1. OVERVIEW

The Flinders Ranges Council as part of its commitment under its Hazardous Work Policy, recognises its obligation to eliminate so far as is reasonably practicable or, where that is not reasonably practicable, to minimise so far as is reasonably practicable, risks to workers who must work on or adjacent to roadways and the health and safety of the public who may be affected by such activities.

This Procedure aims to:

- Demonstrate compliance with legislative requirements (see 9. References)
- Provide the highest practicable level of protection to road workers and assistance to road users during work on roadways.

SIGNED ……
Chief Executive Officer

Date: 24 / 7 / 2014

……
Chairperson, WHS Committee

Date: 24 / 7 / 2014

Note: Under the definition of construction work (Regulation 289) and high risk construction work (Regulation 291) in the WHS legislation, activities that require WZTM may need to be managed in line with the requirements for high risk construction work or a construction project (Regulation 292). Council staff managing such activities should refer to the LGAWCS Model WHS Construction Activities Guidance Checklist and WHS Contractor Management Procedure or pertinent legislative requirements to ensure the wider requirements are addressed.

2. CORE COMPONENTS

The core components of The Flinders Ranges Council's Procedure aim to ensure:

- Hazards are identified prior to work commencing and during the setting up, operating, changing and dismantling of Traffic Guidance Schemes (TGS).
- Risk Assessments for all identified hazards are conducted.
- Safe work method statements are prepared for work that is deemed high risk construction work.
- End of day risk assessments are conducted when the worksite is left unattended overnight.
- Appropriate controls for all identified hazards are implemented.
- Workers responsible for TGS must carry on their person a current Workzone Traffic Management (WZTM) card and will have undertaken the required training.
- Workers carrying out work on a roadway or pathway must have completed general construction induction training (White Card).
- Records are retained of all risk assessments and TGS.

3. DEFINITIONS

Accredited Officer	A person who has: • authority delegated by Commissioner of Highways to place, move and remove traffic control devices on or above roads in South Australia; and • through a combination of training, qualification and experience, acquired knowledge and skills to enable them to correctly perform a specified task. [as defined by SA Standards for Workzone Traffic Management Version 1 2012] It is through gaining accreditation in the DPTI WZTM Training Course that a worker is declared an 'Accredited Officer' and has the authority to place, move and remove traffic control devices.

DPTI	Department of Planning, Transport and Infrastructure
Hazard	Hazard means a situation or thing that has the potential to harm a person. Hazards at work may include noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace [as defined by How to Manage Work Health and Safety Risks Code of Practice].
Hazardous work area	Hazardous work area means a work area: (a) where— (i) Workers may be working on a part of a carriageway for vehicles proceeding in a particular direction and there is no adjoining marked lane outside the work area for vehicles proceeding in the same direction; or (ii) Workers may be working less than 1.5 metres from vehicles proceeding on a carriageway, and the work is carried out on foot and not exclusively through the use of vehicles; or (b) Where an unusually high level of hazard for workers or persons using the road is created as a consequence of the existence of the work area. [as defined in *Road Traffic Act 1961* (SA)]
High risk construction work	High risk construction work includes any construction work that is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians [as defined by WHS Regulations 2012 (reg 291)]
Long-term	A description that applies when a traffic guidance scheme must operate both day and night and may be left unattended [as defined by SA Standards for Workzone Traffic Management v1 2012].
Risk	Risk is the possibility that harm (death, injury or illness) might occur when exposed to a hazard [as defined by How to Manage Work Health and Safety Risks Code of Practice].
Risk Assessment	The process of evaluating the probability and consequences of injury or illness arising from exposure to an identified hazard or hazards [as defined in the One System Hazard Management Procedure v2].
Risk Control	Taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard [as defined by How to Manage Work Health and Safety Risks Code of Practice].
Road	An area that is open to or used by the public and is developed for (or has as one of its main uses) the driving of motor vehicles and includes road-related areas [as defined by SA Standards for Workzone Traffic Management v1 2012].
Road-related area	Any of the following: • An area that divides a road; • A footpath or nature strip adjacent to a road; • An area that is not a road and that is open to the public and designated for use by cyclists or animals; • Any public place that is not a road and on which a vehicle may be driven, whether or not it is lawful to drive a vehicle there; or • Any other area that is open to or used by the public and that has been declared by regulation to be a road-related area. [as defined by SA Standards for Workzone Traffic Management v1 2012 and *Road Traffic Act 1961* (SA)]
Roadway	Portion of the road devoted particularly to the use of vehicles, including shoulders and auxiliary lanes [as defined by SA Standards for Workzone Traffic Management v1 2012].

