# Purpose

The purpose of this Standard is to manage driving risks (one of our highest Operational (Enterprise) Risks) and create safer workplaces and jobsites through a Wannon Water framework that oversees vehicles, traffic and pedestrian management. This Standard addresses health, environmental and community safety concerns relating to vehicles, traffic and pedestrian management by incorporating legislative obligations and best practice.

By effectively managing driving activities plus vehicle and pedestrian interactions at our workplaces and jobsites we can prevent adverse impacts on our Strategic Direction and support our Zero Harm aspirations.

# Scope

This Standard applies to any employee or **Contractor** engaged in our activities where **Vehicles**, **Traffic** or pedestrians may be affected whilst work is conducted upon a Wannon Water owned site or within the community. These activities include:

* Operating vehicles within Wannon Water owned sites and, on any **Road**,or **Road Reserve** (including driver competency and vehicle maintenance)
* Operating **Major Plant (Mobile)** within Wannon Water sites
* Traffic Management within Wannon Water sites, including the safety of any person traveling on a Wannon Water site
* Traffic Management on any road, road reserve or **Rail Reserve** whereWannon Water is undertaking works, considering the safety of any pedestrian, road or rail user

|  |  |
| --- | --- |
| **Key Term** | **Definition** |
| **Vehicle(s)** | Includes all Wannon Water fleet vehicles and vehicles driven by contractors or members of the community. |
| **Major Plant (Mobile)** | Powered mobile plant (e.g., excavators, tractors, forklifts and walkie stackers), for the purpose of this Standard, noting that this term is given a much broader definition within the *Plant and Equipment Procedure*.[[1]](#footnote-2) |
| **Road or Road Reserve** | Includes any public or private roadway, area of land set aside road construction, footpath, nature strip or medianstrip. |
| **Rail Reserve** | Includes any railway line and surrounding land where any works could create a risk to rail users or workers. |
| **Traffic** | Includes cars, trucks, vans, buses, Major Plant (Mobile), cyclists, pedestrians, cattle and other aimals. |

**Out of Scope:**

* When a principal contractor has been granted formal possession of a site whilst carrying out contracted work, it’s the responsibility of the principal contractor to comply with the vehicle, traffic and pedestrian management regulations and consult with our **Engaging Officer** to determine if their activities pose a risk to us (e.g., our employees working near contractors mobile plant and vehicles).

