

RICHARD CROOKES



CONSTRUCTIONS



CONSTRUCTION TRAFFIC AND PEDESTRIAN MANAGEMENT SUB PLAN

Kingscliff High School
Oxford Street, Kingscliff
NSW 2487

Rev 12 July 2023

Prepared By

Rene Certeza

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(All Certificates attached on last Page)



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1. AMENDMENTS & DISTRIBUTIONS

The following is a record of amendments to this Traffic Management Plan:

- AMENDMENTS REGISTER -					
Section No.	Page No.	Date of Issue	Prepared By	Approved By	Description of Amendments
All	All	13.10.2021	Rene Certeza	Brittany Lindores	Prepared for Angela Wang
		04.11.2021	Rene Certeza	Brittany Lindores	Certificates added.
		01.12.2021	Brittany Lindores	Rene Certeza	Prepared for Angela Wang
		02.12.2021	Rene Certeza	Brittany Lindores	Amendments as requested by A.Wang
		09.12.2021	Rene Certeza	Brittany Lindores	Amendments as requested by A.Wang
		04.01.2022	Rene Certeza	Brittany Lindores	Amendments as requested by A.Wang
		27.01.2022	Rene Certeza	Brittany Lindores	Amendments as requested by A.Wang
		01.03.2022	Rene Certeza	Brittany Lindores	Amended as requested by S.Hastie
		06.01.2023	Belinda Luther	Jason Cooke	Review of management plan
		5.07.23	Belinda Luther	Jason Cooke	Review of management plan

- DISTRIBUTION REGISTER -			
Controlled Copy Ref No.	Date of Issue	Name of Recipient	Position / Organization
1	13.10.21	Angela Wang	Design Manager
9	01.03.22	Sinead Hastie	Contracts Administrator
11	06.01.23	Jason Cooke	Project Manager
12	5.07.23	Jason Cooke	Project Manager

2. REFERENCES

- Transport for NSW Traffic Control at Worksite Manual v6.0
- AS/NZS ISO 31000:2000 Risk Management – Principles and Guidelines
- AS/NZS ISO 9001:2008 Quality Management Systems – Requirements
- Australian Standards AS1742.3, Fourth Edition 2009

3. INTRODUCTION - PURPOSE OF SCOPE

The purpose of this Traffic Management Plan is to ensure that and Lindores Personnel's commitment to safety, traffic management, reporting and reviewing is met during the life of this project. This will be accomplished with consideration given to;

- Traffic Plans
- Traffic Demands
- Traffic Routing
- Traffic Control Devices
- Other road users and stake holder
- Special (emergency) vehicle requirements and access
- Accredited Traffic Controllers

This plan aims to identify the risks to persons undertaking work on/or adjacent to a road. It shall ensure that appropriate control measures for any identified hazard are assessed, controlled, implemented, monitored and reviewed by elimination, substitution, engineering, administration or by using personal protective equipment.

The legislative and reference documents used in conjunction with this plan include, but are not limited to:-

- Traffic Control at Worksites Manual v6
- SSDA 8744305 development consent issued under section 4.38 of the environmental planning and Assessment ACT, 1979
- AS/NZS ISO 31000:2000 Risk Management
- AS/NZS IAO 9001:2008 Quality Management System
- Australian Standards AS1742.3 Traffic Control Devices (2009)

All contractors, subcontractors, employers, self-employed persons, workers and other persons are bound by the requirements set out in this plan.

This plan forms the basis of ongoing programs in continuous improvement of traffic management and the required ongoing training and commitment of personnel involved in this project.

Risk assessments will be conducted prior to erecting any traffic control devices at the above location to determine a safe environment for workers and a safe route for pedestrians and on coming vehicular traffic.

The purpose of this Traffic Management Plan (CTMP) is to address those measures and procedures required for building construction to be followed by the contractors and subcontractors associated with the project.