Road user	Any driver, rider, passenger or pedestrian using the road, including people with disabilities [as defined by SA Standards for Workzone Traffic Management v1 2012].
Safe Work Method Statement (SWMS)	A document that records; the steps in an activity, the hazards associated with the activity, the controls required to conduct the activity safely and the method for employing such controls [as defined in the WHS Contractor Management Procedure v4].
Short-term	A worksite where a traffic guidance scheme is required only while work personnel are in attendance and is generally limited to a single work shift where road conditions are returned to normal when the shift ends [as defined by SA Standards for Workzone Traffic Management v1 2012]
Traffic Guidance Scheme (TGS)	An arrangement of temporary signs and devices to warn road users and guide them through, past or around a work area or temporary hazard [as defined by SA Standards for Workzone Traffic Management v1 2012]
Traffic management plan	A detailed traffic guidance scheme that is prepared by following a risk based procedure that considers all essential traffic management matters in an ordered way. Works involving complex traffic arrangements or staged works shall prepare a fully documented traffic management plan.
Work area	A portion of road on which workers are, or may be, engaged to perform work. [as defined by SA Standards for Workzone Traffic Management v1 2012]
Work site	A portion of road affected by works in progress, together with any additional portion of road used to regulate traffic in relation to those works or for associated purpose [as defined by SA Standards for Workzone Traffic Management v1 2012]
Workzone	The portion of the road where work is being carried out, whether on foot or in vehicles, and for which the signing requirements are detailed in SA Standards for Workzone Traffic Management v1 2012, AS1742.3 and associated guides.
Workzone Traffic Management (WZTM) card	Statement of attainment card issued by DPTI following certificate of successful completion of WZTM training by approved training provider.

4. PROCEDURE

The Works Coordinator will ensure the following Workzone Traffic Management Procedures are conducted by an Accredited Officer:

4.1. Conduct a written assessment of the risk in the WZTM work area.

4.1.1. If the work is deemed high risk construction work a safe work method statement (SWMS) is needed. If the work is not high risk construction work a risk assessment is needed. (See Appendix 1 for a template risk assessment that satisfies the regulatory requirements for both SWMS and risk assessments. See Appendix 2 for a risk assessment guidance tool.)

4.1.2. A risk assessment shall be carried out at the end of the day if the work site is left unattended overnight. Note: the unattended worksite shall be set up for the road user and not for the road worker. (See Appendix 1 for a template that contains an end of day risk assessment.)

4.1.3. Written risk assessments to be conducted in accordance with The Flinders Ranges Council Hazard Management Policy and Procedure. Where relevant cross reference with any safe work instructions for the task.

4.1.4. Risk assessments to include the implementation of control measures as required and assessment of effectiveness of controls.

4.1.5. The method for controlling risk is to rank them from the highest level of protection and reliability to the lowest. This ranking is known as the hierarchy of risk control. The Accredited Officer must aim to eliminate a hazard, which is the most effective control. If this is not reasonably practicable then the

Accredited Officer should minimise the risk by working through the other alternatives in the hierarchy as follows
a. Substituting the work method with something safer;
b. Isolating the hazard from people;
c. The use of engineering controls;
d. The use of administrative controls; or
e. The use of personal protective equipment.

