

Traffic Management Plan

Byron Music Festival

17/06/2023

ALTEV2023BMFE1

Prepared For



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New South Whales / ACT
Queensland
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DRAFT	15.10.2023	DRAFT	Bader Sumrain	Ashley Kelly
1	16/05/2023	Issued for Submission	Bader Sumrain	Ashley Kelly

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1 DEFINITIONS

Road User	Any driver, rider, passenger or pedestrian using the road
Traffic Guidance Scheme (TGS)	A diagram showing signs and devices arranged to warn traffic and guide it around, past or, if necessary, through a work site or temporary hazard.
Traffic Management Plan (TMP)	A plan detailing work to be undertaken and describing its effect on the general area, especially its effect on public transport and passengers, cyclists, pedestrians, motorists and commercial operations
Traffic Controller (TC)	A trained person whose duty is to control traffic at a work site
Work Site	The specific area on the road or bridge or within the upgrade work is being undertaken

2 REFERENCES

Road Occupancy Licence (ROL)	
Road Occupancy Licence (ROL)	A permit which allows the applicant to use or occupy as specified road space at approved times, provided that certain conditions are met.
Traffic Control at Work Sites Manual (TC@WS) Version 6.1 - 2022	NSW manual of uniform traffic control devices

3 EVENT OVERVIEW

Altus Traffic have been engaged by Byron Music Festival to prepare a Traffic Management Plan (TMP) for the proposed event at Denning Park and Byron Surf Club

This TMP will outline the proposed traffic management prior and during the event as follows:

- Traffic Management - Entry Phase / Bump In
- Traffic Management - Exit Phase / Bump Out
- Traffic Management - Parking Restrictions

This TMP is prepared to meet the requirements of contract and also to ensure the event is managed in accordance with Drawings, Specifications and Codes of Practice and TC@WS Manual Version 6.1.

This TMP describes how BMF (Byron Music Festival) proposes to safely manage vehicular and pedestrian traffic during the event, so that all objectives of the Contract are fully realised and all requirements in relation to implementation of proposed traffic control devices are fully understood.

BMF acknowledges the safety of participants, and the effective management of traffic is paramount to a successful event. This TMP seeks to ensure the certainty of the entry and exit phase of the prescribed requirements for vehicles and pedestrians and participants by providing a safe environment and to ensure minimal impact on the surrounding footpaths and road network.

This TMP operates as the master document and is applicable to all staff, employees, subcontractors and volunteers until event completion and its implementation and on-going development will be managed by the BMF Team and permitting officers.

4 EVENT INFORMATION

4.1 DATE OF EVENT

The Byron Music Festival will take place over the course of a single day on Saturday the 17th of June, 2023 at Denning Park & Byron Bay Lifesaving Club. The event is set to take place between 1100AM to 2030PM.

Bump in will occur on the 16th of June, between 12pm and 5pm and bump out will be on the Sunday the 18th of June from 8AM to 12PM.

4.2 EVENT LOCATION

Figure 4.2 Aerial View of Site



4.2 IMPORTANT EVENT CONTACT DETAILS

Name	Company	Phone Number
Monique Hartman	Byron Music Festival	0410 759 465
Oceane Picot	Byron Music Festival	0424 232 731

5 PROPOSED TRAFFIC MANAGEMENT

Traffic Management for BMF 2023 will be limited to passive controls only. This is due to the nature of the event, the footprint, the precinct it occupies and overall PAX numbers.

Five Byron Shire Council managed car spaces will be reserved for Ambulance, event suppliers and crew in the Middleton St car park closest to the supplier load-in entry point, 5 spaces reserved in Bay St at the 'Back of House' point for the Shore Side Stage these will be marked with water filled barriers and manned by security.

VMS Boards will be used to act as pre-event notification to residents and local traffic. This is shown on the TGS in Appendix A. They will be on site 1-week before the event date itself.

Entry Phase – 16th June 2023 – 12PM to 5PM

BMF will occupy the carparks outlined in TGS 01 to facilitate the movement of supplier equipment to the event precinct. No additional TC will be in place as this will not affect the general flow of traffic in the carpark or the footpath.

Exit Phase – 18th June 2023 – 8AM to 12PM

Identical to the Entry Phase above, BMF will occupy the carparks outlined in TGS 01 to facilitate the movement of supplier equipment to the event precinct. No additional TC will be in place as this will not affect the general flow of traffic in the carpark or the footpath.

Parking Restrictions – 16th to 18th of June

As shown in TGS 01, a small amount of parking spots will be reserved and barricaded for use by BMF to allow for the Bump In/Out and Event Day supplier/Emergency Services traffic.

5.1 SHUTTLE BUS

BMF intends on engaging a shuttle bus provider for 2 x 12-seater buses which will run from Suffolk Park bus stop - Byron General Store - Denning Park and The Farm Ewingsdale - Belongil Fields bus stop - Denning Park. From 11am - 9pm. Event shuttle will park outside the main festival entry on Lawson Street as shown on the TGS in Appendix A.

5.2 DISABILITY ACCESS DROP OFF

BMF There is a Disability Access Drop-Off Zone located on Lawson Street, ahead of the Shuttle Bus drop off area and in front of Go Sea Kayak. This location has a ramp from the road to the footpath that leads to the Main Festival Entrance. This can also be used for pram access.

5.3 PEDESTRIAN ACCESSIBILITY

The festival site is located on flat ground and is wheelchair accessible. The event will not interfere with the existing accessible footpaths and walkways.

5.4 CARPARKS

Other than the designated car parking spots occupied, mentioned above "Parking Restrictions", BMF will not be occupying carparks for Event use. A separate application to Byron Shire Council will further detail the use of the occupied carparking spots.

5.5 SIGNAGE

There will be no changes to existing regulatory signage in terms of road use. BMF will be installing signage in multiple locations in and around the festival site as an integral source of event information for festival patrons and the broader community. A copy of the signage plan can be found in the Event Management Plan.

To note, these signs do not serve a purpose in the TMP and are not regulatory signs outlined in TCAWS 6.1 Signage register.

5.6 VMS BOARDS

As part of the pre-event notification strategy, 2 VMS Boards will be erected and display general information about the event in the surrounding vicinity, these boards will be in place 1-week prior the event. The location is depicted in the TGS02/03, Appendix A.

5.7 TRAFFIC AND PEDESTRIAN MANAGEMENT

During Bump In and Out, BMF will not be affecting the flow of traffic in and around the precinct. Once the fencing is erected, all work will be undertaken inside the event precinct, this fence line will act as an exclusion zone to the general public. High risk work will be undertaking within.

6 COMPETENCIES

6.1 TRAFFIC CONTROLLER AND IMPLEMENT TRAFFIC CONTROL PLANS

BMF will ensure that at all times during working hours all persons conducting traffic control are accredited in:

- RIIWHS205D Control traffic with stop-slow bat
- RIIWHS302D Implement traffic management plan
- RIIWHS201D Work safely and follow WHS policies and procedures
- RIICOM201D Communicate in the workplace

It is also recommended that traffic controllers (TC) used on the day of the event are experienced in different traffic volume situations and have completed the recommended accredited courses in traffic control.

7 SAFE WORK METHOD STATEMENT / OH&S

Altus Traffic implements all traffic management in compliance with Australian Standards 1742.3, 2019 and the Traffic Control at Work Sites Manual (TC@WS) Version 6.1 - 2022. All Traffic Control Plans will be implemented by trained personnel. Altus Traffic have been assessed and registered as complying with the requirements of the Australian/New Zealand Standards AS/NZS 4801:2001 – Occupational health and safety management systems.

A copy of the current SWMS can be found in the Appendix B.

