

Traffic Management Plan



PURPOSE	<p>This Traffic Management Plan (TMP) details the framework for traffic management on-site. It covers all vehicles and pedestrian travel throughout all sites operated by Veolia.</p> <p>This plan covers Traffic Management at the Wetherill Park Resource & Recovery Facility (WPRRF), and is applicable to all persons working on or visiting this site. It is considered to be a live document and shall be regularly reviewed and improved. It shall be made readily available to all approved stakeholder groups, as and when required throughout the duration of the Contract.</p>
----------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Scope	This manual applies to Wetherill Park Resource & Recovery Facility .
Review Frequency	Annual

CONTENTS	<p>Contents</p> <p>1. 3</p> <p>2. 3</p> <p>Traffic 3</p> <p>Types of Flow 4</p> <p>Light Vehicle (Domestic) Movements 4</p> <p>Commercial Vehicle Movements 4</p> <p>Waste Transport Vehicle Movements 4</p> <p>Plant Movements 4</p> <p> Pedestrian Movements..... 4</p> <p> Accessing Site 5</p> <p>Site Entry and Exit 5</p> <p>Transfer Station 5</p> <p> General Site Traffic Rules 5</p> <p> Employees on Site 6</p> <p> Site Vehicle Drivers 6</p> <p> Noise 6</p> <p> Deliveries..... 6</p> <p> Pedestrians 6</p> <p>Shared Traffic Areas 6</p> <p>Plant Traffic 7</p> <p>Uncovering / un-tarping..... 7</p> <p>Waste Transfer Vehicle Traffic..... 7</p> <p>Overloaded/Under Weight Transfer Vehicles 7</p>
-----------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	Site Actions/Procedures.....	7
	Site Parking	8
	Traffic Flows	8
	Signage	8
	Speed Limits.....	8
	Recovery of Vehicles and Mobile Equipment.....	8
	Compliance Monitoring.....	8
	Vehicle Inspections	9
	3. 11	
	Definitions	11
	4. Error! Bookmark not defined.	
	Appendix 1 - Site Plan	11
	Appendix 2 - Site Traffic Risk Assessment (see the Hazard and Risk Assessment template)	12
	Risk Methodology	12
	Hazard/Risk Assessment	13

1. Site Information

Site Name	Wetherill Park Transfer Station
Site Location	Wetherill Park NSW
Site Purpose	Receival and segregation of waste for transport to recycling facilities or disposal sites.
Temporary or Fixed Site	Fixed
Operating Hours	Monday - Saturday: OPEN 24 HOURS Site closes on Saturday afternoon at 4pm, reopening at 10pm Sunday evenings. Public Holidays 0400 am – 1pm

2. Site Traffic Management

Traffic

This section covers:

- Accessing Site;

- General Site Traffic Rules;
- Employees on Site;
- Site Vehicle Drivers;
- Noise;
- Deliveries; and
- Pedestrians.

Types of Flow

Light Vehicle (Domestic) Movements

Light vehicle traffic (Domestic) includes, but is not limited to:

- Staff vehicles & Contractor vehicles
- Trade vehicles (up to 3 tonnes)
- Commercial (up to 4.5 tonnes)

Commercial Vehicle Movements

Commercial vehicles include, but are not limited to:

- Local Council waste collection vehicles
- Third party waste collection vehicles
- Trade vehicles (in excess of 3 Tonnes)
- Heavy rigid and articulated vehicles (above 4.5 tonnes)
- Commercial (above 4.5 tonnes, excluding b-doubles)

Waste Transport Vehicle Movements

Waste transfer vehicles include:

- Walking floor trailers (tri-axle and quad axle) for transport of wastes to other facilities
- Commercial vehicles (through the removal of recyclables)
- Hook lift vehicles used for transport of hook lift bins
- Roll On Roll Off (RORO) vehicles used for transport of RORO bins
- Liquid tanker
- Containers

Plant Movements

Plant movements include:

- Dozer
- Excavator (2)
- Loaders (1)
- Skid-steer (1)
- Waste Transfer vehicles (6)
- Forklifts (1)

Pedestrian Movements

Site personnel:

- Weigh bridge staff
- Machinery/Plant operators
- Approved contractors (e.g. Mechanics, Electricians, plumbers)
- Transport operators
- Supervisory and Management staff
- Administrator staff

- Authorised visitors and customers

Customers

- General public or non-site personnel
- Commercial

Accessing Site

- All vehicles accessing site shall adhere to the Deliveries and Site Visitor Entry Restrictions;
- All roadways are a shared zone for both vehicles and pedestrians;
- All personnel accessing site are to report to the site office and sign in; and
- Perform a BAC test when required.

