate or minimize the hazards, the risk of injury / damage and or potential severity factors. Including the measure to be taken to ensure the proposed controls will be maintained.	Assess	Specify Person Responsible
Review area prior to commencement of work to identify traffic hazards & assist establishment of Daily Traffic Plan	Potential injury due to lack of information	2/MAJ	<div><input type="checkbox"/> Drive through assessment of the area to be conducted</div> <div><input type="checkbox"/> Include special requirements for bus routes, traffic light sequence, pedestrian crossing etc.</div> <div><input type="checkbox"/> Review against Traffic Control Arrangements and determine corrective action</div>	4/MIN	PC / TC
Assess community requirements to assist establishment of daily traffic plan	Deliveries Access roads / driveways / footpath	4/MOD	<div><input type="checkbox"/> Signage and layout in accordance with Manual of Uniform Traffic Control Devices and Local Government standards</div> <div><input type="checkbox"/> Local resident notification/letterbox drop</div> <div><input type="checkbox"/> Make alternative arrangements for pedestrian access and crossings</div> <div><input type="checkbox"/> Changed pedestrian crossings to be clearly signed</div> <div><input type="checkbox"/> If in proximity to schools, retirement villages etc, liaise</div>	4/MIN	PC / TC
Disruption to emergency services and utilities	Access disrupted / impacted to residents and businesses.	2/MAJ	<div><input type="checkbox"/> Entry and exit points acceptable to access for emergency services and utilities</div> <div><input type="checkbox"/> Traffic control arrangements acceptable to meet issues</div>	4/MOD	PC / TC
Prepare Traffic Plan	Disruption to deliveries due to incorrect information and businesses. Traffic hazard i.e. possible collision - Vehicle collision - Struck by passing vehicle - struck by item	1/CAT	<div><input type="checkbox"/> Traffic Guidance Scheme to be implemented by competent person</div> <div><input type="checkbox"/> Sufficient signage to be placed</div>	3/MOD	TC
Commence Work on Site	Personal injury due to lack of information	1/MAJ	<div><input type="checkbox"/> Complete PC induction</div> <div><input type="checkbox"/> Complete SWMS Training</div> <div><input type="checkbox"/> Complete DD risk assessment</div> <div><input type="checkbox"/> Correct PPE gear to be worn</div>	5/MIN	TC



Installation of advance warning Signs	Traffic hazard i.e. possible collision	1	3/MOD	TC
	<ul style="list-style-type: none"> <li>- Vehicle collision</li> <li>- Struck by passing vehicle</li> <li>- Struck by item</li> </ul>	<ul style="list-style-type: none"> <li>Review TRAFFIC PLAN</li> <li>Activate roof mounted warning lights</li> <li>Set out signs in accordance with the TGS</li> <li>Slow lane advance warning signs erected to give warning to motorists</li> </ul>		
		<ul style="list-style-type: none"> <li>Signs erected in same direction as flow of traffic</li> <li>Signs to be unloaded from kerbside</li> <li>TWO TC's must be present unless stated in TCP</li> <li>High speed roads may require a shadow, truck mounted attenuator. This vehicle must act as advance warning of crew erecting signage. Position vehicle and activate arrow board and warning lights to warn approaching traffic of signage crew</li> <li>Signage must be implemented as per TCP</li> <li>TCP to be in possession of Traffic Controllers at all times</li> <li>Conduct drive through and erect advance warning signage from opposing direction with the traffic flow</li> <li>Conduct complete drive around and repeat sequence to erect fast lane signage for dual carriageway with the traffic flow</li> <li>Extreme care is to be taken during the erection of advance warning signage. Ensure There is enough room for the signage vehicle to be parked in the shoulder or activate arrow-board</li> <li>Cover any conflicting signage throughout the worksite</li> <li>Crossing a road with 80kmh speed limit or higher is</li> </ul>		
	Signage positioning and security i.e. windy conditions, signage striking persons or vehicles	2/MAJ	4/MIN	TC