8 SITE ASSESSMENT

8.1 PROVISION TO ADDRESS ENVIRONMENTAL CONDITIONS

1. Adverse Weather

Weather is not expected to adversely impact on the effectiveness of the traffic control detailed on the attached TGS. Notwithstanding this, should adverse weather conditions be encountered during the works, the following contingency plans should be activated. Note: any adjustments to the plan shall be risk assessed and approved by the Traffic Manager/Planner. Major changes will require road authority approval.

2. Rain

In the event of rain, an on-site assessment shall be made and sign spacing, and tapers may be extended by 25% to account for increased stopping distances. Slippery (T3-3) signs may be placed as required and all changes shall be recorded in the daily diary.

If rain occurs, Traffic Management Personnel shall inspect the site and where signage and / or devices are not clearly visible, signage may need to be adjusted to improve visibility or if necessary, provide additional signage and delineation. Where stopping distances are adversely affected by wet surfaces, spacing between signs may need to be adjusted to provide increased reaction time for drivers. In cases where it is determined that the rain is so heavy that the risk is considered unacceptable, all work shall cease until rain has cleared.

All changes shall be noted in the Sign Diary.

3. Floods

Should works be affected by flooding to the extent that the worksite becomes impassable or risk is considered unacceptable, all work shall cease immediately and Traffic Controllers (and other personnel if necessary) shall be deployed immediately to close the site and direct traffic

around the flooded area (under the direction of the project manager or traffic manager). Emergency services and the Road Authority shall be notified immediately, and Traffic Controllers shall remain onsite until emergency services and the Road Authority personnel arrive and take control of the site.

4. Other Adverse Weather (Strong Winds, Thunderstorms, etc)

When adverse weather such as strong winds and/or thunder storms, is identified as adversely affecting the works and work site safety, weights on signs and delineations to be used to contrast strong winds effect; in case of thunder storms all powered equipment shall be turned off and shelter to be sought after.

Should works be affected to the extent that the worksite becomes impassable or risk is considered unacceptable, all work shall cease immediately and Traffic Controllers (and other personnel if necessary) shall be deployed immediately to close the site and remove TM arrangements.

All changes are to be noted in the Sign Diary.

5. Sun Glare

Where sun glare is identified as adversely affecting a driver's ability to sight signage and / or traffic control devices, sign locations may need to be adjusted and additional delineation and/or traffic control devices provided to address the risk from glare. Additionally, in the event that traffic control is adversely affected by glare at sunset and sunrise, traffic controllers may need to assist in maintaining low traffic speeds.

All changes are to be noted in the Sign Diary.

6. Fog, Dust and Smoke

Where fog, dust or smoke is identified as adversely affecting a driver's ability to sight signage and / or traffic control devices, sign locations may need to be adjusted and additional delineation and/or traffic control devices provided to address the risk. All changes are to be noted in the daily diary.

Should works be affected by fog, dust or smoke to the extent that risk is considered unacceptable, all work shall cease immediately and Traffic Controllers (and other personnel if necessary) shall be deployed immediately to close the site.

Emergency services and the Road Authority shall be notified immediately, and Traffic Controllers shall remain onsite until emergency services and the Road Authority personnel arrive and take control of the site.

7. Road Geometry, Terrain, Vegetation and Structures

All existing vegetation surrounding the location of the works shall be maintained. Site assessment to be conducted prior to signs being erected on site. Should any existing landscape create obstruction and/or decreases the visibility of advanced warning signage prior to the work area, signs are to be moved accordingly. Traffic Controllers shall adjust sign locations and provide additional delineation and traffic control devices necessary to address the risk from existing vegetation. All changes are to be noted in the daily diary.

There are no structures affecting sight lines or access. The surrounding environment is built-up and/or landscaped.

9 RISK ASSESSMENT

A Risk Assessment is included in the Event Management Plan

APPENDIX



TRAFFIC GUIDANCE SCHEMES



Installed as per TCP and in accordance with any changes, as shown on TCP.

Team leader (on site):

Signature:




Date:




Ticket: Orange/Red/Yellow (Circle appropriate ticket):

Ticket No:

Reason for modification:

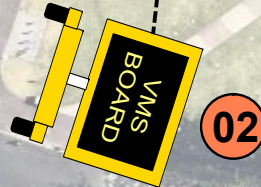
ISSUE	DESG	APPD	DATE	AMENDMENT DESCRIPTION	CLIENT:	TGS DRAWN BY: Bader Sumrain	TGS APPROVED BY: Ashley Kelly	SCALE:	PROJECT:	<div>ALTUS GROUP</div> <div>Call Altus Traffic Toll Free (Australia) 1300 TRAFFIC (872 334) ABN 84 102 768 061</div>
1	BS	AK	10-05-23	INITIAL PLAN				NOT TO SCALE	BYRON MUSIC FESTIVAL	
2	BS	AK	12-05-23	CLIENT REQUEST				DATE OF DESIGN 15/05/2023	BAY ST & MIDDLETON ST, BYRON BAY	
3	BS	AK	15-05-23	CLIENT REQUEST				TIME OF DESIGN 14:00		
								DATE OF APPROVAL: 15/05/2023	TITLE:	
								DRAWING NUMBER: BMF-23-TMP-01	PARKING CLOSURE	
								SHEET NO: 1 Of 1	ISSUE: 03	

ISSUE	DESG	APPD	DATE	AMENDMENT DESCRIPTION	CLIENT:	TGS DRAWN BY: Bader Sumrain	TGS APPROVED BY: Ashley Kelly	SCALE:	PROJECT:	 <div> Call Altus Traffic Toll Free (Australia) 1300 TRAFFIC (872 334) ABN 84 102 768 061 </div>			
1	BS	AK	10-05-23	INITIAL PLAN				NOT TO SCALE	BYRON MUSIC FESTIVAL		DATE OF DESIGN	TIME OF DESIGN	LAWSON ST & MASSINGER ST, BYRON BAY
2	BS	AK	15-05-23	CLIENT REQUEST				TRAFFIC CONTROL WORK NUMBER: TCT0007192	TRAFFIC CONTROL WORK NUMBER: TCT0006840		15/05/2023	14:00	
					SIGNATURE:  DATE OF ISSUE: 15th JUNE 2017	SIGNATURE:  DATE OF ISSUE: 10th JULY 2016	DATE OF APPROVAL:		TITLE:	VMS PLAN			
							15/05/2023						
							DRAWING NUMBER:						
							BMF-23-TMP-02						
							SHEET NO:	ISSUE:					
					1 Of 1	02							

VMS MESSAGE 02

FRAME 1	FRAME 2	FRAME 3
BYRON	SATURDAY	TICKETED
MUSIC	17TH JUNE 2023	EVENT
FESTIVAL 2023	11:00 - 20:30	



Installed as per TCP and in accordance with any changes, as shown on TCP.