# Standard requirements

| **Requirements** | **Responsibility** | **Accountability** |
| --- | --- | --- |
| **General** |  |  |
| Vehicles, Major Plant (Mobile) and traffic/pedestrian management equipment purchasing and installation with respect to vehicle, traffic and pedestrian management must comply with the [*Plant and Equipment - Standard*](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Plant%20and%20Equipment%20-%20Standard.docx?d=w83ee667cacd94de2bee30e89e8a21fe9&csf=1&web=1&e=0w1oqf),the *Plant and Equipment Procedure1* and the[*Motor Vehicle Operational Procedure*](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Motor%20Vehicle%20Operational%20Procedure.DOCX?d=w39456ee17c214f838b37f9725ec8ce9e&csf=1&web=1&e=nmLCO0)**.** | **Executive People & Resilience**  All BMs | GM People & Business Services |
| Vehicles, Major Plant (Mobile) and traffic/pedestrian management equipment (e.g. signage) must:   * Comply with Australian Standards**[[2]](#footnote-3)** * Be installed and used as per the manufacturer’s instructions. * Be inspected and maintained. * Be fit for purpose, and;   Be appropriate for the full duration of the task. | **Executive People & Resilience**  BM Asset Creation  BM Maintenance  BM Operations  BM Corporate Services | GM People & Business Services |
| Risks associated with Vehicles, Major Plant (Mobile) and traffic/pedestrian management equipment must be identified and assessed**[[3]](#footnote-4)** by a qualified**[[4]](#footnote-5)** person and the hierarchy of control must be used where reasonably practicable to control the risks to our accepted levels as follows:   * Eliminate (e.g., utilise fixed plant to eliminate the need for mobile plant) * Substitute (e.g., use vehicles with enhanced safety features e.g., reversing cameras) * Isolate (e.g., install barriers to separate vehicles and pedestrians) * Engineering (e.g., use warning signals or lights on vehicles, implement speed humps) * Administrative (e.g., signage, traffic management plans) * Use of **PPE** (e.g., wear high vis clothing) | **Executive People & Resilience**  BM Maintenance  BM Operations  BM Asset Creation  BM Asset Systems  BM Corporate Services | GM People & Business Services |
| Employees and Health and Safety Representatives (**HSRs**) must be consulted (in accordance with the *Communication and Consultation Standard[[5]](#footnote-6)*) when identifying, assessing and deciding how to manage risks associated with Vehicles, Pedestrian and Traffic Management hazards. | **Executive People & Resilience**  BM Asset Creation  BM Maintenance  BM Operations  BM Corporate Services | GM People & Business Services |
| Vehicles, Major Plant (Mobile), traffic/pedestrian management equipment and PPE must be used and maintained (e.g., inspected, certified, serviced, and repaired) in line with manufacturer’s recommendations as a minimum. | **Executive People & Resilience**  BM Asset Creation  BM Maintenance  BM Operations  BM Corporate Services | GM People & Business Services |
| All maintenance and inspections for Vehicles, Major Plant (Mobile) and traffic/pedestrian management equipment must be completed by a suitably competent/qualified4 person – with records kept. | **BM Asset Systems**  All BM | GM Assets & Service Delivery |
| Tasks involving driving; vehicle, traffic and pedestrian management completed in accordance with our procedures (e.g., *Plant and Equipment Procedure1 ,Vehicle, Traffic & Pedestrian Management Procedure[[6]](#footnote-7),* [*Motor Vehicle Operational Procedure*](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Motor%20Vehicle%20Operational%20Procedure.DOCX?d=w39456ee17c214f838b37f9725ec8ce9e&csf=1&web=1&e=0qTcwr), *Safe Work Instructions*, *Task Risk Assessment (JSA)* or equivalent system[[7]](#footnote-8)) with appropriate controls in place to manage risk to accepted levels. | **Executive People & Resilience**  BM Maintenance  BM Operations  BM Asset Creation  BM Asset Systems  BM Corporate Services | GM People & Business Services |
| Faults or hazards identified on Vehicles, Major Plant (mobile) or other equipment must be reported and then assessed by a suitably qualified4 person and if required locked out to prevent use as per the [*Lockout Tagout (LOTO) - Standard*](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Lockout%20Tagout%20(LOTO)%20-%20Standard.docx?d=wfde70deeffd640b4b425bb6756d3f9de&csf=1&web=1&e=lMMZmQ) *and the* [*Lockout Tagout (LOTO) Procedure*](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Lockout%20Tagout%20(LOTO)%20Procedure.DOCX?d=w27ecf71ab2d94c1bb4a0ae7fdc85e90d&csf=1&web=1&e=RB3z6o)*.* | **Executive People & Resilience**  All BM | GM People & Business Services |
| Raise a Hazard Report where there is a concern that we are not effectively controlling risks associated with Vehicles, Major Plant (Mobile) and traffic/pedestrian management equipment which could result in potential harm to health or may impact the surrounding environment or community. | **Executive People & Resilience**  All BM | GM People & Business Services |
| Raise an Incident Report for any adverse event involving driving; Vehicles, Major Plant (Mobile) and traffic/pedestrian management equipment. | **Executive People & Resilience**  All BM | GM People & Business Services |
| Confirmed or suspected notifiable incidents involving driving; Vehicles, Major Plant (Mobile) and traffic/pedestrian management equipment must be investigated, reported, and managed in accordance with the [*Incident Reporting and Response Procedure*](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Incident%20Reporting%20and%20Response%20Procedure.DOCX?d=w1d356679cafd4fecab53c8d7284efca8&csf=1&web=1&e=hzfhnf) to ensure legislative requirements are met (e.g., tractor rollover - a WorkSafe notifiable event). | **Executive People & Resilience** | GM People & Business Services |
| **Traffic Management on our sites** |  |  |
| Appropriate control measures to separate pedestrians from Vehicles and Major Plant (Mobile) and methods to alert them to movement on sites – must be used on site relative to the risk level (e.g., pedestrian exclusion zones, barriers / fences, reversing alarms).  Further details of controls can be found in the *Vehicle, Traffic & Pedestrian Management Procedure*6. | BM Operations  BM Maintenance  BM Asset Creation | GM Assets & Service Delivery |
| Where there are no permanent traffic management controls on site (e.g., construction site) and Vehicles, Major Plant (Mobile) are introduced which could interact with pedestrians – a Traffic Management Plan must be developed and communicated to manage the risks. | BM Operations  BM Maintenance  BM Asset Creation | GM Assets & Service Delivery |
| **Traffic Management on publicly accessible roads** | | |
| Appropriate control measures must be used in coordination with local authorities when working adjacent to a public road as per the *Vehicle, Traffic & Pedestrian Management Procedure***6.** | **Executive People & Resilience**  BM Maintenance  BM Operations  BM Asset Creation | GM People & Business Services |
| Notification to the relevant authorities of implementation of traffic management plan(s) must be given in line with applicable legislative requirements as per the *Vehicle, Traffic & Pedestrian Management Procedure6*. | **Executive People & Resilience**  BM Maintenance  BM Operations  BM Asset Creation | GM People & Business Services |
| Employees involved in the design, use, inspection, modification and supervision of traffic management plan(s) and equipment must be suitably trained and competent in traffic management principles. | **Executive People & Resilience**  BM Maintenance  BM Operations  BM Asset Creation | GM People & Business Services |
| A copy of the Traffic Management Plan must be kept at the location or worksite of the relevant activity at all times, monitored continuously and be available for inspection upon request. | **Executive People & Resilience**  BM Maintenance  BM Operations  BM Asset Creation | GM People & Business Services |
| **Driving** |  |  |
| All employees involved in driving must be appropriately licenced. | **Executive People & Resilience**  All BM | GM People & Business Services |
| Vehicle inspections and regular pre-start checks must be completed in accordance with their defined schedules and prior to use of the vehicle. | **BM Corporate**  All BM | GM Community & Corporate Services |
| Consideration of vehicle conditions, environment factors (e.g. severe weather conditions, bushfires), resource planning and fitness for work must occur when planning work involving driving. | **Executive People & Resilience**  All BM | GM People & Business Services |
| Drivers must comply with road rules, site-specific requirements and any changes to regulations. | **Executive People & Resilience**  All BM | GM People & Business Services |
| Drivers must be informed and have available to them site or task specific vehicle requirements, manufacturers specifications, instructions and manuals. | BM Corporate Services | GM Community & Corporate Services |
| Vehicle retrieval activities must only be undertaken by suitably qualified4 persons using compliant safety equipment. | **Executive People & Resilience**  All BM | GM People & Business Services |

