

# MANHARI METALS



## Traffic Management Plan

414 SOMERVILLE ROAD, TOTTENHAM VIC 3012

---

MANHARI INTERNATIONAL PTY LTD  
(ABN 60 125 463 354)  
414 Somerville Rd Tottenham Vic 3012  
[info@manhari.com.au](mailto:info@manhari.com.au) | 1300 EXPORT



## OVERVIEW

The following plan has been developed to assist Manhari Metals Tottenham (Site) with the conduct of Traffic Operations.

This plan is for the Site at 414 Somerville Rd, Tottenham VIC 3012.

## TRAFFIC MANAGEMENT PLAN

Manhari Metals requires temporary changes to normal traffic conditions for the delivery of activities at designated sites. The following Traffic Management Plan (TMP) outlines the intended management of Traffic and Transport for all aspects of Manhari Metals operations.

## OBJECTIVES OF THE TMP

To prevent or minimise the risk of injury, from hazards associated with company owned and leased vehicles, mobile plants and associated equipment found within the Site and provide processes that fulfil statutory requirements.

The objective will be achieved by performing the below:

- Provide an overview of work hours at the Site.
- Provide a detailed description and operational plan of the traffic management elements involved.
- Serve as the key document that is agreed to by all parties.
- Serve as a reference document for the “On the Ground” use by Emergency personnel.
- Traffic management shall wherever possible separate vehicle routes from pedestrian areas (utilising separation barriers where practicable).
- Clear access routes are to be provided through work areas, wherever practicable, routes should be one-way traffic.
- All roadways, walkways and signage shall be marked in accordance with the appropriate standards.
- Crossing of vehicle traffic routes shall have well defined pedestrian crossings.
- Provision for dedicated delivery areas.
- Provision for loading docks and bays.
- Safety Zones for truck drivers loading crew or other employees.
- Provision for appropriate lighting.
- Housekeeping requirements in order.
- Clearly defined speed limits – signs posted.
- Dedicated car parking for visitors and employees.

## AUTHORITY OF THE TMP

This TMP is the prime document detailing the traffic and transport management arrangements under which operation at the Site are to proceed.

Changes to the final version of the TMP require approval by Senior Management. All functional or single agency supporting plans are to be developed with recognition of the primacy of the TMP, and nothing contained in those plans should contravene any aspect of the TMP.



In case of emergencies, or for the management of incidents, the emergency service personnel are not subject to the conditions of the TMP but will make every effort to inform the other relevant bodies of the nature of the incident.

#### WORKING HOURS

- Monday to Friday – 07:00 to 17:00 (times may vary pending work requirements)
- Saturday – 7:00 to 14:00

#### SPEED LIMITS

Area	
Vehicles other than mechanical handling equipment	Maximum Speed
Delivery entry	10 km/hr
Exit from loading/drop off bay to external roadway	10 km/hr
Visitor/Employee car parks	10 km/hr
Mechanical Handling equipment	
Loading area - loading employees on ground (outside)	Walking pace (5km/hr)
Loading area - full capacity load (outside)	Walking pace (5km/hr)
Loading/unloading area – employees on ground (inside)	Walking pace (5km/hr)
Loading area – full capacity load (inside)	Walking pace (5km/hr)

#### PARKING

The Site has a car parking capacity 35, which includes visitor & reserved parking.

#### EMERGENCY SERVICES ACCESS

Emergency access will be granted to all areas of the Site regardless of the details of this TMP.

#### RULES FOR MOBILE PLANT USE

The use of mobile plant at the Site must conform to this TMP. Where Manhari Metals employees or contractors are required to operate mobile plant, following key rules apply:

- Keys are not to be left in mobile plant when the vehicle is unattended.
- Under no circumstances is any person to ride on the tynes of a forklift, or anywhere else on unit.



- Only licenced forklift operators are to operate the forklift. Each operator must hold their High Risk Licence card and records of licences to be kept in Employee File.
- Forklift operators must operate the size, weight, and type of forklift they are licensed on.
- Pre-Start check lists must be performed prior to operating equipment.
- All audible and visual systems fitted to mobile plant must be fully operational prior to and during its operation. If found to be faulty report to your supervisor. All mobile plant and equipment, including vans and delivery trucks shall have reversing alarms, if not fitted vehicles shall be marshalled whilst reversing.
- All mobile plant must comply with relevant Federal and State legislative requirement.
- All operators must wear a seat belt, where fitted.
- All operators must abide with site specific, local, Federal and State road rules.
- When travelling on a forklift without a load, the tynes on the forklift must be as far down as practical to the ground.
- When travelling on a forklift with a load that obscures the vision of the operator the forklift must be driven in reverse.
- Only loads that are within the lifting limitations of the forklift can be picked up or carried by the forklift.
- When entering and exiting doorways and /or openings, the forklift operator must sound the forklift horn and proceed at walking pace 5km/hr.
- When approaching blind corners or intersections with obscured vision the forklift operator must stop sound the horn and then proceed with caution.
- Company owned and leased mobile plant must display a current compliance/ registration plate.
- Accidents and occurrences involving forklifts must be reported within legislative guidelines/ timeframes as detailed by Federal and State regulatory authorities.
- All persons travelling in any vehicle shall occupy a seat or driving position – NO SEAT/DRIVING POSITION, NO RIDE.
- Vehicles must not be modified unless modification is approved by a regulatory body, or as appropriate, it is modified as a result of a risk management process and does not increase risk in consultation with the relevant bodies.
- Mobile plant has an exclusion zone around them of 3 metres. The exclusion zone extends by 1 metre for every metre of tine elevation. For example, if a forklift is elevated to 3 metres:  $3 + 3 = 6$  metre exclusion zone.
- Pedestrians must NOT, in any circumstances, walk under elevated equipment.
- At all times pedestrians must let the mobile plant operator know where the pedestrians are and let the operator know where you intend to go.
- Where a pedestrian crossing is in place, and therefore a shared walkway, pedestrians will have right of way.
- Speed limits to be adhered to at all times.
- Forklifts must remain stationary whilst truck drivers move to driver exclusion zone.