Team leader (on site):

Signature:

Date:

Ticket: Orange/Red/Yellow (Circle appropriate ticket):

Ticket No:

Reason for modification:

03

Manifest





1 x VMS Board

Legend



VMS Board



ISSUE	DESG	APPD	DATE	AMENDMENT DESCRIPTION	CLIENT:	TGS DRAWN BY: Bader Sumrain	TGS APPROVED BY: Ashley Kelly	SCALE:		PROJECT:	BYRON MUSIC FESTIVAL BAY ST & JONSON ST, BYRON BAY	ALTUS GROUP	Call Altus Traffic Toll Free (Australia) 1300 TRAFFIC (872 334) ABN 84 102 768 061	
1	BS	AK	10-05-23	INITIAL PLAN				NOT TO SCALE						
2	BS	AK	15-05-23	CLIENT REQUEST				DATE OF DESIGN	TIME OF DESIGN					
						15/05/2023	14:00	DATE OF APPROVAL:		TITLE:	VMS PLAN	 SCI QUAL INTERNATIONAL	 SCI QUAL INTERNATIONAL	 SCI QUAL INTERNATIONAL
					TRAFFIC CONTROL WORK NUMBER: TCT0007192		TRAFFIC CONTROL WORK NUMBER: TCT0006840		DATE OF APPROVAL:					
					SIGNATURE:			15/05/2023						
					DATE OF ISSUE: 15th JUNE 2017	DATE OF ISSUE: 10th JULY 2016		DRAWING NUMBER:						
								BMF-23-TMP-03						
								SHEET NO:	ISSUE:					
								1 Of 1	02					

APPENDIX

B

SWMS



SWMS AT A GLANCE – WHAT MUST GO RIGHT



YOUR LIFE SAVING RULES -

“KNOW THE RIGHT THING, DO THE RIGHT THING, CALL OUT THE WRONG THING”



LIFE SAVING RULES

**DRUG AND ALCOHOL FREE WORKPLACE**
Attend work free of any trace of alcohol or illegal drugs

**SAFE DRIVING**
Drive to conditions and follow safe driving laws, procedures and rules

**EXCLUSION ZONES**
Maintain established exclusion and drop zones around mobile plant and machinery

**MOBILE PHONES**
No use of phones while performing Stop/Slow duties

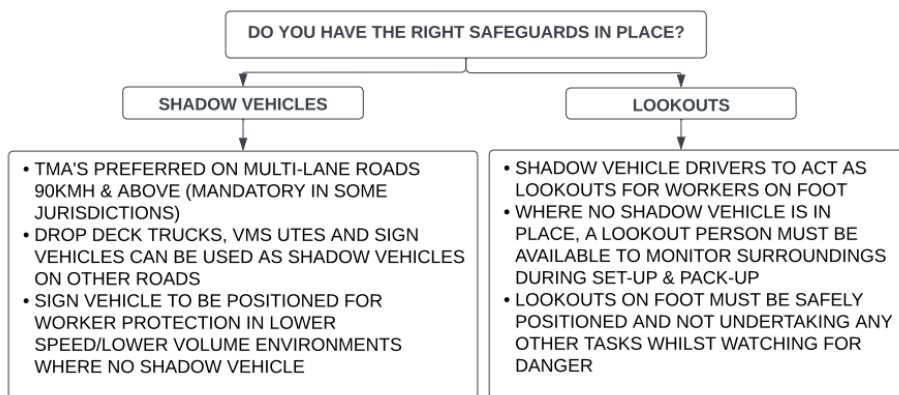
**WORKING IN AND AROUND LIVE TRAFFIC**
Minimise exposure to live traffic

**SAFETY CONTROLS**
Follow all procedures for safety critical activities

If you are pressured to break a life-saving rule, or feel there is no other option to get the job done, **STOP** and call your supervisor.

If you choose to break the life-saving rules, you are choosing not to work for Altus Traffic.

SAFETY DURING SET-UP & PACK-UP -



IF YOU DO NOT FEEL YOU HAVE ADEQUATE PROTECTION AND SAFEGUARDS IN PLACE, **STOP WORK** AND ESCALATE TO YOUR LINE MANAGER

HAVE YOU GOT THE RIGHT PPE FOR THE JOB?



WHAT MUST GO RIGHT?

OUR BEHAVIOURS

DON'T RUSH	Don't succumb to pressure from the client or your workmates to rush. Rushing leads to shortcuts and mistakes and increases the likelihood that you will be injured;/'''''
COMMUNICATE	Ensure everyone knows what they are doing and how to do it safely. Maintain proactive communication with your team-mates and workers throughout the shift
WATCH YOUR MATES	Act as a Lookout person whenever your team-mates are in the line of fire. When doing so, don't be distracted by other tasks. Continually watch for danger and be ready to warn/act
SPEAK-UP	Report safety concerns immediately. All staff are empowered to speak up and stop work if it's not safe. Closing safety gaps can prevent significant incidents
MAKE IT SAFE / KEEP IT SAFE	Set up safely and continually monitor your work area for hazards. Immediately communicate changing conditions or emerging hazards so they can be managed

OUR ACTIONS

BEWARE OF LIVE TRAFFIC	Ensure you always have an escape route, minimise exposure to live traffic and never cross a live lane on multi-lane roads (any speed) or other roads with permanent speeds 80kmh or above
PRE-START	Complete vehicle and equipment pre-starts PRIOR to use! All TC's to participate in the identification of hazards and controls at pre-start. Identify the Team Leader for the escalation of all issues
REVERSING VEHICLES	Prioritise travel in a forward direction at all times - no reversing in live lanes; At other times, if reversing is unavoidable, you MUST have a Lookout person or apply the GOAL principle - Get Out And Look!
EXCLUSION ZONES	Always maintain a safe exclusion zone around mobile plant. Establish agreed exclusion zones with the client at the pre-start and stay well clear!
SAFETY CONTROLS	Observe critical safety controls – use harnesses on drop decks and in TMA's! Establish safe areas to control traffic; Set-up sites as per a supplied TGS – No TGS, No set-up!

ONE LIFE – TWO CHOICES – ZERO INJURIES

Employer/Contractor: Altus Traffic Pty Ltd


Regions: WA, SA, TAS, VIC, NSW, QLD

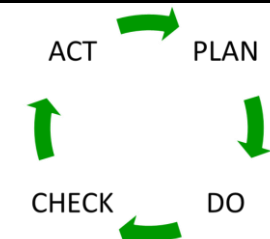
Head Office: Level 1, 660 Lorimer St, Port Melbourne VIC 3207

ABN: 84 102 768 061

ACN: 102 768 061

Contact Number: 1800 TRAFFIC (872 334)

High Risk Activity:	Working on, in or adjacent to a road or other traffic corridor in use by traffic other than pedestrians Working in proximity to powered mobile plant	
Client:	Refer to Traffic Management Risk Assessment for the client, work location and worker details	
Date:		
Location and limits of the control area:		
ALTUS Team Leader Name and signature		
Client Crew Leader Name and signature		
Document prepared by	National Health and Safety Committee – refer to appendix for details	
Document consulted and reviewed by	State-based Health and Safety Committees (incl consultation opportunity for wider staff base)	
Document approved by	Chris Thornton 	General Manager - Health, Safety, Environment & Quality
Version	Version: Nat 5	
Date of Issue	April 2022	
Next review date	End October 2022	

Comments	<p>Directors and Executive/State Managers to ensure sufficient resources and management support are provided to enable controls to be effective. All staff are to be briefed and inducted on SWMS prior to commencing works. SWMS will be reviewed annually or following any significant incident or high potential near miss. Employee submissions accepted at any time via the Health and Safety Committee or by contacting your State Safety Manager directly.</p>	
Altus Traffic's Life Saving Rules	<p>Drug and Alcohol-Free Workplace – Attend work free of any trace of alcohol or illicit drugs</p> <p>Safe Driving – Drive to conditions and follow safe driving laws, procedures and rules</p> <p>Exclusion Zones – Maintain established exclusion and drop zones around mobile plant and machinery</p> <p>Mobile Phones – No use of phones while performing Stop/Slow duties</p> <p>Working in and around Live Traffic – Minimise exposure to live traffic</p> <p>Safety Controls – Follow all procedures for safety critical activities including SWMS, SOP's and Work Instructions</p> <p>If you are pressured to break a life-saving rule or feel there is no other option to get the job done, STOP and call a manager or supervisor.</p> <p>If you choose to break the life-saving rules, you are choosing not to work for Altus traffic.</p> <p><i>Note: Clients who have their own safety-based rules which exceed the Altus Traffic Life Saving Rules will take precedence. For example, some clients/projects may have rules forbidding the entering of any live lane at any time.</i></p>	
Continuous Improvement Cycle	<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>Altus Traffic encourages all staff to engage in the Continuous Improvement Cycle by:</p> <ul style="list-style-type: none"> Planning all tasks; Carrying out all tasks safely; Checking that your work methods or controls are effective and; Taking action if controls need to be altered </div> </div>	