Site Entry and Exit

- All Domestic and Commercial traffic entering and exiting the premises are directed through the site weighbridge. The weighbridge staff direct all vehicles entering the site via the weighbridge to the appropriate entry door according to the waste type and vehicle carrying the load. Waste Transfer Vehicles enter the site and immediately veer left onto the Load-Out Tunnel access road.
- All visitors and contractors are required to sign in and out using our Rapid Global Sign-In Portal located at Reception or the Weighbridge upon entry and exit.
- All Domestic, Commercial, retrieved waste vehicles and Waste Transfer Vehicles exit the site via the “Out” weighbridge and then proceed onto Davis Road.

Transfer Station

- Domestic customers are directed to enter the receival hall via the western doorway (Gate 2) and to tip at the appropriate area (see Diagram 2). Customers are advised of the appropriate area by the Weighbridge Operator.
- All domestic customers are to reverse no less than 2 metres from the surge pit edge and to tip their waste directly onto the floor beside the surge pit
- After unloading customers exit through the southwestern doorway and proceed to the “Out” weighbridge
- Domestic Asbestos customers are informed by the weighbridge operator to enter the receival hall via the western doorway (Gate 2) and proceed through the receival hall exiting the southwestern doorway and to proceed to the asbestos area where they will be met by an Operator who will open the asbestos bin and supervise the unloading of asbestos and reject any loads that are not wrapped correctly or too large. The customer is not to leave the weighbridge until the weighbridge operator has confirmation from an operator within the receival hall that there is someone available to supervise the unload.
- All Commercial loads are directed to enter via the eastern doorway (gate 1) and to tip off on the floor on the western side of the surge pit, loads of putrescible waste are to be tipped off at the front (southern end) of the surge pit (this waste is not to be tipped directly into the surge pit).

Note: entrances (Gate 1 and 2) are equipped with operator-controlled boom gates to control the flow of traffic.

Appendix 1 - Site Diagram



General Site Traffic Rules

- Drivers are to obey all speed restrictions;
- The site speed limit is 10km/hour
- All posted signage shall be observed and followed;
- All traffic is to stop at the "Stop" sign on entry to the "In" weighbridge
- All traffic is to stop at the "Stop" sign at the site exit out onto Davis Road.
- Vehicles carrying a load have right of way over vehicles without a load;

- Vehicles travelling in reverse have right of way over other vehicles;
- Where 2 or more vehicles arrive at an intersection, the vehicle on the right has right of way;
- All vehicles are to have flashing lights operating when being used;
- Where provided pedestrian walkways or lines shall be used by pedestrians;
- Children must remain in vehicles at all times (except under evacuation procedures)
- Pets are not allowed outside of vehicles (except under evacuation procedures)
- A Permit to Work (FORM035) is required for all high-risk tasks performed on site.
- All staff and visitors are to reverse park into the provided parking spaces
- Scavenging is not permitted
- Smoking is only allowed in the designated area
- Use of mobile phones is not permitted on site while operating a fixed/mobile plant, vehicles or whilst walking around site.
- Photos are not permitted without prior approval from the Site Manager.
- Hard hat is to be worn when walking in Tunnel
- A spotter shall be required in the movement of any Elevated Work Platform (EWP); and
- Site traffic rules have been communicated to all employees, contractors, delivery drivers and visitors on this site. Site inductions include reference to site traffic rules.

Employees on Site

- All site traffic rules shall be employed by all entrants to this site. Breaches of the site traffic rules shall cause site entrant to be banned from this site;
- All site entrants shall receive an appropriate site induction prior to entering the site;
- All site entrants shall wear the appropriate Personal Protective Equipment (PPE);
- All entrants shall alert site management to all circumstances where site rules are not followed; and
- All visitors and contractors shall be authorised to enter the site, undertake an appropriate site induction, and shall be accompanied by a site inducted employee as required on this site.

Site Vehicle Drivers

All personnel operating machinery and plant or driving light/heavy vehicles shall adhere to Veolia driving requirements. Personnel required to operate or drive vehicles on site shall produce the following:

- A valid state/region driver's licence and/or competencies to operate plant and equipment related to their role on site;
- Permission to operate Veolia vehicles;
- Any relevant licences/tickets associated with a vehicle;
- A valid alcohol test to demonstrate they are fit for work as required;
- Evidence of completion of a nationally accredited 4WD training course or defensive driving course in order to drive a light vehicle (within 30 days of commencement of employment if applicable);
- All operators shall attend and complete the site induction;
- Any driver intending to drive a 4x4 vehicle off of a known roadway or track (off-road) shall complete a nationally accredited 4WD training course; and
- All off road 4x4 driving shall be approved by the Site Manager.