Installation of taper	Traffic hazard i.e. possible collision - Vehicle collision - Struck by passing vehicle	1/CAT	<ul style="list-style-type: none"> <li>Activate roof mounted arrow-board to hazard lights for stop go operations</li> <li>Position TC vehicle to warn approaching traffic of work area ahead</li> <li>To commence stop/slow operations, TC to stop traffic on lane where work is to be completed TC 2 to erect taper and delineate work area using appropriate traffic cones</li> <li>TC vehicle may be positioned between TC's and approaching traffic to provide protection</li> </ul>	3/MOD	
			<ul style="list-style-type: none"> <li>To commence lane closure operations, TC vehicle to be positioned in the lane to be slowed with the appropriate flashing arrow illuminated and directing traffic into the open lane.</li> <li>TC vehicle to be positioned prior to work area to provide protection to TC erecting taper and work area delineation</li> <li>TC vehicle to be moved forward to maintain protection for TC erecting delineation of longer work area</li> <li>Traffic cones with reflective sleeves to be utilised during</li> </ul>		TC
Protection of workers, public and traffic controllers	Traffic hazard i.e. possible collision - Vehicle collision - Struck by passing vehicle - Struck by item	1/CAT	<ul style="list-style-type: none"> <li>Monitor traffic movement through the work site to ensure safe regulation of traffic safety of personnel</li> <li>Be mindful that travelling public and pedestrians may be confused by the works. Ensure your hand signals are clear and concise.</li> <li>Ensure traffic travelling on the incorrect lane is directed back to the correct travel lane on leaving the work area.</li> <li>TC vehicle with warning lights or arrow board activated to be positioned as per TCP from end of taper to provide buffer zone and protection of workers and TC's</li> <li>Standing in the taper area is prohibited</li> <li>Always be aware of your surroundings and location of traffic. Always look before stepping onto the road.</li> </ul>	3/MOD	
	Poor visibility i.e. low light, wet weather	2/MAJ	<ul style="list-style-type: none"> <li>Ensure high visibility reflective clothing is worn at all times as per TCASAP</li> <li>Allow time and room for vehicles in low light and wet weather to observe Traffic Controllers and directions i.e. increased braking distances</li> <li>Use of reflective red wands may be required during times of poor visibility</li> </ul>	4/MOD	TC

Controlling Traffic	1/CAT	4/MIN	TC
<ul style="list-style-type: none"> <li>❑ Vehicle collision or struck by passing vehicle</li> <li>❑ Failure to keep in contact with other site staff</li> <li>❑ Personal injury due to being struck by mobile plant and machinery</li> <li>❑ Traffic hazard i.e. possible collision:               <ul style="list-style-type: none"> <li>- Vehicle collision</li> <li>- Struck by passing vehicle</li> <li>- Struck by item</li> </ul> </li> <li>❑ Sunburn</li> <li>❑ Dehydration</li> <li>❑ Trips, slips and falls</li> <li>❑ Manual handling</li> <li>❑ Fatigue</li> <li>❑ Noise</li> </ul> <p>Working next to Water</p> <ul style="list-style-type: none"> <li>❑ Personal Injury Drowning</li> <li>❑ Personal Injury Near Drowning</li> <li>❑ Damage to equipment</li> </ul>	<ul style="list-style-type: none"> <li>❑ Traffic Controllers to be competent</li> <li>❑ Positioning of traffic control to consider visibility, distance, geographical features</li> <li>❑ TC must always have a clear escape path to the shoulder, footpath etc.</li> <li>❑ Always face traffic. Never turn your back to approaching traffic.</li> <li>❑ Give approaching vehicles enough distance to stop safely</li> <li>❑ Use clear and definite signals (bat and hand signals)</li> <li>❑ Stand outside the projected travel path of vehicles</li> <li>❑ Be aware of traffic movements – LOOK BEFORE MOVING – BE ALERT</li> </ul> <p>Stopping Traffic</p> <ul style="list-style-type: none"> <li>❑ Turn bat to STOP and raise the free hand into stop signal with palm facing the traffic</li> <li>❑ Ensure you stand outside the projected travel path of the vehicles</li> <li>❑ Allow 2-3 vehicles to stop before moving in front of stationary lane of traffic (avoid stopping large vehicles at the front of the queue)</li> <li>❑ Keep facing stationary vehicles</li> <li>❑ Move position so you are clearly visible to approaching traffic e.g. 10 metres in front of stationary lane of traffic in line with drivers side headlight.</li> <li>❑ Ensure your clear escape path is available</li> <li>❑ When conducting stop slow operations – Turn side on to stationary lane of traffic to allow you to view stationary lane and traffic approaching from the opposite direction</li> <li>❑ Ensure STOP sign is facing the stationary traffic</li> <li>❑ DO NOT PUT YOURSELF IN AN UNSAFE POSITION</li> </ul> <p>Allowing Traffic To Proceed:</p> <ul style="list-style-type: none"> <li>❑ Wait until all traffic from the opposite direction is clear of the work site.</li> <li>❑ Check the work site and traffic lane are completely clear of vehicles, mobile plant, workers, and pedestrians etc – USE YOUR EYES!</li> <li>❑ Confirm (by radio) with your TC Partner that the worksite and traffic lanes are clear and it is safe to send traffic i.e. “Am I clear</li> </ul>		