4.1.6. Risk assessments to be readily available and easily accessible to workers.
4.1.7. Risk assessments to be retained, with appropriate document control.

4.2. Determine type of Traffic Guidance Scheme (TGS) required.
4.2.1. Refer to SA Standards for Workzone Traffic Management (SA Standards). In instances not covered by the SA Standards, refer to Australian Standard 1742.3 Manual of uniform traffic control devices – Traffic control for works on roads. Note that in South Australia the SA Standards and the Road Traffic Act override some points of AS 1742.3 The SA Standards and Road Traffic Act:
a. Define a hazardous work area as less than 1.5 metres between workers and moving traffic (see 3. Definitions) and therefore should be applied instead of 1.2 metres in AS 1742.3 Section 4.2(c)(iii) and 4.3.3.
b. Require traffic in a hazardous work area to slow down to 25km/h and should therefore be applied instead of 40km/h in AS 1742.3 Section 4.2 (c) (iii).
4.2.2. Use the DPTI Field Guide and the LGAWCS CD-ROM for guidance.
4.2.3. Ensure that the person signing off the TGS has on their possession or easily accessible a current WZTM card.
4.2.4. For pre-planned projects, a copy of the TGS to be used at the worksite is available to the person responsible for set up, maintenance and removal of the TGS.

4.3. If the work is on or adjacent to a DPTI road, complete a Notification of Works Impacting on DPTI Roads form to obtain DPTI approval.

4.4. Consider stakeholders who may be affected by the TGS including:
4.4.1. Where there is a requirement to close a road completely, emergency services and transport authorities are notified.
4.4.2. Access to or through the worksite for emergency services is to be made immediately upon request, should the situation arise.
4.4.3. Access to residential or commercial property is maintained by keeping open alternative access points when available or working out-of-business hours to minimise commercial disruptions. Property owners are to be notified in advance by a mail-out or advertising in media (e.g. local newspaper) indicating that access may be affected by road works.
4.4.4. Where road works will cause traffic congestion, provisions are made so that work is not undertaken in peak hours. Specific consideration is to be given to work in or near the following areas: schools; feeder roads; hospitals; airports; tramways; and railway crossings.

4.5. Check WZTM training accreditation and competencies of workers required to setup TGS:
4.5.1. Ensure that at least one person in the work group has on their possession a current WZTM card.
4.5.2. In the event that there is no crew member with a current WZTM card, a qualified person from another team may be used or a qualified contractor engaged to handle traffic management.

4.6. Check warning signage

4.6.1. Prior to installation examine each and every individual sign and device to check that they are in good working condition and will be effective. The following should be checked:

a. Mechanical condition – Items that are bent, broken or have surface damage must not be used.
b. Cleanliness – Items should be free from accumulated dirt, road grime or other contamination.
c. Colour of fluorescent signs – Fluorescent signs whose colour has faded to a point where they have lost their daylight impact should be replaced and should not be used.
d. Retro reflectivity – Signs for night-time use whose retro reflectivity is degraded either from long term use or surface damage should be replaced. This condition can best be checked by viewing the sign by vehicle headlights in dark conditions. Consider using a lock-out tag or similar procedure for signs that should no longer be used.
e. Vehicle mounted warning devices – should be checked and recorded on the plant maintenance log.

4.7. Implement set-up of traffic guidance devices according to the required TGS

4.7.1. The TGS must

a. Provide adequate warning of changes in driving conditions and the presence of workers and/or plant on the road; and
b. Adequately instruct and guide road users safely through, around or past the work site.

4.7.2. Signs and devices must be positioned to ensure that they:

a. Are properly displayed and securely mounted;
b. Are within the driver's line of sight;
c. Cannot be obscured from view by vegetation or parked cars;
d. Do not obscure other devices from the driver's line of sight;
e. Do not become a possible hazard to workers, pedestrians or vehicles; and
f. Do not deflect traffic into an undesirable path.