This Traffic Management Plan is indicative until approved by Richard Crookes Constructions and is designed to show proposed control measures on the Kingscliff school Upgrade. It indicates any site-specific issues found as well as provision to comply with relevant legislative requirements such as:

Lindores Personnel confirms that prior to commencement on site as the Traffic Management contractor; we will consult and engage Richard Crookes Constructions to provide a safe solution for the site access/egress in line with legislative requirements.

Prior to actual commencement of traffic control activities on site the following concise documentation will be in place:

A detailed Construction Management Plan- (CMP) to outline operations for the project and required works zone shall be developed prior to commencement.

- Applications shall be made to Tweed Shire Council and NSWPS, to obtain authority to allocate a loading/Unloading zone for the safe movements of delivery vehicles.
- Detailed Traffic Guidance Schemes (TGS) shall be developed for the safe movement of pedestrians and vehicles, including detailed Scopes of Works (SOW).
- Temporary traffic signage as per the CTMP shall be inspected twice daily (start and completion of work shift). If temporary signage as per a current TGS is required to be left in place (night works) this signage shall also be inspected twice daily.

Lindores Personnel Representatives shall ensure all traffic controllers required to work in the work zone are inducted in Lindores Personnel's SWMS prior to commencing operations.

3.1 TRAFFIC MANAGEMENT PLAN OBJECTIVES:

Provide for a safe environment for all road users;

Provide protection to workers, visitors, agents of the Contractor and the general public from traffic hazards that may arise as a result of the construction activity;

Minimize the disruption, congestion and delays to all road users;

Ensure network performance is maintained at an acceptable level throughout the term of the work;

Ensure access to adjacent commercial and private premises is maintained at all times.

Comply with consent conditions B16 and B22 of Development consent 8744305

3.2. TRAFFIC MANAGEMENT PLAN AIMS:

- 3.2.1. Ensure whenever possible, that a sufficient number of traffic lanes to accommodate vehicle traffic volumes are provided.
- 3.2.2. Ensure that delays and traffic congestion are kept to a minimum and within acceptable levels.
- 3.2.3. Ensure that appropriate/sufficient warning and information signs are installed and that adequate guidance is provided to delineate the travel paths through the work site.
- 3.2.4. Ensure that the work area is free of hazards and that all road users are adequately protected from dirt, excavations and obstructions.
- 3.2.5. Ensure that all needs of road users, motorists, pedestrians, cyclists, public transport passengers and people with disabilities are accommodated at and through the work site.
- 3.2.6. Provide for work activities to be undertaken sequentially to reduce the adverse impacts of the work.
- 3.2.7. Provide for safety procedures to enable work personnel to enter and leave the work area in a safe manner.

4. DESCRIPTION OF WORKS

Kingscliff school upgrade is an existing school, which will receive upgraded and new classrooms and school utilities

5. PROJECT SPECIFIC DETAILS

5.1. PROJECT LOCATION

Project Name	Kingscliff High School
Project Location	Oxford Street Kingscliff

5.2. SCOPE OF WORKS

Scope:	Demolition and Construction
Hours of Work:	Lane Closure with Hold and release (Limited traffic impact) Monday to Saturday 06:30Hrs to 18:30Hrs

5.3. PRINCIPAL CONTRACTOR DETAILS

Name: Richard Crookes Constructions
Address: Lvl 3, 4 Broadcast Way Artarmon NSW 2064
Phone: 02 9902 4700

5.4. PRINCIPAL CONTRACTOR'S DETAILS

Project Manager

Name: Damien O'Leary
Mobile: 0418 730 420

Site Manager

Name: Darren Lovell
Mobile: 0409 939 918

Safety Officer

Name: Julian Viafaa Hurtado
Mobile: 0427 597 828

Site Foreman

Name: Todd Williams
Mobile: 0456 587 123

6. AFFECTECTED AUTHORITIES

This project will be conducted on Tweed City Council owned roads and the anticipated traffic impacts are not expected to affect other authority's area of responsibility. Associated road side assets, including traffic control signage, are owned by Lindores Personnel Pty Ltd. This project will be conducted on ICC controlled roads and as such will have all relevant authority approvals prior to each stage of works. These are held by Richard Crookes Constructions