			<p>to send traffic?"</p> <ul style="list-style-type: none"> <li>Move to side of the road or shoulder and sand clear of traffic</li> <li>Turn side on to traffic, turn your bat to slow and use your free hand to give the GO hand signal</li> </ul> <p>Slowing Traffic</p> <ul style="list-style-type: none"> <li>Stand on the side of the road or shoulder – outside the projected travel path</li> <li>SLOW sign facing the traffic</li> <li>Extend your free arm and wave it up and down but not above shoulder height</li> </ul> <p>Detouring Traffic:</p> <ul style="list-style-type: none"> <li>Stand on the side of the road or shoulder – outside the projected travel path</li> <li>SLOW sign facing the traffic</li> <li>Extend your free arm and give the GO hand signal and indicate the intended direction of travel.</li> </ul> <p>Multiple Lanes of Traffic:</p> <ul style="list-style-type: none"> <li>Generally, traffic controllers are only to control one lane of traffic at any given time</li> <li>Multiple traffic lanes require one traffic controller for each lane</li> <li>One traffic controllers can stop two lanes travelling in the same direction on a divided road however this is NOT recommended and is only to be conducted after a specific on site risk assessment and consultation with the work supervisor</li> </ul> <p>Road Procedures</p> <ul style="list-style-type: none"> <li>All personnel to be trained</li> <li>Ensure your communications over the radio are clear and concise</li> <li>Always check the safety of the work area before sending traffic or stating it is clear to send traffic</li> <li>Always ask your partner is it clear to send traffic</li> <li>Ensure radios are fully charged prior to commencing</li> </ul> <p>Onsite Safety</p> <ul style="list-style-type: none"> <li>Keep 5 metres from all mobile plant and machinery in case it moves or reverses unexpectedly – maintain eye contact or radio</li> </ul>
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			<div>contact prior to entering work area</div> <div><div><div>❑</div><div>Keep out of radius of swinging part of all mobile plant and machinery e.g. excavator booms</div></div><div><div>❑</div><div>Always ensure the operator can see you. Keep eye contact.</div></div><div><div>❑</div><div>UHF radio communications to be utilised to communicate between controllers, plant operators and works personnel</div></div></div> <div>Personal Protective Equipment</div> <div><div><div>❑</div><div>High visibility clothing and appropriate headwear to be worn at all times on site. Eye protection to be worn subject to a specific onsite risk assessment.</div></div><div><div>❑</div><div>High visibility traffic control vest to be worn at all times whilst control or monitoring traffic</div></div><div><div>❑</div><div>Night works – in addition to above reflective bowyangs will be worn and red wands to be used in conjunction with stop slow bat.</div></div><div><div>❑</div><div>Steel cap boots to be worn at all times</div></div></div> <div>Personal Health and Well Being Dehydration:</div> <div><div><div>❑</div><div>TC's to drink water regularly during shift to ensure an acceptable hydration level</div></div></div> <div>Sunburn</div> <div><div><div>❑</div><div>Sunscreen to be worn by all personnel and applied as per manufacturer's instructions</div></div><div><div>❑</div><div>2. Long sleeve shirt, long trousers and hat with wide brim or hard hat to be worn at all times</div></div></div> <div>Trips, slips and falls</div> <div><div><div>❑</div><div>TC's to ensure secure footing when moving about the worksite</div></div></div> <div>Manual Handling</div> <div><div><div>❑</div><div>2 man lifts to be used for loads greater than 20kg</div></div><div><div>-</div><div>Area (size of load)</div></div><div><div>-</div><div>Load (weight of load)</div></div></div> <div>Bend knees</div> <div>Broad stable base</div> <div>Back straight – but not necessarily vertical</div>		
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			<div>Firm palmar grip</div> <div>Arms close to trunk</div> <div>Weight close to centre of gravity</div> <div>Point/pivot feet in direction of movement</div> <div><div><div>❑</div><div>Mechanical handling equipment must be used wherever possible to eliminate the risk of manual handling injuries</div></div><div><div>❑</div><div>Keep access and work areas free from slip, trip and fall hazards</div></div><div><div>❑</div><div>Workers must take regular breaks from activities which may cause RSI</div></div><div><div>❑</div><div>Personnel when handling sharp, jagged materials must wear gloves</div></div><div><div>❑</div><div>All persons involved in the material handling must wear steel toe capped boots</div></div></div> <div>Fatigue</div> <div><div><div>❑</div><div>Rest pauses and meal breaks to be co-ordinated and rotated</div></div></div> <div>Noise</div> <div><div><div>❑</div><div>Positions should be rotated to negate lengthy exposure to excessive noise</div></div><div><div>❑</div><div>Hearing protection is not a desirable control measure for TC's</div></div></div> <div>Working next to water</div> <div><div><div>❑</div><div>Training/PC induction</div></div><div><div>❑</div><div>Signage</div></div><div><div>❑</div><div>Daily Traffic Plan – Daily review of site</div></div></div> <div>Working under machinery / electrical and high voltage cables</div> <div><div><div>❑</div><div>Training/PC induction</div></div><div><div>❑</div><div>Signage</div></div><div><div>❑</div><div>TCP</div></div><div><div>❑</div><div>Keep 5 metres from all mobile plant and machinery in case it moves or reverses unexpectedly – maintain eye contact or radio contact prior to entering work area</div></div><div><div>❑</div><div>Keep out of radius of swinging parts of all mobile plant and machinery e.g. excavator booms</div></div><div><div>❑</div><div>UHF radio communications to be utilised to communicate between controllers, plant operators and works personnel</div></div></div>		
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SAFE WORK METHOD STATEMENT