## PEDESTRIAN TRAFFIC MANAGEMENT

The following key rules apply to the Site for Pedestrian Management:

- Pedestrian walkways identified and signed.
- When there is an interaction with pedestrian and vehicle movement, pedestrians get the right of way. The driver of the mobile equipment shall wait for the pedestrian to cross and reach 'safe zone' before moving.
- Safety Zones identified for truck drivers, loading crew or other employees.
- Traffic management where possible are separate vehicle routes from pedestrian areas. (Utilising separation barriers where practicable).
- Clear access routes are provided through work areas, wherever practicable, routes are one-way traffic.
- Crossing of vehicle traffic routes have well defined pedestrian crossings. Pedestrians shall have Reflective / Hi-Vis jacket.
- An occurrence or near hit (near miss) involving a pedestrian and vehicle/equipment demands a review of the relevant risk assessment and subsequently the Traffic Management Plan for the area or designated zone the occurrence or near hit occurred in. If a near miss or occurrence has occurred notify your Manager immediately.

## TRAFFIC MANAGEMENT SAFETY PRINCIPLES

- Separation of pedestrians and plant.
- Equipment used is in good working order.
- Influence on other vehicle operators.
- One way traffic flow where possible.
- Speed control.
- Supervision / Monitoring.

## INFORMATION, TRAINING, INSTRUCTION AND SUPERVISION

Before mobile plant is used in workplace, anyone who will use it shall be provided with the information, training, instruction or supervision necessary to protect them and others from the risks associated with traffic in a workplace.

Workers including contractors who are required to perform duties associated with traffic management at the workplace should be trained to perform those duties. Training should be provided to workers by a competent person.

Responsibilities for health and safety management must be clearly allocated. It is important each worker, contractor, subcontractor, visiting driver and other relevant people clearly understand their role in following safe work practices and taking reasonable care of themselves and others.

Provide adequate supervision to ensure safety procedures are being followed, particularly if risk mitigation rely on administrative control measures.



Ensure so far as is reasonably practicable, everyone who has access to workplace including visitors are provided with information necessary to protect them from risks to their health and safety, for example instructions on designated safe routes, parking areas, pedestrian exclusion zones and speed limits. This could be addressed through an induction process at workplace.

Visitors should report to the reception area or site office and be given information on the safety procedures for the workplace before they are allowed into areas where vehicles and powered mobile plant are used.

Any information, training and instruction provided, is presented so it is easily understood by workers. This may require providing information and training material in different languages.



The site plan shows several buildings and areas with their respective dimensions:

- BUILDING 1 - HEAD OFFICE**: Dimensions include 10, 28, 7, 30, 21, and 18.
- CASHIER**: Located adjacent to Building 1, with a dimension of 28.
- LUNCH ROOMS**: Adjacent to Building 1, with a dimension of 40.
- CARPARK**: Located at the bottom left, with a width of 40.
- TOILETS**: Located between Building 1 and Building 2, with a dimension of 18.
- BUILDING 2 - BRASS AND COPPER**: A large central building with multiple sections and dimensions including 23, 14, 15, 31, 25, 18, 10, and 18.
- BUILDING 3 - MECHANICS**: Located at the top left, with a dimension of 15.
- BUILDING 4 - PAINT**: Located at the top right, with a dimension of 31.
- SCRAP PILE 1 (APPROX 2275m<sup>2</sup>)**: A large hatched area in the center-right, with a length of 65 and a width of 35.
- WEIGHBRIDGE**: Two weighbridges located at the bottom right, with dimensions of 26 and 36.
- FENCE**: Indicated by dashed lines around the perimeter and specific areas.
- BOUNDARY**: Dashed lines indicating the site limits.
- SUMERVILLE RD**: The road running along the bottom edge.
- LOADING / UNLOADING AREAS**: Indicated by yellow and black striped rectangles near Building 1 and the Scrap Pile, with red arrows showing traffic flow.

 Multi Directional Flow



**ACKNOWLEDGEMENT**

*I acknowledge that I have received a copy of the **Manhari Metals Traffic Management Plan – Tottenham**. I have read the Management Plan and agree to follow the **Management Plan** without exception.*

Employee Name: \_\_\_\_\_

Manhari Direct Employee: ☐

Labour Hire Contractor: ☐

Labour Hire Agency: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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

*I acknowledge that the above employee has been guided through the **Manhari Metals Traffic Management Plan – Tottenham**. I am satisfied that the above employee has read and understood the **Management Plan**.*

Manager Name: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

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