7. ROLES & RESPONSIBILITIES

7.1. THE PRINCIPAL CONTRACTOR

The Principal Contractor has an obligation to ensure all work at the construction's workplace is carried out in a manner that will:

- Prepare a written construction safety plan, in accordance with the regulations before construction work starts,
- Ensures compliance with the contract requirements
- Provide a safe passage for both pedestrians and vehicular traffic through the works area
- Minimize delays and inconvenience to the community

In order to fulfil the above obligations, the requirements contained within this Traffic Management Plan are to be complied with by all those who are engaged in work on this project.

The management of Richard Crookes Constructions are committed to the requirements of this Traffic Management Plan. This will be achieved by:

- Providing clear direction and support in maintaining the objectives and standards set out in this Traffic Management Plan (CTMP)
- The use of only accredited traffic controllers approved regulatory and advisory signs.
- Providing suitable communication between Australian Paving Services supervisory staff and the Senior Traffic Controllers, e.g. radio transceiver or mobile phone.
- Providing the means necessary to achieve a safe working environment
- Reviewing procedures such as best work practices.
- Providing control measures to effectively minimize the generation of dust, e.g. the use of Rumble strips at all plant delivery ingress/egress points, access ways onto the site and other environmental considerations.
- Monitor the use of all work method statements to ensure that all persons, to whom the statement applies, comply with the statement.
- Not allow a person to start construction work unless the principal contractor has sighted the Persons general induction evidence (Blue/White Card).
- Ensuring a person has been given a site-specific induction for the work place before allowing the person to start construction work.
- Consultation with public bus services that access the construction traffic route. This may include notification prior to major works that may affect the regular flow of traffic.
Consultation with Tweed valley Hospital (TVH) Construction works to ensure that traffic flow is constantly monitored to prevent excessive queuing. This may include emails for the site manager to notify TVJ of major construction events that may cause traffic queuing or congestion
- Access/Egress to site will be via Tweed Coast Rd intersection with Cudgen Road, then 1 klm to the roundabout intersecting Turnocks St. and McPhail Ave. Right at the roundabout for 100 meters and right into Oxford Street to access 2 new crossovers to be constructed. Consideration to be made for site plant deliveries planning schedule – to minimize congestion to the network during the event.

7.2. PROJECT MANAGER

The following list of requirements is not exhaustive for the responsibilities of a Project Manager:

- Program of the work
- Outlines the high risk construction activity i.e. working on or adjacent to a road.
- Monitoring, reviewing and amending the Traffic Management Plan as required.
- Managing non-conformances/corrective action and minor incidents.
- Ensuring that an applicable Safe Work Method Statement (SWMS) (which may be generic if the activity is performed in the same way and in the same or similar circumstances); is delivered through training to all persons affected on the construction site.

The Project Manager has the ultimate responsibility and authority to ensure the CTMP is implemented for the prevention of property damage and injury to employees, contractors, subcontractors, road users and all members of the public. He will ensure all site personnel are fully aware of their responsibilities, and that traffic-controllers are appropriately trained and accredited. *He will ensure that sufficient controllers are available to ensure appropriate breaks are taken.*

7.3. SITE MANAGER/SUPERVISOR

The following list of requirements is not exhaustive for the responsibilities of a Site Manager/Supervisor:

- Ensure compliance with the approved CTMP. As per TCAWS Ver 6.0
- Periodic inspection of traffic control devices on a daily basis prior to commencement of work in conjunction with the Traffic Controllers Supervisor.

- Insure that all Traffic Controllers are in fact licensed or accredited to perform the duties of a Traffic Controller.
- Consult with all relevant stake holders on major potential traffic queuing events, either by email or phone calls.
- Identify non-conformances and implementation of corrective action.

