



GROUP SAFETY STANDARD 9 TRAFFIC AND ROAD TRAVEL MANAGEMENT

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1. PURPOSE

This standard specifies IGOs requirements for traffic management planning at IGO operated mine sites and construction projects.

2. AREAS OF MANAGEMENT RESPONSIBILITY

All mine and construction sites must have **Traffic Management Plan** (TMP). The Site Manager (Registered Manager or General Manager) is responsible for ensuring the development, maintenance and effective application of a TMP.

Beyond this, all sites must have defined 'Areas of Management Responsibility' as per **IGO CMSS 5 - Roles, Responsibilities and Accountabilities**. The 'Work Area Owner' (i.e. the department manager for each given 'area of management responsibility') shall be responsible for providing a safe place of work within that area. This includes adherence to this standard and the site specific TMP.

3. TRAFFIC MANAGEMENT PLAN

A TMP must address the following matters and reference site-specific procedures:

- pedestrian management
- vehicle operator management
- vehicle & mobile plant management
- road management.

The minimum requirements for each of these matters is addressed below.

4. PEDESTRIAN MANAGEMENT

4.1 General Principles

- sites shall be designed to minimize the interaction of pedestrians and vehicles
- where present, pedestrians must use defined pedestrian walkways
- pedestrians must give way to all vehicles and mobile plant except on defined pedestrian walkways

4.2 Defined Pedestrian Walkways

A defined pedestrian walkway is a formed footpath which is physically segregated from trafficked areas with barriers or windrows. Defined pedestrian walkways must be signposted.

As a general requirement, defined pedestrian walkways must be established in areas where there is frequent pedestrian and vehicle or mobile plant interactions, specifically including parking areas. A TMP must define the process for establishing the locations of defined pedestrian walkways.

4.3 Limiting Pedestrian Access to Given Areas

In circumstances where pedestrian access restrictions are required, the area must be managed in accord with **IGO GSS 7- Barricades, Barriers and Signage**.

4.4 Pedestrians Working in High Traffic Areas

As general requirements:

- a JSEA shall be completed whenever pedestrians are to work in high traffic flow areas (refer to **IGO GSS 3 - Safety Risk Management**). Specific consideration must be given to lighting and safe areas of egress
- where pedestrians are working within high traffic flow areas, warning signage must be erected either side of the work area, those working on the job must carry a radio as per section 5.4 Communication Protocol, and spotters or traffic wardens must be used.

5. VEHICLE OPERATOR MANAGEMENT

5.1 Authorisation

Only authorised persons may operate vehicles and mobile plant on an IGO site. A TMP must define the process for authorising people to operate vehicles and plant. Prior to authorisation, the process must result in confirmation that the operator is competent (see section 5.5).

5.2 Traffic Related Rules and Protocols

As a general requirement, road rules on any given site must conform to statutory road rules. Where exceptions are required, these must be documented in the TMP and in appropriate procedures. Where such exceptions exist, road users must be trained and assessed as competent in their application.

Additionally, a TMP must define rules pertaining to:

- **parking:** as a minimum requirement, all vehicles must always be parked in a fundamentally stable position. The term “fundamentally stable” means that the vehicle or mobile equipment will not move when the transmission is in neutral and the handbrake is off
- **escorts, spotters and traffic wardens:** as a minimum requirement, only persons deemed competent in these tasks shall be used. Any person working as an escort, spotter and traffic warden must carry an appropriate radio whilst a pedestrian
- **towing:** as a minimum requirement, all towed heavy vehicles or dragged loads must be escorted
- **operation of Mobile Plant¹** (Refer to **IGO GSS 4 - Mobile Plant Management**)
- **operation of mobile cranes (Refer to IGO GSS 6 – Cranes and Lifting Operations)**

5.3 Remote Area Travel

A TMP must reference to IGOs requirements pertaining to remote area travel: i.e. travel beyond the IGO Site Boundary (Refer to **IGO GSS 15 - Lone & Isolated Workers and Remote Area Travel**).

¹ EWPs and their functional equivalents pose a particular risk. All EWPs shall be operated in accordance with AS 1418.10 - Cranes, Hoists and Winches Part 10: Elevated work platforms. Access to or egress from a raised platform is prohibited except in exceptional circumstances as approved by the Site Manager following risk assessment. Occupancy of the EWP shall not exceed the manufacturer's specification for the basket capacity, inclusive of personnel, small tools and equipment. A dedicated spotter holding the relevant License and competency for the equipment being attended shall be in attendance to operate the ground controls in an emergency involving an EWP.

5.4 Communication Protocol

A TMP must define site specific communication protocols and rules including the use of both vehicle mounted and hand-held radios.

5.5 Training and Competency Assessments

Each site must have a system for training and evaluating the competency. A person shall only be deemed competent given that the site's training records capture information demonstrating:

- their successful completion of the relevant training and competency assessment
- their possession of relevant statutory licence(s) as applicable.