NOTE – ALL TASKS & ACTIVITIES DETAILED IN THIS SWMS REQUIRE MANDATED ITEMS OF PPE SPECIFIED BELOW TO BE WORN AT ALL TIMES

Plant and Equipment Approved for this Activity (May vary from State to State)	<ul style="list-style-type: none"> • Traffic Control Vehicle (complete with beacons, arrow-board, signage, traffic cones, traffic flags, sign weights etc). • Stop/Slow bats • Hand-held two-way radios • Trucks – including Drop Deck/Cone Deployment vehicles • Trailer mounted Variable Message Signs (VMS), arrow-boards and traffic lights • Truck Mounted Attenuator (TMA) vehicle • Portable Traffic Control Devices – including free-standing traffic lights, boom gate units and speed radar units • Trailers • Pedestrian Control Devices - Pedestrian Tape / “Tiger Tails” • Bollards and bollard bases • Star pickets & Barrier Mesh 		
Altus approved and supplied Personal Protective Equipment (PPE) required (mandatory and project specific):	All Shifts <ul style="list-style-type: none"> • Long pants • Long sleeve hi-vis, fluorescent shirts and/or vests • Hard hat (with brim and shade cloth in daylight hours) • Compliant hard hat alternative (ONLY when approved and supplied by local Branches and subject to documented Risk Assessment) • Safety glasses • Lace up steel cap ankle high boots • Cat-5 Resistant Gloves 	Periods of darkness/poor light <ul style="list-style-type: none"> • Nightwand • Approved long sleeve hi-vis, fluorescent shirts or TC Vest • Bio-motion compliant reflective hoops on pants and shirts • Clear/Yellow Safety Glasses 	Other – as required <ul style="list-style-type: none"> • Water resistant jacket/pants • Dust mask • Face mask • Hard hat chin straps
Personnel Qualifications Required for this Activity (Must be available for inspection on site)	<ul style="list-style-type: none"> • Prepare to Work Safely in the Construction Industry (OHS White Card) - CPCCWHS1001 • Control Traffic with a Stop/Slow Bat- RIIWHS205E or equivalent • Implement Traffic Management Plans- RIIWHS302E or equivalent 		
Permits/Licences Required for this Activity	<ul style="list-style-type: none"> • Current copies of Traffic Plans and Approvals kept on site and made available upon request. 		
Specific Training Required for this Activity	<ul style="list-style-type: none"> • All workers must: <ul style="list-style-type: none"> ○ Have completed the Altus Traffic induction ○ Have completed relevant Altus Traffic E-Learning modules ○ Be trained, inducted and work in compliance with this SWMS ○ Have completed Verification of Competency requirements before using specified equipment • All workers must complete project or client specific inductions as required 		
List Safety Data Sheets (SDS) required for this Activity	<ul style="list-style-type: none"> • Sunscreen provided is non-hazardous according to NOHSC criteria • No SDS's required for this activity 		

Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences E.g. sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
1 a)	Safe vehicle operation	<ul style="list-style-type: none"> Increased likelihood of incident or injury due to undetected vehicle faults 	High (3C)	<ul style="list-style-type: none"> Complete Vehicle Pre-Start Checklist Escalate any faults affecting that you deem may affect the safe operation or roadworthiness of the vehicle immediately to an Altus Management representative Do not drive vehicles that you deem are unsafe or unroadworthy – request for them to be tagged out 	Medium (3D)	<ul style="list-style-type: none"> Vehicle Driver All Site Staff
1 b)	Safe vehicle operation	<ul style="list-style-type: none"> Increased likelihood of incident or injury due to unsafe driving 	High (3C)	<ul style="list-style-type: none"> Ensure all drivers hold a current driver's licence specific to the vehicle Seat belts MUST be worn <u>at all times</u> whilst operating vehicles Drive to conditions, check mirrors/blind spots when changing lanes Road rules and speed limits must be obeyed at all times – this includes no U-turns over solid white lines or multiple traffic lanes unless signed or marked otherwise 	Low (3E)	<ul style="list-style-type: none"> Altus Management representative Vehicle Driver
1 c)	Safe vehicle operation	<ul style="list-style-type: none"> Unsecured equipment becoming a hazard to other road users Equipment damaged due to improper loading/unrestrained 	High (3C)	<ul style="list-style-type: none"> Ensure that loads are correctly restrained when operating a vehicle (consult Ratchet Strap SOP if required) Where transporting portable traffic control devices ensure that purpose-built storage areas, bags etc are utilised as designed Ensure trailers are correctly and safely secured 	Low (3E)	<ul style="list-style-type: none"> Vehicle Driver
1 d)	Safe vehicle operation	<ul style="list-style-type: none"> Obscured rear vision due to rear loads – accidents when reversing, changing lanes etc 	High (3C)	<ul style="list-style-type: none"> Comply with Life Saving Rule – drive to conditions/follow road rules To reduce the likelihood of U-Turn vehicle incidents, utilise side streets, driveways or other safe turn-around areas so that vehicles are re-entering traffic with clear visibility of approaching traffic from both directions Prioritise driving in a forwards direction wherever possible. If reversing vehicles, use a Lookout person wherever practicable, if no Lookout person is available, perform a 360 degree walk around to confirm clearance to reverse safely All reversing at walking pace only Vehicles to be fitted with reverse beepers and/or reverse cameras Where practicable, advise other team members on site of your intention to reverse on two-way radio and wait for acknowledgement 	Medium (2C)	<ul style="list-style-type: none"> Vehicle Driver
1 e)	Safe vehicle operation	<ul style="list-style-type: none"> Distracted/fatigued drivers causing traffic accident 	High (3C)	<ul style="list-style-type: none"> Comply with Life Saving Rule re: Mobile Phones No mobile phone use whilst driving unless using an approved hands-free device Do not continue driving if fatigued. Rotate driving or pull off road to revive before continuing journey If unfit to drive, escalate to a line manager to confirm your location and to make alternate travel or accommodation arrangements 	Medium (3D)	<ul style="list-style-type: none"> Vehicle Driver

Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences E.g. sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
1 f)	Safe vehicle operation	<ul style="list-style-type: none"> Unsecured vehicle being stolen or becoming a runaway – injury to people or damage to property/equipment 	Medium (3D)	<ul style="list-style-type: none"> When exiting vehicle, place vehicle in 1st gear or Park, turn off motor and apply handbrake. Lock vehicle and maintain possession of keys. Turn wheels to kerbside to “control the roll” Where vehicles are left idling to maintain arrow board charge, the driver must remain in close proximity to the vehicle at these times 	Low (3E)	<ul style="list-style-type: none"> Vehicle Driver
1 g)	Safe vehicle operation	<ul style="list-style-type: none"> Vehicles or trailers on slopes rolling and hitting or crushing people or other vehicles 	High (3C)	<ul style="list-style-type: none"> Vehicles or trailers on slopes – <ul style="list-style-type: none"> Ensure handbrakes are engaged If available, place chocks on trailed equipment to prevent unplanned rolling or movement; otherwise utilise trailer stabiliser legs allowing tyres to be elevated 	Low (3E)	<ul style="list-style-type: none"> Vehicle Driver
2	Arrive at site and prepare for work	<ul style="list-style-type: none"> Increased likelihood of incident or injury due to: <ul style="list-style-type: none"> No assessment of site-specific risks and hazards No understanding of scope of works 	High (3C)	<ul style="list-style-type: none"> Complete Site Traffic Management Risk Assessment clearly identifying site specific hazards not referenced in this SWMS and how the risks have been controlled. i.e.: wet weather, night works, pedestrian management, proximity to intersections, school zones, blind corners, excavations/fall hazards etc All workers (Traffic Controllers) must sign on to the Traffic Management Risk Assessment to confirm participation in the pre-start and understanding of hazards and controls Complete Pre-Start Meeting/Toolbox with Client and Contractors and sign-on to Pre-Start documentation Discuss process for set-up and pack-up sequence in addition to toilet, rest and meal breaks with client at pre-start/toolbox Verify Plans & Approvals are appropriate and all staff are aware of convoy arrangements (mobile works) and set-up sequence (static sites) Where practicable, conduct a drive-through of the approaches to the work area to identify safe and compliant locations for the placement of signage and devices 	Medium (3D)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff
3 a)	Installation and Removal of Traffic Control Devices <ul style="list-style-type: none"> Vehicle placement Exiting/entering vehicle 	<ul style="list-style-type: none"> Approaching traffic unaware of workers on foot ahead – <ul style="list-style-type: none"> Worker struck by traffic Vehicle damaged by passing traffic 	High (3C)	<ul style="list-style-type: none"> Exit vehicle from non-traffic side if possible or where there is a suitable break in traffic. Do not open vehicle door until all approaching traffic has passed and a suitable gap in traffic exists Use a shadow vehicle when provided for the physical protection of workers on foot. Shadow vehicle driver to act as a Lookout person Where a Lookout person is monitoring approaching traffic, they must be located off the travelled path with an unobstructed escape route where they can clearly monitor approaching traffic and provide early warning of errant vehicles. Lookout person not to be undertaking any other tasks while undertaking lookout duties. On lower risk roads where no shadow vehicle is present, park off the travelled path where possible, being mindful of creating a hazard to pedestrians and/or cyclists 	Medium (3D)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff

Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences E.g. sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
3a) (cont)	Installation and Removal of Traffic Control Devices <ul style="list-style-type: none"> Vehicle placement Exiting/entering vehicle 	<ul style="list-style-type: none"> Exposure to vehicle being struck by passing traffic during set-up/pack-up process 	High (3C)	<ul style="list-style-type: none"> Activate flashing beacons/strobes & utilise roof-mounted arrow-board (if fitted) – check for overhead obstructions such as tree branches before raising arrow boards Use arrow to advise of requirement to merge on multi-lane roads; on single lane roads, activate hazard configuration to provide warning of obstruction 	Medium (3D)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff
3 b)	Installation and Removal of Traffic Control Devices <ul style="list-style-type: none"> Exiting/entering vehicle 	<ul style="list-style-type: none"> Uneven surfaces – slips, trips, falls, stumbling into live traffic 	High (3C)	<ul style="list-style-type: none"> If parked on shoulder or off-road, look for sloping, uneven, unsteady or rough surfaces, grass-covered holes and concealed objects when entering/exiting vehicle Do not rush – investigate surroundings before exiting vehicle Ensure appropriate footwear – ankle-high lace/zip boots Do not use off-road areas as personal amenities areas 	Medium (3D)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff
3 c)	Installation and Removal of Traffic Control Devices <ul style="list-style-type: none"> Reversing vehicles 	<ul style="list-style-type: none"> Injuries and damage to equipment caused by reversing with undue care and attention 	High (3C)	<ul style="list-style-type: none"> Comply with Life Saving Rule – do not drive in a way which could be regarded as dangerous, negligent or careless Prioritise travel in a forward direction on any road No reversing in live lanes Use a Lookout person If no Lookout person, apply GOAL principle – Get Out And Look All reversing strictly at walking pace only All vehicles to be fitted with reverse awareness technology (cameras, beepers and/or alarms) 	Medium (3D)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff
4 a)	Installation and Removal of Traffic Control Devices <ul style="list-style-type: none"> Unloading and loading vehicles 	<ul style="list-style-type: none"> Approaching traffic unaware of workers on foot ahead Exposure to/being struck by passing traffic 	High (4C)	<ul style="list-style-type: none"> Comply with Life Saving Rule – minimise exposure to live traffic Shadow vehicle shall be considered for worker protection based upon an assessment of road type, traffic volumes etc On lower risk roads, where no shadow vehicle is present, the signage vehicle shall be utilised as protective cover The provision of a Lookout person is strongly encouraged for all jobs whilst installing or removing signs and devices In situations where shadow vehicles and/or Lookout personnel are not suitable for the task, STOP work and escalate to your Manager Prioritise suitable gaps in traffic before accessing equipment Access signage from off-side of road wherever possible – minimise exposure to live traffic at the rear of the vehicle; where this is unavoidable, a Lookout person and suitable gaps in traffic are a mandatory requirement Maintain unobstructed escape route Pack-up site in reverse order to set-up ensuring advance warning signage remains in place whilst delineation is dismantled Do not turn your back to traffic Wear required PPE – most notably hi-vis garments, gloves & hard hat 	High (4D)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff

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4 b)	Installation and Removal of Traffic Control Devices • Unloading and loading vehicles	• Manual Handling injuries as a result of handling portable traffic devices, signs, bollards cones and other equipment	High (3C)	<ul style="list-style-type: none"> Adopt correct manual handling techniques – do not over-exert (ie: No more than 4 cones to be lifted/carried at a time) Job not to be rushed, plan lift and be aware of surroundings (Obstructions, uneven ground, clearance from traffic etc) Perform all movements in a controlled, balanced and comfortable position Minimise repetitive bending, twisting and over-reaching movements Complete VOC training on all portable traffic control devices 	Medium (3D)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff
4 c)	Installation and Removal of Traffic Control Devices • Unloading and loading vehicles	• Sign covers and permanent signage maintenance – fall from heights	High (3C)	<ul style="list-style-type: none"> No ladders to be used under any circumstances to access signs for covering/uncovering or changing. Escalate if signs cannot be safely accessed from ground level Utilise supplied clips, hooks or brackets to safely secure sign covers 	Low (3E)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff
4 d)	Installation and Removal of Traffic Control Devices • Unloading and loading vehicles	• Signage becoming a hazard to road users	High (3C)	<ul style="list-style-type: none"> Signage to be weighted down (i.e.: with sandbags, weight-bases or “weight-mates”) and regularly checked for effectiveness against from wind gusts and/or passing heavy vehicles Signage not to obstruct bike-lanes or create a hazard for pedestrians or approaching traffic. Place cones adjacent to signs to provide additional visibility 	Low (3E)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff
5	Installation and Removal of Traffic Control Devices • All multi-lane road environments • Two-way roads (Permanent posted speed of 80 km/h and above)	• Risk of injury/death by crossing live lanes of traffic or by positioning vehicle unprotected in a live lane	Extreme (5C)	<ul style="list-style-type: none"> Comply with Life Saving Rules - on all multilane roads (any speed) and all other roads with a permanent posted speed of 80km/h and above, live lanes are not to be crossed under any circumstances. Shadow vehicles shall be used for worker protection on these roads TMA's are strongly recommended on all multi-lane roads with a permanent posted speed of 90kmh (mandatory in many jurisdictions) and above and shall be considered for use on multi-lane roads with permanent posted speeds lower than 90kmh Advance warning vehicles shall be considered in accordance with safety and road authority requirements A Lookout person is mandatory for all jobs on these roads – this can be the driver of a shadow vehicle Avoid exiting vehicles on the traffic side wherever possible – where this is unavoidable, prioritise gaps in traffic and use of a Lookout person Ensure buffer/shadow vehicle remains a suitable distance from workers on foot, a <u>minimum</u> distance of 40 metres Crews shall do a circuit (loop) to place signs on the opposite side of a multi-lane road. Do not reverse up a lane or shoulder in order to cross multiple lanes to access the other side of a multi-lane road 	Medium (4E)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff

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6	Installation and Removal of Traffic Control Devices <ul style="list-style-type: none"> Two-way roads (Permanent posted speed less than 80 km/h) 	<ul style="list-style-type: none"> Risk of injury/death by crossing live lanes of traffic or by positioning vehicle unprotected in a live lane 	High (4C)	<ul style="list-style-type: none"> Comply with Life Saving Rule – minimise exposure to live traffic Crossing live lanes of traffic on two-way roads with a permanent posted speed of less than 80kmh shall be avoided wherever possible. However, where workers assess that this is the safest option due to local geographic/road conditions, suburban low speed/low volume roads etc, at least two of the following controls must be met: <ul style="list-style-type: none"> Lookout person to warn of approaching motorists Identify suitable gaps in traffic to install signs safely Shadow vehicle suitable to the permanent posted speed and volume of traffic provided for physical protection Where no shadow vehicle is on site, position the work vehicle to provide a buffer to passing vehicles with flashing beacons and/or arrow-board activated Ensure ample visibility for approaching traffic in either direction (min 200 metres in either direction recommended on roads with speeds above 50km/h) In situations considered to be unsafe without any of the above controls able to be safely implemented, STOP work and contact the Principal Contractor representative and/or Altus Supervisor and await further instruction. 	Medium (4E)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff
7 a)	Controlling Traffic using a Stop/Slow bat or a Portable Traffic Control Device (PTCD)	<ul style="list-style-type: none"> Entering live lane and being struck by vehicle Poor selection of control point increasing likelihood of injury 	High (4C)	<ul style="list-style-type: none"> Comply with Life Saving Rule – no mobile phone use whilst directing traffic Maintain escape route at all times Do not leave your control point to converse with drivers – this may increase your exposure to live traffic and may reduce your visibility to other road users When using a Stop/Slow bat, remain outside of live lanes until multiple vehicles are safely stopped a minimum of 6 metres from your control point and you have established eye contact with the lead driver When operating PTCD's, a control point should be established a safe distance from the device (10 metre minimum where possible) taking into account the risk of devices becoming projectiles if struck 	Medium (4E)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff

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7 b)	Controlling Traffic using a Stop/Slow bat or a Portable Traffic Control Device (PTCD)	<ul style="list-style-type: none"> Motorists confused by changed conditions – breach of work zone or traffic accident on site Potential breach of procedure leading to double-send of traffic 	High (4C)	<ul style="list-style-type: none"> Do not turn your back to traffic Ensure control point is clearly visible to approaching drivers Maintain escape route at all times Utilise two-way radios to maintain clear communication with team members to be able to control traffic safely and respond to emergency situations In the instance of a breach, alert all personnel over the radio (ie: “Breach, Breach, Breach” or “Abort, Abort, Abort” (Confirm how this will be communicated at pre-start) Avoid stopping heavy vehicles at the front of a traffic queue and ensure approaching vehicles have ample time to stop safely at the control point 	Medium (4E)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff
7 c)	Controlling Traffic using a Stop/Slow bat or a Portable Traffic Control Device (PTCD)	<ul style="list-style-type: none"> Uneven ground and trip hazards causing injuries as a result of slips, trips and falls 	High (2B)	<ul style="list-style-type: none"> Ensure control points are established on even ground, free of obstructions and hazards 	Low (2D)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff
7 d)	Controlling Traffic using a Stop/Slow bat or a Portable Traffic Control Device (PTCD)	<ul style="list-style-type: none"> Fitness for work – risk of being struck by traffic or causing vehicle incident 	High (4C)	<ul style="list-style-type: none"> Comply with Life Saving Rules – drug and alcohol-free workplace Arrive for shift well rested and with plenty of food and water Ensure rest, fatigue and rotation of duties breaks are observed as required. Escalate immediately to a line manager (as per 7f) if access to breaks is an issue. 	Medium (4E)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff
7 e)	Controlling Traffic using a Stop/Slow bat or a Portable Traffic Control Device (PTCD)	<ul style="list-style-type: none"> Workers at risk of being struck by passing traffic Potential for vehicle accidents/vehicle breaches into work site 	High (4C)	<ul style="list-style-type: none"> Monitor work site for changes to conditions, queue lengths and traffic flow – conduct periodic sign checks (preferably every 2 hours) When workers are within 1.2 metres of live traffic, reduce speed to 40km/h, monitor workers activities and maintain delineation devices to ensure workers remain separated from live traffic If 1.2m cannot be achieved, speed must be reduced to 40km for a maximum of 500m. Do not allow work vehicles to drive through a STOP bat or red PTCD signal to access a work site. This encourages trailing vehicles to ignore STOP signals and potentially breach work areas or to drive towards oncoming traffic On long sites with a heightened risk of driver non-compliance, consider use of an escort vehicle to regulate traffic flow at correct speed 	Medium (4E)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff

Item No.	Specific Task, Steps or Activity to be done	Potential Hazards and Consequences E.g. sharp knife/cut fingers	Risk Rating	Controls to be used to manage the risk	Residual Risk	Specific person who will ensure risk controls are implemented
7 f)	Controlling Traffic using a Stop/Slow bat or a Portable Traffic Control Device (PTCD)	<ul style="list-style-type: none"> Distracted by mobile phone usage – being struck by vehicle or plant or causing vehicle incident 	High (4C)	<ul style="list-style-type: none"> Comply with Life Saving Rule – Digital device/mobile phone use is prohibited whilst performing Stop/Slow – including operating PTCD's (eStops, Trilights, Portabooms, etc) or operating a Stop/Slow bat. At other times devices may only be used in accordance with OPS 510 – Acceptable Use of Mobile Phones & Portable Electronic Devices. Confine use to break times unless use is work-related If taking or making a call, advise team members and locate yourself a safe area away from site where there is no risk of being struck by vehicles or plant Do not wear noise-emitting headphones (for music or phone conversations whilst on site) 	Medium (4E)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff
8 a)	Working around mobile plant and machinery (ie: bobcats, rollers, forklifts, trucks, pavers, utes etc)	<ul style="list-style-type: none"> Being struck by moving plant 	High (4C)	<ul style="list-style-type: none"> Comply with the Life Saving Rule – maintain exclusion zones Discuss risks associated with Plant Movements at pre-start Observe 10-metre minimum No-Go Zone (or higher if mandated by client or as a result of completing a risk assessment) Personnel movements within this zone only after direct comms with plant operator where plant movements are on hold Do not stand in blind spots or within No-Go Zones. Maintain eye contact with plant and machinery operators 	Medium (4E)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff
8 b)	Working around mobile plant and machinery (ie: bobcats, rollers, forklifts, trucks, pavers, utes etc)	<ul style="list-style-type: none"> Noise affecting radio comms Noise affecting hearing 	High (3C)	<ul style="list-style-type: none"> Ensure communication is maintained either via eye contact, hand signals or radio comms (or combination of these) Assess control point – remove from noise source if possible 	Low (3E)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff
8 c)	Working around mobile plant and machinery (ie: bobcats, rollers, forklifts, trucks, pavers, utes etc)	<ul style="list-style-type: none"> Exposure to fumes 	Medium (3D)	<ul style="list-style-type: none"> Assess control point – remove from fume source if possible Rotate or relocate staff where possible to minimise ongoing exposure to noise/fumes Escalate to a line manager if unable to comply 	Low (3E)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff
9 a)	Controlling Traffic – Hazardous Environmental Conditions: <ul style="list-style-type: none"> Exposed/Extreme Environments 	<ul style="list-style-type: none"> Exposure to weather extremes whilst conducting traffic management duties causing injury/illness: <ul style="list-style-type: none"> Heat-related illness Hypothermia 	High (3C)	<ul style="list-style-type: none"> Refer Pg2 – PPE. Apply and re-apply sunscreen as per manufacturer's instructions Access to breaks commensurate with conditions and industry requirements, constant hydration and nourishment during shift Liaise with client re: shift lengths, start times, resources etc Escalate immediately to a direct Line Manager if feeling fatigued 	Medium (3D)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff
9 b)	Controlling Traffic – Hazardous Environmental Conditions: <ul style="list-style-type: none"> Isolation/remote works 	<ul style="list-style-type: none"> Dehydration/heat stress/fatigue increasing likelihood of incident or injury Long grass on verges - potential for snakes & fire risk from hot exhaust 	High (3C)	<ul style="list-style-type: none"> Ensure regular breaks and hydration Consider shade stations if exposed to elements consistently and where no shade is available (i.e.: ongoing remote project works) Avoid parking in long grass Ensure First Aid Kit is fully stocked including pressure bandages 	Medium (3D)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff

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9 c)	Controlling Traffic – Hazardous Environmental Conditions: <ul style="list-style-type: none"> Isolation/remote works 	<ul style="list-style-type: none"> Break in communications with workers, unable to verify whereabouts and well-being of workers Driving or workplace incident resulting in injury to workers in remote location 	High (4C)	<ul style="list-style-type: none"> Create a Journey Management Plan for journeys in excess of 200kms to establish a communications program and ensure regular breaks from driving Send teams in convoy, rotate drivers every 2 hours wherever possible when driving long distances Consider Satellite Phone (or other communication devices) for enhanced comms in remote regions No single-person crews to work in remote locations 	Medium (4E)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff
9 d)	Controlling Traffic – Hazardous Environmental Conditions: <ul style="list-style-type: none"> Emergency situations 	<ul style="list-style-type: none"> Incident or injury arising from accident, fire, explosion, flood etc 	High (4C)	<ul style="list-style-type: none"> Discuss emergency procedures and assembly area prior to shift commencement Ensure the Field Emergency Response Plan is available and followed in the event of an emergency event Contact and assist Emergency Services (000) on site where required Maintain escape routes in case emergency evacuation is required Fire extinguishers & first aid kits accessible, all items in date Work area clear of debris & fire hazards controlled Vehicles kept clear of long grass or flood prone areas Remain vigilant at all times and communicate any sudden changes in weather conditions Never attempt to cross flooded roads 	Medium (4E)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff
10	Interactions with Hostile Members of Public	<ul style="list-style-type: none"> Verbal and/or physical abuse/assault from hostile members of public causing physical and/or psychological injury 	High (3C)	<ul style="list-style-type: none"> TC's shall strive to remain polite, calm, and professional – do not raise voice or engage in retaliatory, posturing behaviour TC's to engage two-way radio 'talk button' to alert others on site of confrontation and seek assistance TC's shall strive to remove themselves from volatile situations if they feel they are in physical danger TC's to risk assess control points – ensure line of sight to other work crew members where possible, particularly in high risk environments such as CBD night works etc. Avoid working in isolation wherever possible. TC's to log all incidents via Near Miss or Incident reporting channels If TC is threatened or assaulted, police to be contacted immediately on 000 	Medium (3D)	<ul style="list-style-type: none"> Altus Team Leader All Site Staff

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11	Interaction with workmates, contractors and the general public during periods of public health emergencies (pandemics), flu season etc	Spread of infection causing: <ul style="list-style-type: none"> Potentially significant illness to employees Symptomatic personnel unable to complete tasks at required safety levels Large scale absenteeism affecting skill base and capacity to supply 	High (3C)	<p>Follow all Government Health directives and Altus Traffic guidelines in place at any time. These may include but not be limited to the following:</p> <p>Apply principles of "social distancing" wherever possible</p> <ul style="list-style-type: none"> Do not attend work and report in if feeling sick, showing symptoms or are in contact with someone who has COVID19 Follow recommended guidelines for treatment and isolation Maintain 1.5-metre distance from others whilst at work wherever possible Avoid congregating in potentially high-risk environments such as project crib rooms Avoid any unnecessary physical contact (handshakes, hugs etc) Avoid travel to and from work with a vehicle passenger Restrict vehicle occupancy to 1 person per vehicle wherever possible during shifts Where vehicle occupancy cannot be limited to 1 person during a shift for safety reasons: <ul style="list-style-type: none"> You are required to confirm you are symptom free at the commencement of each shift Limit the time together in the vehicle that is necessary to fulfill those duties Implement vehicle hygiene protocols upon returning to single person use Avoid rotation of vehicles among people during shifts Immediately report any breaches of the above measures Always have face masks available for when: <ul style="list-style-type: none"> You are unable to socially distance A client requests it It is mandated by the regulatory authorities <p>Apply recommended best practice hygiene</p> <ul style="list-style-type: none"> Maintain vehicle hygiene by using anti-bacterial sprays, wipes etc Frequently wash/sanitise hands - especially after toilet use, before and after meals etc. When coughing or sneezing, do so into your bent elbow Avoid touching your eyes, nose and mouth 	Medium (3D)	<ul style="list-style-type: none"> All Traffic Controllers

1. RISK RATING TABLE (USE FOR INITIAL AND RESIDUAL RISK ASSESSMENTS).

LIKELIHOOD	CONSEQUENCE					
		1.Insignificant	2.Minor	3. Major	4. Severe	5. Catastrophic
	A. Almost Certain	Medium (1A)	High (2A)	Extreme (3A)	Extreme (4A)	Extreme (5A)
	B. Likely	Medium (1B)	High (2B)	High (3B)	Extreme (4B)	Extreme (5B)
	C. Possible	Low (1C)	Medium (2C)	High (3C)	High (4C)	Extreme (5C)
	D. Unlikely	Low (1D)	Low (2D)	Medium (3D)	High (4D)	High (5D)
	E. Rare	Low (1E)	Low (2E)	Low (3E)	Medium (4E)	High (5E)

2. CONSEQUENCE DESCRIPTOR TABLE (USED TO ASSESS HOW SEVERE AN EVENT COULD BE IF IT OCCURRED).

	HEALTH, SAFETY & ENVIRONMENT
5. CATASTROPHIC	Fatality or multiple fatalities. Catastrophic Environmental harm with long term serious impact or is not rectifiable.
4. SEVERE	Permanent Injury – damage which permanently alters a person's future. Significant Environmental harm with medium to long term impact before rectification
3. MAJOR	Lost Time Injury (LTI) – damage which temporarily alters a person future Major Environmental harm that can be rectified in the medium term (1-3 months)
2. MINOR	Medical Treatment Injury (MTI) – damage which temporarily inconveniences a person. Localised reversible environmental harm that can be rectified <1 month
1. INSIGNIFICANT	First Aid Injury (FAI) – an actual injury which requires either no treatment or simple first aid. Minimal environmental harm that can be quickly rectified

3. LIKELIHOOD DESCRIPTOR TABLE (USED TO ASSESS HOW LIKELY AN EVENT IS TO HAPPEN).

Likelihood	Description	Frequency	Probability
A. Almost Certain	The threat is a common or frequent occurrence.	One or more events per month	>95% probability
B. Likely	The threat is known to occur, or “It has happened from time to time”.	One event every 6 months	80-95% probability
C. Possible	The threat could occur sometime, or “I’ve heard of it happening”.	One event every 6-12 months	20-80% probability
D. Unlikely	The threat is improbable	One event every 1-5 years	5-20% probability
E. Rare	The threat is conceivable but only in exceptional circumstances.	Less than 1 event every 5-10 years	<5% probability

4. HIERARCHY OF CONTROLS

Hierarchy of Controls		
OHS Hazards		Environmental Hazards
Elimination (ELIM) - controlling the hazard at source ie: closing a road	<div>Most preferred</div> <div>↑↓</div> <div>Least Preferred</div>	Pollution prevention/ avoidance
Substitution (SUBS) – replace a substance or activity with a less hazardous one		Re-use and Recycling
Engineering (ENG) – e.g. Isolation, use of crash barriers to separate workers from traffic		Energy recovery
Administration (ADMIN) - policies and procedures for safe work practices		Treatment and containment
Personal Protective Equipment (PPE) -e.g. hi-vis garments, hard hats		Procedures and disposal

Note: Look to utilise combination of more than one control method.