# 

# Training, Competence, and Awareness

|  |  |  |
| --- | --- | --- |
| **Standards** | **Responsibility** | **Accountability** |
| All managers with Responsibilities & Accountabilities within this document must be made aware of this standard. | Executive People & Resilience | GM People & Business Services |

# Monitoring

|  |  |  |
| --- | --- | --- |
| **Standards** | **Responsibility** | **Accountability** |
| Compliance with and effectiveness of this Standard  must be verified at least every four years by including periodic audits in the Audit Program. | Executive People & Resilience | GM People & Business Services |
| All records required by this Standard must be maintained in our records management system –(**CM**). | Information Services Manager | Chief Information Officer |

# Definitions

| **Term** | **Means** |
| --- | --- |
| **Accountability** | The nominated General Manager who will approve any capital/operating expense requests (within the Instrument of Delegation) and any material changes to current work practices to meet requirements of the Standard. While there is one nominated General Manager it is noted that the Executive are collectively accountable for the Standard. |
| **BM** | Branch Manager(s) |
| **CM** | Content Manager |
| **Contractor** | A person or company engaged to provide materials or work (construction, maintenance, service, supply or operation) on a particular project or activity. This includes:   * Consultant - A person or company that provides professional expert advice * Supplier   Labour Hire Company Performs outsources work on a temporary basis, under the direction and control of Wannon Water. |
| **Engaging Officer** | The employee who has engaged the contractor to undertake the works. |
| **GM** | General Manager |
| **HSR** | Health and Safety Representative |
| **Major Plant (Mobile)** | Examples include excavators, tractors, forklifts and walkie stackers, for the purposes of this Standard, noting that this term is given a much boarder definition within the *Plant and Equipment Procedure1.* |
| **PPE** | Personal Protective Equipment |
| **Rail Reserve** | Includes any railway line and surrounding land where any works could create a risk to rail users or workers. |
| **Responsibility** | The nominated person who is responsible for ensuring there is a system in place to meet a requirement (title in bold) and those who are responsible for delivering a task to an acceptable level of performance. All responsible person(s) must be of Branch Manager level or equivalent. |
| **Road or Road Reserve** | Includes any public or private roadway, area of land set aside road consutuction, footpath, nature strip, medianstrip |
| **Traffic** | Includes cars, trucks, vans, buses, Major Plant (Mobile), cyclists, pedestrians, cattle and other aimals. |
| **Vehicle(s)** | Includes all Wannon Water fleet vehicles and vehicles driven by contractors or members of the community. |