The Site Manager/Supervisor will be the Principal Contractor's authorized representative in relation to the traffic management requirements for each site. They will ensure that the provisions contained in the relevant permit approvals, the TCAWS V6.0 and The Code are implemented on site. *He also will ensure that sufficient controllers are available to ensure appropriate breaks are taken.*

7.4. SITE PERSONNEL

All personnel engaged in the field activities will follow the correct work practices as required by a site specific SWMS. The approving authority shall be notified should a situation arise that is not covered by this CTMP or the TCAWS V6.0.

7.5. TRAFFIC CONTROL SUBCONTRACTOR – LINDORES PERSONNEL

The nominated sub-contractor is responsible but not limited to the following:

- Ensuring traffic is not unduly delayed and that the safety of the Road Users and workers on site is maintained.
- Implementation of the approved Traffic Management Plan in accordance with the TCAWS V6.0 and all other relevant documents.
- Ensuring the conflicting regulatory speed signs are covered during works and at the completion of the works to reinstate the current regulatory speed for each individual street/road.
- The monitoring and recording of changes in traffic movements.
- Advising Richard Crookes Constructions advisory staff in the first instance of any non-conformances, accidents, near misses or complaints.
- Providing only duly accredited Traffic Controllers

7.6. TRAFFIC CONTROL – WORKS SUPERVISOR

The nominated sub-contractor is responsible but not limited to the following:

- Responsible monitoring, reviewing and amending this CTMP and/or TGS/s as required and assist Richard Crookes Constructions Works Supervisor with Traffic Management responsibilities.
- Lindores Personnel to provide Richard Crookes Constructions with a daily site sketch for each location at the end of each day, **Refer to Annex J: Traffic Control Daily Log Book.**

7.7. LINDORES PERSONNEL – TRAFFIC CONTROLLERS

Nominated Traffic Control Officer: Rene Certeza
Is responsible for the following:

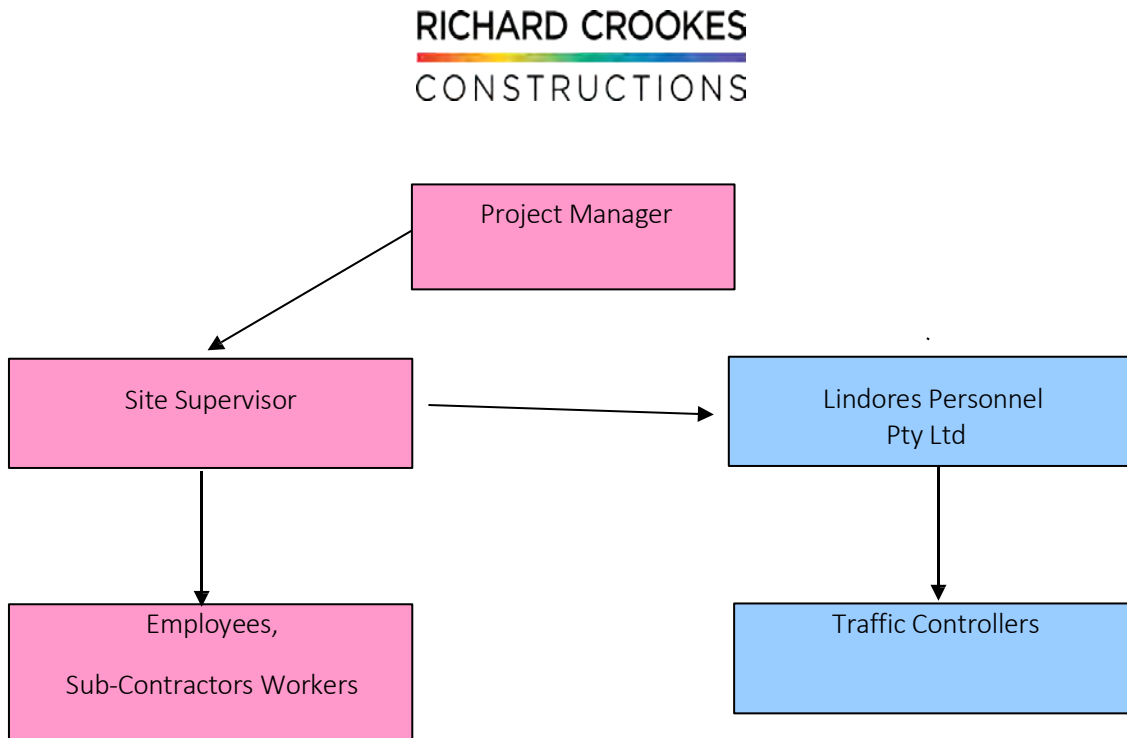
- Manage and monitor CTMP and TGS's to TCAWS Specifications.
- Manage implantation of Traffic Control Requirements
- Ensure accredited traffic controllers on site
- Coordination of Traffic Control Daily Operations on site.