APPENDIX

C

INSURANCE

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honan.com.au

Honan.

27 April 2023

CONFIRMATION OF INSURANCE

This letter is to confirm that the appointed insurance broker has arranged the following contract of insurance. The policy referred to is current as at the date of issue of this confirmation and whilst a due date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

Insured: Altus Group Holdings Pty Ltd, Altus Group Pty Ltd,
Altus Traffic Pty Ltd, Altus Training Pty Ltd, Altus People Pty Ltd,
Pacific 2021 TopCo E Pty Ltd, Traffic Diversions Group Pty Ltd

Policy Number: Primary, 41-A411566-PLB
Umbrella, 41-A007234-UMB

Policy Class: Primary Public, Product, & Umbrella Liability

Primary Limit/s: \$20,000,000 Any one occurrence and
\$20,000,000 in the aggregate in respect of Products Liability

Umbrella Liability: \$30,000,000 Any one occurrence in Excess of Primary Limit/s

Policy Period: From: 30th April 2023 at 4:00pm local standard time
To: 30th April 2024 at 4:00pm local standard time

Total Limits:

Policy	Underlying Limit	Umbrella Limit	Total
Primary Public & Product Liability	\$20,000,000	\$30,000,000	\$50,000,000
Motor Third Party Liability Limit	\$35,000,000	\$30,000,000	\$65,000,000
Corporate Travel	\$10,000,000	\$30,000,000	\$40,000,000

Signed:



Adam Richardson
Honan Insurance Group

Insurance.
Advice.
Support.

Australia — New Zealand — Singapore — Malaysia — USA

Certificate of Currency

This certificate acknowledges that the Policy referred to is in force for the period shown.
Summary of cover is listed below.

This Certificate is subject to the terms, Definitions, Conditions and Exclusions of this Policy.

DATE:	26/04/2023
POLICY NUMBER:	41A411566PLB
INSURED NAME:	Altus Group Holdings Pty Ltd, Altus Group Pty Ltd, Altus Traffic Pty Ltd, Altus Training Pty Ltd, Altus People Pty Ltd, Pacific 2021 TopCo E Pty Ltd, Traffic Diversions Group Pty Ltd
PERIOD OF INSURANCE:	From: 4.00pm on 30/04/2022 to: 4.00pm on 30/04/2023
POLICY:	General Public and Products Liability Insurance Policy
LIMIT OF LIABILITY	General Liability: \$20,000,000 any one Occurrence Products Liability: \$20,000,000 any one Occurrence and in the aggregate during any one Period of Insurance
WORDING:	QM8216-0822 and agreed endorsements where applicable
NOTING:	N/A

Issued by: QBE Australia

Underwriter: Darren Fennessy



**QBE INSURANCE (AUSTRALIA)
LIMITED**
ABN 78 003 191 035
AFS Licence No 23545

Commercial Lines
Level 27, 8 Chifley Square
Sydney NSW 2000

Postal Address
Box 82 GPO
Sydney NSW 2001

26 April 2023

Certificate of Insurance

The policy described is current until 4.00pm on the Expiry Date shown

INSURED: Altus Group Holdings Pty Ltd, Altus Group Pty Ltd, Altus Traffic Pty Ltd, Altus Training Pty Ltd, Altus People Pty Ltd, Pacific 2021 TopCo E Pty Ltd, Traffic Diversions Group Pty Ltd

CLASS OF INSURANCE: Umbrella Policy

POLICY NUMBER: 41A007234UMB

PERIOD OF INSURANCE: From: 30/04/2023
To: 30/04/2024

LIMITS OF LIABILITY: General Liability \$30,000,000 any one occurrence in respect of Personal Injury or Property Damage or Advertising Liability or any combination thereof in excess of Underlying Insurances or the Self Insured Retention.

Products Liability \$30,000,000 any one Occurrence and in the aggregate for all occurrences during one period of Insurance in excess of Underlying Insurances or the Self Insured Retention.

WORDING: QBE Umbrella Liability Wording QM2391-0719

UNDERLYING INSURANCES: Primary General Liability - \$20,000,000
Motor Vehicle – Third Party Property Damage Limit of Liability \$50,000,000
Corporate Travel Liability - \$10,000,000

Subject otherwise to the terms, conditions, definitions, and exclusions of this policy.

SIGNED ON BEHALF OF THE COMPANY

Darren Fennessy

Senior Liability Underwriter

Phone No. 03 9246 2719

Email address Darren.fennessy@qbe.com

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The information contained in this transmission is intended for the named addressee only. It may contain privileged and confidential information. If you are not the intended addressee, you may not copy, distribute or take any action in reliance on it. If you receive this transmission in error, please telephone us immediately and return the original transmission to the sender by mail. We will reimburse you for telephone and postal expenses so incurred.

Honan Insurance Group

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Honan.

28 April 2023

CONFIRMATION OF INSURANCE

This letter is to confirm that the appointed insurance broker has arranged the following contract of insurance. The policy referred to is current as at the date of issue of this confirmation and whilst a due date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

Named Insured:	Altus Group Holdings Pty Ltd,	79 163 179 691
	Altus Group Pty Ltd,	92 137 788 544
	Altus Traffic Pty Ltd,	84 102 768 061
	Altus Training Pty Ltd,	13 161 243 214
	Altus People Pty Ltd	85 656 004 189
	Traffic Diversion Group Pty Ltd	64 612 841 193
	Pacific 2021 Topco E Pty Ltd	65 648 897 278

and/or any other companies as provided for by the policy and as may be declared to and agreed by the Underwriter.

Policy Class: Professional Indemnity

Limit: \$10,000,000 Any one occurrence and
\$20,000,000 in the Aggregate

Insurer Insurer: Berkshire Hathaway
Policy Number 47-ZEP-328100-01

Policy Period From: 30th April 2023 at 4:00pm local standard time
To: 30th April 2024 at 4:00pm local standard time

Retroactive Date: Unlimited

Signed:



Adam Richardson
Honan Insurance Group

Insurance.
Advice.
Support.

Australia — New Zealand — Singapore — Malaysia — USA



Berkshire Hathaway
Specialty Insurance

Certificate of Currency

This is to certify that the Policy below is current at the time of issuance of this Certificate of Currency subject to the policy terms and conditions.

Policy Number: 47-ZEP-328100-01

Insured: Pacific 2021 Topco E Pty Ltd

Address: Suite 1.05 3 Thomas Holt Drive, Macquarie Park
Sydney
2113
Australia

Insured Risk: Civil Liability Professional Indemnity Insurance

Professional Services: The provision of advice in relation to the design and development and implementation of traffic management plans and traffic management training.

Period of Insurance: From: 30 April 2023 To: 30 April 2024
Both days at 4:00pm Australian Local Time

Limit of Liability: \$10,000,000 any one claim
\$20,000,000 in the aggregate

Retention: \$10,000

Signed By:

Date: 24 April 2023

Insurer: Berkshire Hathaway Specialty Insurance Company
ABN 84 600 643 034
AFSL 466713