4.7.3. Signs are to be installed in the following order:

a. Advance warning signs at each outer end.
b. Other warning signs within this zone to direct the traffic.
c. Regulatory and other signs around the actual work zone.

4.7.4. Signage operation

a. Where the potential exists for a sign to move from where it is placed (e.g. high wind or passing heavy vehicles), signs are weighted down in such a manner that no part of the sign is obscured.
b. Regular inspections should be undertaken while work is in progress to check that all signs and devices are properly located, remain relevant to the site, are in an effective condition and continue to be in place (e.g. not blown over, stolen or vandalised).
c. Where any changes are made to signs and devices, records must be updated and kept.

4.7.5. For mobile works, all signs and warning signs shall be displayed on moving vehicle/s.

4.7.6. Signage removal

a. Signs that are not relevant to the work must be removed from the site as soon as they are no longer applicable.
b. When all work is completed, signs and devices are removed in the reverse order to their installation.

5. TRAINING

5.1. Training shall be provided to those persons required to carry out or supervise WZTM activities, ensuring training includes:

- Conducting WZTM risk assessments particular to The Flinders Ranges Council.
- Undertaking WZTM training via a DPTI authorised training provider every three years.
- Undertaking general construction induction training (White Card) as required for defined construction work in WHS Regulations 2012 Part 6 Construction.

5.2. New operational staff must be appropriately inducted and partnered with trained and experienced workers who hold a current WZTM Card.

6. RECORDS

The following records shall be maintained in accordance with the current version of GDS 20

6.1. Worksite risk assessments
6.2. TGS record sheets
6.3. Training records.

7. RESPONSIBILITIES AND ACCOUNTABILITIES

7.1. The *Senior Management Team* is accountable for:

7.1.1. Monitoring that The Flinders Ranges Council meets its legislative responsibilities for WZTM.
7.1.2. Approving any reasonably practicable budgetary expenditure necessary to maintain a safe working environment.
7.1.3. Checking that the management review process includes WZTM.

7.2. *Managers and supervisors* are accountable for:

7.2.1. Consulting, so far as is reasonably practicable, with workers directly affected by work health and safety matters at the work site.
7.2.2. Ensuring a risk assessment/SWMS is completed by a competent person who has a current WZTM certificate, and that a copy of the risk assessment is retained to be readily available and easily accessible.
7.2.3. Having a current WZTM certificate and appropriate training if responsible for Traffic Guidance Schemes.
7.2.4. Ensuring that workers at the worksite are provided with and wear fastened hi-visibility vest or hi-visibility clothing that conforms to Australian/New Zealand Standard 4602 High Visibility Safety Garments and any other relevant PPE.
7.2.5. Vehicles are equipped with hazard warning devices relevant to the work being carried out as defined in AS 1742.3 (3.12) Vehicle mounted signs and devices.
7.2.6. Regular surveillance and auditing of Council's Traffic Guidance Schemes (including contractors) are conducted monthly by a competent person.
The results of the audits shall be provided to Works Administration Officer and presented to the Works Coordinator for corrective actions to be documented and addressed within an appropriate time frame.
7.2.7. The control measures put in place to protect health and safety are monitored and reviewed regularly to ensure they are effective.
7.2.8. Ensuring a WHS Management Plan is in place for any construction project.
7.2.9. Consulting, cooperating and coordinating with any other business operators performing work at the work site, so far as is reasonably practicable.

7.3. *Workers* shall be accountable for:

7.3.1. Carrying their WZTM card on their person where they are responsible for set up, maintenance and removal of Traffic Guidance Schemes (TGS).

7.3.2. Complying with the requirements set out in a TGS.
7.3.3. Wearing appropriate Personal Protective Equipment (PPE).

8. REVIEW

8.1. The Workzone Traffic Management Procedure shall be reviewed by the WHS Committee, in consultation with workers or their representatives, every three (3) years or more frequently if legislation or The Flinders Ranges Council needs change. The review may include:

8.1.1. Legislative compliance issues.
8.1.2. Audit findings relating to WZTM.
8.1.3. Changes in the products, operations or activities of the organisation.
8.1.4. Incident and hazard reports, claims costs and trends related to WZTM.
8.1.5. Feedback from managers, workers or other stakeholders.
8.1.6. Other relevant information.