Noise

- Noise shall be generated during operational activities and by vehicles accessing or travelling around the site, this is to be minimised and/or monitored by persons performing the task and, if necessary, reported to the SHEQ Team; and
- If a complaint is made by a member of the public it is to be reported directly to the SHEQ Team for investigation.

Deliveries

- General deliveries of miscellaneous materials shall occur over the duration of the operation. Deliveries of all materials shall be scheduled, where feasible;

- All delivery drivers shall report to on site security/reception for instruction; and
- Where required delivery drivers shall undertake a Delivery Driver Induction prior to proceeding on site.

Pedestrians

- All pedestrians shall ensure appropriate people are aware they shall be entering a site;
- Pedestrians shall report to the control room and advise operations of the activity they are to perform on high risk sites;
- Pedestrians shall use walkways designed for pedestrian use;
- If a vehicle is approaching the pedestrian shall:
 - Stop and face the oncoming traffic;
 - Gain eye contact with the driver; and
 - Remain stationary until the traffic has passed.
- Pedestrians shall wear appropriate Personal Protective Equipment (PPE) as per company induction, and at all times they are traversing the site.

Shared Traffic Areas

- Reival Hall Commercial side – Commercial Vehicles and Plant
- Reival Hall Domestic side – Domestic Vehicles and Plant
- Exit Road – Commercial and Domestic Vehicles with Waste Transfer Vehicles
- Bobcat is used on all roads for cleaning
- Recycling plant area – Commercial vehicles and plant

Plant Traffic

- Plant traffic movement can be conducted on either side of the surge pit, except for the dozer which works within the surge pit
- For the refuelling of plant, they are to be parked up at the northern end of the surge pit near the fuel bower, out of the way of all vehicles entering the station
- Plant has access to the load out tunnel for cleaning purposes.
- All plant has the right of way
- The bobcat accesses all roadways for cleaning

Uncovering / un-tarping

- Uncovering of vehicles is conducted before entering the tipping area. If recovering / tarping is required, this is completed in the gantry zone prior to leaving site.

Waste Transfer Vehicle Traffic

- Waste Transfer Vehicles driven by our third-party contractor, enter the site and immediately veer left to the load out tunnel access road.
- These vehicles travel down the access ramp (only after being given all clear over the 2 way), they are then loaded in the tunnel and then exit out the tunnel via the exit ramp.
- They will then merge with the traffic stream exiting from within the Reival Hall as they leave the ramp, they will clean off at the gantry then cross the “Out” weighbridge and exit the site
- Loaded trailers leaving site are to be loaded as per PLANS008 Chain of Responsibility Management Plan

Overloaded/Under Weight Transfer Vehicles

- Waste Transfer Vehicles that are observed to over/under weight exit the site, turn around in the Davis Road Cul-de-sac. They then re-enter the site and veer left onto the load out tunnel access road and travel down the ramp (only after being given the all clear over the 2-way).

- The excess waste is removed, or additional waste is loaded into the transfer vehicles they then exit the tunnel via the tunnel exit ramp.
- They will then merge with the traffic stream exiting from within the Receiving Hall as they leave the ramp, they will clean off at the gantry again then cross the “Out” weighbridge and exit the site
- Loaded trailers leaving site are to be loaded as per PLANS008 Chain of Responsibility Management Plan.

Site Actions/Procedures

This section covers:

- Journey Management Plans;
- Site Parking;
- Traffic Flows;
- Signage;
- Speed Limits;
- Recovery of Vehicles and Mobile Equipment;
- Compliance Monitoring; and
- Vehicle inspections.

Site Parking

All vehicles on site shall be parked in designated parking areas as defined in the site plan at [Appendix 1](#). On this site the parking rules are:

1. All vehicles shall park in designated parking spaces;
2. All vehicles shall reverse park; and
3. When reversing on site, vehicles shall have a competent person assisting unless defined.
4. All visitors are required to sign in at Reception using our Rapid Global Sign-In Portal or at the Weighbridge.
5. All visitors are required to sign out before leaving the site
6. Vehicles exiting the carpark, cross the incoming traffic lanes and turn right to exit the site. Caution must be taken when crossing traffic lanes and joining the other vehicles exiting the site.
7. Transfer trailer are to be park in the truck parking bays.

Traffic Flows

All traffic flows, pedestrian routes and vehicle waiting areas are defined in the site plan at [Appendix 1](#).