5.6 Training and Competency Records

All sites must maintain records of training and competency assessment in accordance with Training records shall be kept as per **IGO CMSS 6 - Training, Competence and Awareness**.

6. VEHICLE AND MOBILE PLANT MANAGEMENT

6.1 Site Access Control for Vehicles and Mobile Plant

A vehicle or mobile plant may only be permitted access to an IGO site given that it meets the requirements of **IGO GSS 4 - Mobile Plant Management**

A site's TMP must define the how this requirement is managed.

6.2 Plant Control Zones

A site's TMP must define the processes and procedures used to control pedestrian and light vehicle access to areas in which heavy vehicles or mobile plant are operating. All such procedures must be based on the general principle that no person or vehicle shall enter a defined area around the heavy vehicle or plant (a 'plant control zone') until they have the consent of the heavy vehicle operator.

Plant control zones shall be demarked by a barrier in accordance with **IGO GSS 7 – Barricades, Barriers and Safety Signage**.

6.2.1 Operations Carried Out on or Near Energised Electrical Installations, Services or Infrastructure

A site's Permit to Work process must establish the safeguards against the following by heavy vehicles or mobile plant and equipment:

- inadvertent contact or close approach to energised High Voltage (HV) apparatus, infrastructure (e.g. overhead powerline)
- underground services
- HV infrastructure has been isolated or insulated by the proper authority, when required

For further details refer to **IGO GSS 19 - Electrical Safety**.

6.3 Vehicle Maintenance

A site's TMP must provide an overview of the process(es) to ensure the effective completion of vehicle and mobile plant maintenance and repair.

Additionally, a TMP must define rules pertaining:

- **wheel and tyre changes:** as a minimum requirement, all wheel and or tyre changes on vehicles and mobile plant must be carried out by an approved contractor or a person assessed as competent to do so.

*Note: Additional competency requirements for heavy tyre selection and rim maintenance are outlined in **IGO GSS 4 – Mobile Plant Management***

- **jacking:** as a minimum requirement, jacking shall only be completed using devices meeting Australian standards.

6.4 Vehicle and Mobile Plant ‘Prestart’ Checks and Fault Management

As a minimum requirement all IGO sites must have a process for vehicle pre-start checks. A site’s TMP must describe the process for pre-start checks. If a fault is found that presents a risk to the safe operation of a vehicle or item of mobile plant, that equipment shall be tagged out. The vehicle shall not be operated until repaired and is roadworthy.

7. SURFACE ROAD MANAGEMENT

7.1 Road Design and Construction

A site’s TMPs must specify a standard for the following:

- intersection design
- parking area design
- road signage
- road and parking area lighting
- design for segregation of pedestrians
- roads near infrastructure
- roads associated with powerline corridors.

IGO will adhere to the following general principles:

- sealed roads and related structures shall conform to standards and guidance provided by AusRoads (unless the local jurisdiction requires a more onerous standard). Sealed road design shall only be completed by a person qualified to do so
- unsealed roads that are intended for regular and frequent traffic use shall be designed and maintained, in so far as is practical, in accord with the ***Unsealed Roads Manual, Guidelines to good practice, 3rd edition, March 2009 (ISBN 1 876592 56 7)***
- so far as is practicable, roads shall be designed to segregate the transport routes used by heavy vehicles, light vehicles and pedestrians
- the requirements outlined in IGO CMSS 10 - Operations Integrity, Design, Construction and Commissioning.

7.2 Road Works and Maintenance

Site’s shall plan for and complete road maintenance to ensure they remain fit for purpose and are safe for use.

The site TMP must define the process for systematic road condition monitoring and maintenance.



In the absence specification to the contrary, the department manager for any given 'area of management responsibility' shall be responsible for road maintenance.

8. COMPLIANCE REVIEW, INSPECTIONS AND AUDITS

A site's TMP must be reviewed and updated at least every two years.

A site's TMP must define the schedule for the completion of inspections and audits pertaining to the Site TMP.

9. CHANGE MANAGEMENT

A site's TMP must be updated in accordance with the *IGO CMSS 12 - Management of Change*.

10. RELATED DOCUMENTS

10.1 Common Management System Standards

- IGO CMSS 03 - Risk Management
- IGO CMSS 05 - Roles, Responsibilities and Accountabilities
- IGO CMSS 06 - Training, Competence and Awareness
- IGO CMSS 10 - Operations Integrity, Design, Construction and Commissioning
- IGO CMSS12 - Management of Change

10.2 HSES Standards and Guidelines

- IGO GSS 03 – Safety Risk Management
- IGO GSS 04 - Mobile Plant Management
- IGO GSS 06 – Crane and Lifting Operations
- IGO GSS 07 – Barricades, Barriers and Safety Signage
- IGO GSS 15 - Lone & Isolated Workers and Remote Area Travel

10.3 External Documents

- Unsealed roads manual: Guidelines to good practice - 3rd edition 2009