8.2. Results of reviews may result in preventative and/or corrective actions being implemented and revision of this document.

9. REFERENCES

- Work Health and Safety Act 2012
- Work Health and Safety Regulations 2012
- SA Standards for Workzone Traffic Management Version 1 2012
- Australian Standard 1742.3 - 2009 Manual of uniform traffic control devices – Traffic control for works on roads
- Road Traffic Act, 1961 (South Australia)
- Road Traffic (Road Rules—Ancillary and Miscellaneous Provisions) Regulations 1999 (South Australia)
- Field Guide for Workzone Traffic Management (DPTI, current edition)
- Manual of Legal Responsibilities and Technical Requirements for Traffic Control Devices Part 2 - Code of Technical Requirements for the Legal Use of Traffic Control Devices (DPTI, current edition)
- Australian Standard 4602 – High visibility safety garments
- LGAWCS CD-ROM Work Zone Traffic Management Plans and Guidance Material (v2)
- General Disposal Schedule 20 for Local Government Records in South Australia

NOTE: this is not an exhaustive list and other documents may need to be referenced depending on the nature and hazards being undertaken and the respective work environment.

10. RELATED DOCUMENTS

WorkCover SA Performance Standards for Self-Insurers
Corrective and Preventative Action Procedure
Hazard Management Procedure
LGAWCS Model Work Zone Traffic Management Procedure One pager and Flowchart V1.0

11. REVIEW HISTORY

Version No	Issue Date	Description of Change:
1.0	February 2012	New Document. Minor changes; Correction to Regulation number in Definition section within Hierarchy of control Inclusion of requirement for DETI approval for working on their roads within appendix 1 - **Considerations prior to the TGS set up**
2.0	July 2014	Terminology changes to reflect 2012 WHS Act, Regulations and Codes of Practice including: OHS to WHS; employee to worker; requirement for White Card training; requirement for safe work method statements where appropriate. Terminology and referencing changes to reflect introduction of SA Standards for Workzone Traffic Management including: changes under 3. Definitions and requirement for end of day risk assessment where appropriate. DPTI's changes to WZTM training requirements. DTEI changed to DPTI. Work Zone changed to Workzone. In Appendix 1, risk assessment combined with daily set up record on one form. Risk assessment form in Appendix 2 becomes a guidance document.

12. APPENDICES

Appendix 1: Workzone Traffic Management (WZTM) Risk Assessment & Traffic Guidance Scheme (TGS) Daily Record

Appendix 2: Examples of hazards and suggested controls for Workzone Traffic Management (WZTM) Risk Assessment & Traffic Guidance Scheme Daily Record

Appendix 1: Workzone Traffic Management (WZTM) Risk Assessment & Traffic Guidance Scheme (TGS) Daily Record

The Flinders Ranges Council	**Workzone Traffic Management (WZTM) Risk Assessment & Traffic Guidance Scheme (TGS) Daily Record**	**Version No**	2.0
		Issued	24th July 2014
		Next Review	July 2017
		GDS	12.16.2

Date: _____ / _____ / 20___ Road Name: _____

1. Type of work to be performed							
	Pot holes		Line marking		Sign general / street name		Weed spraying / poisoning
	Pavement reinstatement		Safety bars		Road furniture		Tree trimming/removal/planting
	Kerb/gutter maintenance		Guard rail/s		Traffic island/s		Other:
	Drainage construction/maintenance		Road construction/maintenance		Mowing (verge)		
	Footpath construction/maintenance		Bridge Maintenance		Mowing (reserve)		

2.Plant used at work site											
	Backhoe loader		Bob cat		Chipper		EWP		Other:		
	FE loader		Mower		Truck		Ute				
	Grader		Slasher		Roller		Trailer				

3. Before starting any work at a worksite a written risk assessment must be conducted.
All reasonable foreseeable hazards that might put workers or members of the public at risk of injury must be identified and control measures must be put in place prior to work commencing. The risk assessment must be carried out be a person with current WZTM certification in consultation with team workers.