Signage

- Road signs shall be designed in accordance with [AS 1742 - Manual of Uniform Traffic Control Devices](#) or equivalent (and manufactured in accordance with [AS 1743 - Road Sign Specifications or equivalent](#));
- Signs are to be checked for damage and cleanliness and repaired, replaced or cleaned as necessary; and
- Changes to sign location shall be communicated at daily pre-starts and toolbox meetings with the associated updates to this TMP undertaken as necessary.
- Signs and devices shall be erected with consideration of the following:
 - They are properly displayed and securely mounted;
 - They are within the driver's line of sight;
 - They shall not be obscured from view;
 - They do not obscure other operating vehicles from the driver's line of sight;
 - They do not become a possible hazard to workers or vehicles; and
 - They do not direct traffic into an unsafe situation or cause conflicting traffic flow.

Speed Limits

- Maximum speed limits on this site is **10 km/h**; and
- All changes to speed limits or associated road conditions shall be approved by the Site Manager.

Recovery of Vehicles and Mobile Equipment

Recovery of bogged/stranded plant and light vehicles is to be coordinated by the site team in conjunction with the subcontractor and other stakeholders as required.

Compliance Monitoring

- The SHEQ Team shall ensure audits are undertaken for the application of this TMP to ensure compliance with any requirements; and
- Any changes to the traffic conditions, which have an impact on, or have the potential to affect operations, shall be authorised by the Site Manager.

Vehicle Inspections

- All vehicles shall be inspected visually on a daily basis prior to use;
- All vehicles shall be inspected at least weekly with reference to the appropriate checklists
- Where light vehicles used on site are required to have an In-vehicle Monitoring System (IVMS) installed, IVMS data shall be managed in accordance with Veolia Company Policy; and
- Vehicles shall be serviced as per the Vehicle Service Log Book.

3. Roles and Responsibility

<i>Role</i>	<i>Responsibility</i>
Operations Manager	The operations managers have the responsibility for ensuring suitable resources and plans are in place to manage traffic risks for Sites.
Safety, Health, Environment and Quality (SHEQ) Team Member	The SHEQ team has the responsibility to: <ul style="list-style-type: none"> ● Review and approve any revisions to this procedure; ● Ensure on-site implementation of and compliance with this procedure; ● Monitor the effectiveness of the Traffic Management Plan (TMP); ● Manage changes to the TMP and communicate to the all interested parties. ● Review and monitor the implementation of this TMP; ● Conduct site traffic and site access investigations to promote a safe work environment; ● Ensure corrective actions from audits and incident investigations relevant to site traffic movements are carried out; and ● Provide feedback to management of outcomes and observations.
Managers and Supervisors	Managers and Supervisors are responsible for: <ul style="list-style-type: none"> ● Ensuring all personnel understand and observe the Traffic Management Plan ● Effective management strategies ensuring safety rules are observed and enforced ● Ensuring the nominated driver has regular maintenance and servicing carried out on their vehicle and any damaged or malfunctioning components are reported and repaired ● Identifying areas of risk and implement effective controls ● Ensuring that accidents or near misses are reported as per the Incident Investigation Procedure and that appropriate counter measures are implemented.
Vehicle operators	Vehicle operators are responsible for: <ul style="list-style-type: none"> ● Not being under the influence of drugs and/or alcohol while operating a vehicle ● Carrying out a visual pre-start check ensuring the vehicle is safe to operate ● The suitability of the vehicle for the task to be performed e.g. working within the load limits as specified on the compliance plate ● Not making any unauthorised modifications to vehicles ● Ensuring that they hold the appropriate certificate of competency or driver's license ● Ensuring that seat belts are worn at all times where these are provided ● Identify areas of risk and support the control ● Stopping and sounding horn before entering or exiting buildings or crossing on shared walkways to warn oncoming traffic or pedestrians ● The nominated driver is responsible to ensure regular maintenance and servicing of vehicles is carried out and damaged or malfunctioning vehicles are reported and repaired
Employees, Contractors and Visitors	Employees are responsible for: <ul style="list-style-type: none"> ● Taking reasonable care for their health and safety ● Confining their movements to designated walkways where practicable ● Stopping and looking before entering a roadway

	<ul style="list-style-type: none"> ● Giving way to vehicles at all times ● Reporting any unsafe work practices, hazards and accidents without delay ● Cooperating with any requirement imposed by the NSW WHS Act 2011 & Regulations 2011 ● Contributing to and maintaining good housekeeping practices, ensuring the site is tidy and free of unnecessary items that could hinder movement or present a hazard <p>Visitors and Contractors</p> <ul style="list-style-type: none"> ● Employees who bring contractors and/or visitors on site must ensure that: ● They have undertaken the necessary safety induction ● They understand and observe the safety rules ● They are properly supervised
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Definitions

See definitions in the [BMS Dictionary](#) - Only definitions directly pertaining to this document are included.