# Governance

|  |  |
| --- | --- |
| **Parent policy/standard** | [Zero Harm Policy](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Zero%20Harm%20Policy.DOCX?d=w28a88858bc424da988df5d4ce744b530&csf=1&web=1&e=P0Ica9) |
| Associated procedures/standards | * Vehicle, Traffic & Pedestrian Management Procedure * Task Risk Assessment (JSA) Procedure/eForm * [Plant and Equipment Standard](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Plant%20and%20Equipment%20-%20Standard.docx?d=w83ee667cacd94de2bee30e89e8a21fe9&csf=1&web=1&e=lR8ZDf) & Procedure * [Hazard Reporting Procedure](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Hazard%20Reporting%20Procedure.DOCX?d=w904e88d68b3b409ab8920915600f1c91&csf=1&web=1&e=SPhgXw) * [Incident Reporting and Response Procedure](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Incident%20Reporting%20and%20Response%20Procedure.DOCX?d=w1d356679cafd4fecab53c8d7284efca8&csf=1&web=1&e=mrYGXn) * [Motor Vehicle Management Procedure](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Motor%20Vehicle%20Management%20Procedure.DOCX?d=w6b3d68f55cee4f6088a9e4277bba9620&csf=1&web=1&e=1sgf1Z) * [Motor Vehicle Operational Procedure](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Motor%20Vehicle%20Operational%20Procedure.DOCX?d=w39456ee17c214f838b37f9725ec8ce9e&csf=1&web=1&e=0qTcwr) * [Lockout Tagout (LOTO) - Standard](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Lockout%20Tagout%20(LOTO)%20-%20Standard.docx?d=wfde70deeffd640b4b425bb6756d3f9de&csf=1&web=1&e=j5mk4e) * [Lockout Tagout (LOTO) Procedure](https://wannonwater.sharepoint.com/:w:/r/sites/cdms/Published%20Documents/Lockout%20Tagout%20(LOTO)%20Procedure.DOCX?d=w27ecf71ab2d94c1bb4a0ae7fdc85e90d&csf=1&web=1&e=5VeYne) |
| **Legislation mandating compliance/External documents** | * Road Safety Act 1986 * Road Safety (Traffic Management) Regulations 2019 * Road Management Act 2004 * Road Management (Works and Infrastructure) Regulations 2015 * Road Management (General) Regulations 2016 * Safe Work Australia Publication: Workplace Traffic Management: Guidance Material * Manual for Traffic Control at Stock Crossings |
| **Approval** | General Manager People & Business Services |
| **Owner** | Safety Field Officer |
| **Content enquiries** | Safety Field Officer |

# 

# Document version history

|  |  |
| --- | --- |
| Version | Changes made to document |
| 1 | New document created as part of the new IMS Standard Framework |

1. The **Plant and Equipment Procedure** is still under development. Please liaise with the Plant and Equipment Coordinator in the interim. [↑](#footnote-ref-2)
2. If equipment is manufactured internationally – the manufacturer or supplier must be consulted for assurance that the item complies with relevant Australian Standards. [↑](#footnote-ref-3)
3. Reassessment can be requested by a [HSR](https://m.enviroessentials.com.au/safetylaw/victoria/requirement/81414/)if they believe the employer has failed to assess the risks appropriately, after either an incident, alteration to an asset or a task, or where there is concern that the measures do not adequately control the risks or for any other reason. [↑](#footnote-ref-4)
4. Could be a Wannon Water employee, with the required training/experience, a manufacturer, a supplier, or a qualified technical expert, where we don’t have the required knowledge to assess suitability or regulatory implications. [↑](#footnote-ref-5)
5. The **Communication and Consultation Standard** is still under development. Please liaise with the Manager Safety Risk & Resilience in the interim. [↑](#footnote-ref-6)
6. The **Vehicles, Pedestrian and Traffic Management Procedure** is still under development. Please liaise with the Safety Field Officer in the interim. [↑](#footnote-ref-7)
7. For contractors, an equivalent system (e.g., Safe Work Procedure, JSA, SWMS) must be of equivalent or higher standard. [↑](#footnote-ref-8)