Risk Rating Code	**1**	**STOP**	High level of risk with potentially catastrophic outcomes. Work is to stop and not to resume until controls are implemented.
	2	**ACT**	Timely implemented control/s required to minimise the risk of injury, illness or equipment damage.
	3	**MONITOR**	Work as normal, monitoring the situation for any change in risk. If the risk elevates raise the rating to 2 or 1 as appropriate.

Refer to Appendix 2 for examples Hazards and Controls

Hazards identified	**Risk rating**			**Controls**	**Residual risk rating**
Traffic in work zone	**1**	**2**	**3**	**Controls**	**1/2/3**
Others affected by the work site	**1**	**2**	**3**	**Controls**	**1/2/3**
Weather conditions	**1**	**2**	**3**	**Controls**	**1/2/3**
Road conditions	**1**	**2**	**3**	**Controls**	**1/2/3**
Detour	**1**	**2**	**3**	**Controls**	**1/2/3**
Other hazards	**1**	**2**	**3**	**Controls**	**1/2/3**

Name (print) ……

Signature ……..... **Date** ……..…...

4. Considerations prior to the work commencing

Is there a need to contact or notify	Can work be programmed when the traffic flow is reduced eg
• Dial Before You Dig 1100 • SA Power Networks 131366 • Dept Planning, Transport & Infrastructure (DPTI) • Relevant emergency services?	• During quieter periods • On weekends?

5. Signage layout reference of TGS

Book No.	Page No.	Figure No.	Job locations	Time installed		Time dismantled	
				AM	PM	AM	PM

Has the worksite been driven through to ensure the TGS setup is appropriate for traffic conditions?	Has signage been inspected to ensure it is non-conflicting, easy to see, and secure?	Have pathways been checked to enable safe access for disabled, pedestrians and cyclists?
Yes ☐ **No** ☐ **N/A** ☐	**Yes** ☐ **No** ☐ **N/A** ☐	**Yes** ☐ **No** ☐ **N/A** ☐
Time of inspection ……	Time of inspection ……	Time of inspection ……

Use the space below to write or draw any alternative or additional layout; or changes to signage (include time) compared with TGS adopted at the beginning of this job.

6. At the conclusion of work on site:

For short term work:

The work site must be returned to normal

- All signs and devices removed and properly stored **Completed** **Yes** ☐ **No** ☐ **N/A** ☐
- All permanent signage, especially speed signs, returned to normal **Completed** **Yes** ☐ **No** ☐ **N/A** ☐

For long term work:

When the worksite is left unattended overnight, an end of day risk assessment must be carried out (using page 3 of this form)
Completed **Yes** ☐ **No** ☐ **N/A** ☐

Name (print) ……

Signature ……..... **Date** ……..…...

7. An end of day risk assessment must be conducted when the worksite is left unattended overnight.
Note: the unattended worksite shall be set up for the road user and not for the road worker.
The Risk Assessment must be carried out by a person with current WZTM certification.

Risk Rating Code	**1**	**STOP**	High level of risk with potentially catastrophic outcomes. Work is to stop and not to resume until controls are implemented.
	2	**ACT**	Timely implemented control/s required to minimise the risk of injury, illness or equipment damage.
	3	**MONITOR**	Work as normal, monitoring the situation for any change in risk. If the risk elevates raise the rating to 2 or 1 as appropriate.