The traffic subcontractor to the project (Lindores Personnel Pty Ltd) will have the following personnel, a Traffic Controller, holding a Traffic Controller (license-RIISS00054) + Implementer (license-RIISS00055), responsible for the installation, maintenance and removal of the roadwork signage (daily), in accordance with the TCAWS V6.0 and Traffic Guidance Scheme's. The Traffic Controller's shall undertake a review of the erected signage to ensure compliance with the approved Traffic Guidance Scheme (TGS) and shall

maintain detailed daily records. The Lindores Personnel Pty Ltd Site Traffic Management Plan which contains the procedures for the Implementation of traffic arrangements, Traffic Guidance Scheme record keeping and Traffic Guidance Scheme daily routine for the project.

7.8. PROJECT MANAGEMENT HIERARCHY

The following outlines the management hierarchy that will apply to the project.



8. IMPLEMENTATION OF TRAFFIC MANAGEMENT PLAN

The Supervisor, Foreman and or senior Traffic Controller on the construction site shall ensure that all applicable controls and safety devices are implemented prior to the commencement of works on a daily basis.

The Traffic Management Plan (CTMP) shall be monitored continually throughout the construction period and shall be reviewed by the Project Manager and nominated traffic control sub-contractor to ensure its effectiveness throughout the project. Amendments to the Traffic Management Plan shall be made within the timeframe specified under the contract.

Daily inspections of devices shall be carried out by the traffic control sub-contractor to ensure all traffic control devices are maintained and comply with the approved TGS's.

The use of Portable Traffic Signals, Variable Message Signs, Flashing Arrow Signs or additional devices as required under this contract are detailed within the Project Specific Requirements and the appendix – Traffic Guidance Scheme's as appropriate.

Details of traffic lane configurations, traffic delays, periods of no lane closures, detour and the use of side tracks applicable to this contract are detailed in the Project Specific requirements of this plan.

Work shall be programmed to minimize the effects on the road users. Entrances to private property shall be maintained in serviceable condition throughout the construction period.

Traffic control shall comply with all relevant procedures, specifications and specific requirements of the contract. Copies of such shall be held on site by the senior Traffic Controller. Only qualified/accredited Traffic Controllers are to be employed on site. Identification cards must be carried whilst performing traffic control duties.

The works zone shall be delineated with the use of approved devices to provide a safe and orderly for both pedestrian and vehicular traffic at all times.

Out of hours Representatives are detailed in the Project Specific Requirements and have the authority to coordinate and expedite work out of hours if required.

Where necessary to ensure that a safe passage for the community is provided, additional measures shall be adopted. These may include; an increase in the number of traffic controllers on site; advise of specific details via public notices; an increase in signage; employee awareness via the induction process and daily pre-start/tool box meetings.

Police officers shall be to assist in the control of traffic in the following situation:

- Where the Traffic Signals must be turned off, if applicable to works area

9. RECORDING AND MONITORING

Details of all changes in traffic movements shall be recorded and maintained throughout the construction period and submitted within 7 days from the date of practical completion.

Regular inspections of traffic control devices shall be carried out a minimum of three times daily and recorded in the Daily Traffic Management Checklist – a copy contained in the appendix. These records are available for inspection during the project. These recordings will be held on site by Lindores Personnel and submitted at the end of the shift to Richard Crookes Constructions works supervisor.