				<div>Incident Management</div> <div><div><div>TC's to maintain positioning and direct traffic to avoid the incident and maintain access for emergency vehicles</div><div>TC's to assist incident if practical and no further hazards or danger exists</div><div>TC to notify work supervisor of the incident ASAP</div><div>Incident notification, investigation and reporting procedure to be followed. Refer GDTc incident procedure and policy.</div></div></div>		
Removal of taper and advance warning signage	<div>Traffic hazard i.e. possible collision</div> <div><div>- Vehicle collision</div><div>- Struck by passing vehicle</div><div>- Struck by item</div></div>	1/CAT	<div><div>TC vehicle is to be removed in the reverse order to erection i.e. remove cones of work area, remove taper, remove fast lane signage and finally remove slow lane signage</div><div>TC vehicle is to be positioned to provide protection to TC's removing equipment i.e. always position vehicle between TC's and approaching traffic</div><div>Vehicle mounted warning lights to be activated during removal of TC's to drink water regularly during shift to ensure an acceptable hydration level temporary traffic guidance scheme</div></div>	3/MOD	TC	

SAFE WORK METHOD STATEMENT

RISK ASSESSMENT MATRIX

Consequence or Impact	LIKELIHOOD			
	Very Likely	Likely	Unlikely	Very Unlikely
Catastrophic	1	1	2	3
Major	1	2	3	4
Moderate	2	3	4	5
Minor	3	4	5	6
Insignificant	4	5	6	6