Refer to Appendix 2 for examples Hazards and Controls

Hazards identified	**Risk rating**			**Controls**	**Residual risk rating**
Traffic in work zone	**1**	**2**	**3**	**Controls**	**1/2/3**
Others affected by the work site	**1**	**2**	**3**	**Controls**	**1/2/3**
Weather conditions	**1**	**2**	**3**	**Controls**	**1/2/3**
Road conditions	**1**	**2**	**3**	**Controls**	**1/2/3**
Detour	**1**	**2**	**3**	**Controls**	**1/2/3**
Other hazards	**1**	**2**	**3**	**Controls**	**1/2/3**

End of day risk assessment done by:

Name (print) ……

Signature ……..... **Date** …….…...

This form is to be given to your supervisor for reference and recording.

Appendix 2: Examples of hazards and suggested controls for Workzone Traffic Management (WZTM) Risk Assessment & Traffic Guidance Scheme Daily Record

Risk Rating Code	**1**	**STOP**	High level of risk with potentially catastrophic outcome, work is to stop and not to resume until controls are implemented.
	2	**ACT**	Timely implemented control(s)/action(s) required to minimise the risk of injury, illness or equipment damage.
	3	**MONITOR**	Work as normal monitoring the situation for any change in risk. If the risk elevates raise the rating to 2 or 1 as appropriate.

Hazards Identified	**Listed below are suggested controls - further controls may be required**
Traffic in or impacted by the workzone	
Cars, Buses, Trucks (including workers / contractors vehicles) and Motorcyclists	Use traffic control signals / devices, or where practical provide a safe detour for one lane of traffic.
Traffic Volume - Collision with other road users, encroachment into workzone when passing	*Low Volume Road* - traffic is expected to pass each other on a give and take basis. Monitor traffic passing the worksite to check traffic volume is low enough for this to occur safely. *High / Very High Volume Road* - determine peak traffic times, work outside of these.
Pedestrians, Disabled and Cyclists	Set up TGS that will protect everyone in and passing the worksite.
High speed traffic Collision due to immediately slowing traffic from high speed ie > 80 Kph to 25 Kph.	Use the appropriate buffer zone speed with adequate distances for traffic to slow safely.
Railways	Notify Train Control for work at or near Pichi Richi Railway Preservation Society – Hayden Hart 0407 609 134
Others affected by the work site	
Entry / Exit to Schools / Businesses / Residences	Pre-warn the occupants of the premises of all restrictions to their movement or if necessary temporarily stop work to provide a safe access/egress when required. Where possible provide an alternative safe means of access. Plan work outside busy periods. **NOTE: Where entry is required into the workzone the appropriate speed limit must be displayed.**
Weather conditions	
Hot / Dry / Dusty	Where possible keep dusty area wetted down.
Sun glare / Overcast / Dull day	Check that all persons at the worksite are wearing the required hi-visibility PPE.
Wet / Rainy / Windy	Monitor that flashing lights are operational, all persons wearing hi-visibility PPE and weights on signs to prevent them from being blown over.
Road conditions	
Unfinished road surface / loose gravel and stones potential for tripping and vehicles throwing up stones.	Set up TGS that will protect the safety of everyone in and passing the worksite. Consider increasing buffer zone and/or reducing road speed and/or placing advance warning signs re traffic hazard ahead.
Altered Lane Width – Narrow / Single lane Possibility of a collision between oncoming traffic passing the worksite.	
Slippery surfaces / water on roadway.	
Detour	
Increased traffic flow in the detour path, possibility of collision with local vehicle or pedestrian.	Inform in advance residents and organisations in the detour path of the increase in traffic. Sign the whole detour path. **(Drive through detour pathway to verify it is appropriate).**
Poor Advance Sight Distance of Oncoming Traffic (> than 200m).	Consider re-arranging signs to maintain visibility to road users.
Other hazards	
Excavation and trenching	Follow Council's Excavation and Trenching Procedure
Confined space entry	Follow Council's Confined Space Procedure
Manual handling	Consider mechanical means of lifting heavy items, move smaller loads, use team lifting or alternate activities
Environmental damage	Use of spill control kits, portable drain covers, or portable bund system.
Night–time work	Appropriate controls eg, lower speeds than daytime, high vis clothing, lighting