Traffic delays shall be assessed and recorded on the daily diaries. Richard Crookes Constructions supervisory staff shall be notified of any delays that exceed the contract requirements.

Queue lengths shall be assessed hourly and additional advance warning signs shall be erected if deemed necessary.

A register of all complaints shall be maintained and forwarded to the superintendent on a weekly basis. Richard Crookes Constructions shall be advised immediately of any traffic incident or complaint. If the issue cannot be corrected immediately or it is of a contractual nature then it should be elevated to Richard Crookes Constructions Management.

Non-Conformances and corrective actions shall be identified, controlled and implemented in accordance with company quality procedures. All non-conformances shall be acted on by Lindores Personnel and Richard Crookes Constructions on receipt of written notice of the non-conformance.

Principal Contractor to carry out any remedial work deemed necessary under the contract guidelines. A Corrective Action Request (CAR) shall be forwarded to the RRC's representative within 24 hours upon completion. Non-Conformances and Corrective Actions shall be identified, controlled and implemented in accordance with Company Quality Procedures.

10.2. REGISTRATION OF TRAFFIC MANAGEMENT COMPANIES

Reporting Form	Responsibility	When
Details of erection and removal of Regulatory Traffic Signs / Devices	Project Manager, assisted by Lindores Personnel works supervisor	Min 5 days prior to commencement and completion of the works
Traffic Management Audit Checklist	Lindores Personnel Pty Ltd	As requires
Traffic Diaries	Lindores Personnel Pty Ltd	Each day
Complaints Register	Project Manager	As Required
Non-Conformance/Corrective Action	Project Manager	As required
Incident Report	Project Manager	As required

In the event of a traffic related accident within the site, Lindores Personnel Traffic Controller shall immediately notify the principal's representative, the Police and any necessary emergency services.

10. PROJECT SPECIFIC REQUIREMENTS

Richard Crookes Constructions is to make allowances for any special requirements that may arise due to special events occurring. Richard Crookes Constructions shall contact the ICC so as to determine the events that are happening in the area during the construction period as required. Emergency vehicle access will be given priority over site traffic at all times.

To minimize traffic disruptions Richard Crookes Constructions will make every effort to conduct these works in consultation with Lindores Personnel Pty Ltd. Traffic Controllers with approved Traffic Control Devices will be in attendance to control and monitor pedestrian and vehicular traffic as required. Traffic Controllers must have their Traffic Control Licenses on their person at all times whilst performing Traffic Control duties.

Traffic Controllers must ensure that they have a clear escape path to a non-traffic (closed) section of the roadway, shoulder, footpath or median. A Traffic Controllers Stop/Slow bat shall have a handle approx. 1.8m long to the underside of the sign. Traffic Controllers Symbolic (TC-1257) with Prepare to Stop (TC-1362) shall be displayed before commencing traffic control operations. These signs shall be positioned a Minimum of the greater of '2D' from the position of the traffic controller.

Refer to the Traffic Guidance Scheme's (TGS's) for all signage positioning and site details. All TGS's may be reviewed by the Principal Contractor each day and advice provided to Lindores Personnel Pty Ltd of any proposed changes if required.

10.1. METHOD OF TRAFFIC CONTROL

- All works shall be carried out in accordance with the TCAWS V6.0 and other relevant documents as well as the attached Traffic Guidance Schemes.

10.2. REGISTRATION OF TRAFFIC MANAGEMENT COMPANIES

10.3. NOMINATED TRAFFIC CONTROL OFFICER

The Nominated traffic control officer shall meet the minimum training requirement of (PWZTMP) in Traffic Management together with two years minimum experience in developing site specific diagrams. Refer Appendix for Nominated Traffic Control Officer's PWZTMP accreditations.