Subject	Definition
Sites	Relates to Veolia sites and facilities.
Vehicle	Light vehicle, heavy vehicle, forklift truck, Manitou forklift, articulated vehicle , EWPs and including, but not limited to, other fixed wheel vehicles.
BAC	Blood Alcohol Content

Appendix 2 - Site Traffic Risk Assessment ([see the Hazard and Risk Assessment template](#))

Risk Methodology

		Likelihood						
Our People	WHS	Our Environment	Sustainability	1 - RARE	2 - UNLIKELY	3 - POSSIBLE	4 - LIKELY	5 - ALMOST CERTAIN
				Event which may occur only in exceptional circumstances Event likely to occur in exceptional circumstances	Event likely to occur at least once over a period of a two to three years in the industry Event with limited potential of occurring	Event likely to occur at least once a year over a period of a calendar year in the industry Event with moderate potential to occur	Event likely to occur at least monthly or quarterly over a period of a calendar year in the industry Event with high potential to occur	Event likely to occur at least weekly over a period of a calendar year in the industry Event expected to occur in most circumstances
	Serious injury accident or Fatality Permanent severe disability. Widespread, or potential widespread disease outbreak or human health impact.	Irreversible environmental harm caused to an area of high conservation value. Spillage of toxic, flammable or explosive chemicals. Facility fire requiring emergency services.	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)	
	Lost time injury. Hospital Treatment as an inpatient. Multiple human health impact linked to company operation.	Material environmental harm causing potential severe & extensive loss/ damage requiring clean up and rehabilitation. Damage to fauna/flora. Spillage under 155l of oil, diesel, and chemicals not contained.	Medium (4)	Medium (8)	High (12)	Extreme (16)	Extreme (20)	
	Medical treatment injury. Restricted Work Case. Hospital Treatment and/or checks as outpatient. Isolated human health impact linked to company operation.	Release to an environment NOT contained within the facility limits. Repeated breach of environmental statutory limits.	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)	
	First Aid Injury. Failure of an operational procedure or health standard/guideline that could lead to human health impact.	Release to the environment immediately contained within facility limits. Single breach of statutory limits.	Low (2)	Medium (4)	Medium (6)	Medium (8)	High (10)	
	No medical treatment. Failure of an operational procedure or health standard/guideline that is unlikely to lead to human health impact.	No environmental harm or environmental nuisance.	Low (1)	Low (2)	Low (3)	Medium (4)	Medium (5)	

Hazard/Risk Assessment

Hazard	Risk Description	Existing Control Measures Eliminate, Substitute, Engineering, Administration, PPE	L C R			New Control Measures Eliminate, Substitute, Engineering, Administration, PPE	L C R			Resp.	Due	Closed
			L	C	R		L	C	R			
1	Vehicle movements on site - Mobile plant/plant, customer vehicles. Contact with pedestrians, Vehicle rollovers	Poor traffic management and/or visibility Lack of Isolation between plant and people Poor communication between plant operator and customer/people	4	5	20	*Speed humps and signage; *Cameras on back of plant; *Quackers * All plant fitted with rotating beacon * Mirrors * Kerbing * Lighting * Site Speed limit 10km/hour * CCTV *Boom gates *Speed limits; *Signage; *Competency Assessments; *Authorised personnel only to operate; *Authorised personnel only to operate; *Restriction and exclusion zones; *Spotters; *Designated routes; *Pre-start checklists and Defective Vehicle Reports; *PLANS002 - Traffic Management	4	1	4			

					Plans; *SOP012 Traffic Management *SOP042 Over loaded Vehicles *SOP024 Safe driving and Traffic * FORM014.4.1 - Conditions of entry * One way traffic * Contact police and ambulance					
2	Unsafe operation of mobile/fixed plant resulting in physical harm and/or property damage	Operator not sufficiently trained in the operation of the mobile/fixed plant Poorly maintained plant and equipment	3	3	9	*All operators are to be verified competent to operator – FORM006 *SOP085 – Plant Management *PLAN002 Traffic Management Plan *Work Instruction – Dozer / Front End Loader / Forklift / Bobcat & Excavator. *SOP012 – Traffic Management *Veolia's Life Saving Rules *Bridge Induction – Traffic Management & HRMS	2	1	2	
3										
4										
5										

6													
7													

Reviewed by:		Initial and Date:		Reviewed by:		Initial and Date:	
Reviewed by:		Initial and Date:		Reviewed by:		Initial and Date:	
Reviewed by:		Initial and Date:		Reviewed by:		Initial NS Date:	