Traffic Control Company: LINDORES PERSONNEL No3 Pty Ltd
Company Address: 2255 Gold coast Hwy, Nobby Beach NSW 4218
Telephone: 07 3868 3525
Facsimile: 07 3268 3166
Mobile: 0400 773 519
Email: traffic@lindores.com.au

11. RESTRICTIONS TO TRAFFIC

Periods of lane closures will be kept to minimum to maintain minimal impacts on general traffic. Working hours to remain at 6:30am-6:30pm to minimize road traffic noise and conflicts with other road users.

11.1. TRAFFIC LANE CONFIGURATIONS

Location	Days	Time Period	Number of Lanes in Each Direction	Minimum Lane Width (meters)	Minimum Clearance to Objects (meters)	Minimum Posted Speed (kilometers per hour)
All		Working hours	1	3	0.5	40
All		Non-working hours	1	3	1	50
Lane closures are limited to 0630am-1830pm, night closure may be required but will not be used unless necessary						

11.2. SINGLE LANE ONE WAY TRAFFIC

Location	Days	Time Period	Maximum Delay Time (minutes)
Occasionally Hold Vehicles	Working days	Working hours	5

11.3. STOPPING TRAFFIC IN BOTH DIRECTIONS

Location	Reason	Days	Time Period	Maximum Delay Time (minutes)
rarely	Assist public and busses	Working days	Working hours	5

11.4. PERIOD OF NO LANE CLOSURE

Days during which lanes shall not be closed and work involving stop/slow arrangements shall not be carried out on a day preceding or the day of, a public holiday, long weekend (weekend which includes or abuts a public holiday) or school holiday period, unless specified approval is granted in writing by the Superintendent prior to commencing of the works.

11.5. PERIOD OF NO LANE CLOSURE

As required to provide breaks, manage traffic changes and any queuing.

12. WORK ON ROADS

The traffic guidance schemes for each phase have been designed by Lindores Pty Ltd, who will be the responsible sub-contractor for traffic control implementation on the road. The devices shall be inspected periodically throughout the day (usually at 2 hour intervals) and will be taken down or covered at the end of the working day. Traffic shall be controlled at all times, during construction.

12.1. WORKPLACE HEALTH & SAFETY

Principals, employers and persons in control of workplaces have a statutory duty of care to provide a safe workplace for all personnel working at the site, accessing the site or impacted by the construction activity including employees, contractors, subcontractors, visitors to the site and the general public. This CTMP forms part of the overall project Site Safety Management Plan, and provides details on how all road users considered likely to travel through, past, or around the worksite and those impacted by the works will be safely and efficiently managed for the full duration of the site occupancy and works.

12.2. SAFE WORK METHOD STATEMENT (SWMS)

Prior to the commencement of this activity Lindores Personnel Pty Ltd will compile a Safe Work Method Statement (SWMS) for the site relating to traffic control activities. Lindores Personnel Pty Ltd management practices require that the Traffic Controller evaluate all traffic arrangements before they are open to Traffic, immediately following the opening to traffic and periodically throughout the activity. Adjustments are recorded in the SWMS, including reasons for the changes and are lodged with the Principal Contractor.

New hazards that arise throughout the work will be subject to risk assessment and incorporated onto SWMS. See SWMS in **Appendix E**.

12.3. INCIDENT & ACCIDENT PROCEDURES

Emergency Services and the Site Managers are ultimately responsible for the control and management of responses to all incidents that occur on the road network. Notwithstanding, *Richard Crookes Constructions and/or Lindores Personnel* Pty Ltd recognize the importance of cooperation between all agencies involved in the road occupation to clear incidents quickly.

In the event of an incident, including excessive queuing, occurring on public roads immediately adjacent to or passing through the road occupation, *Richard Crookes Constructions and/or Lindores Personnel* staff will inform Police/Emergency services including any other relevant local authorities of the event (if a requirement of issued road occupancy approvals). Where required, the traffic management guidance scheme will be removed from the road within 1 hour. Further, *Richard Crookes Constructions and Lindores Personnel* commit the available traffic guidance resources to assist the respective agencies in the speedy clearance of the incident. In the event of an incident or accident, whether or not involving traffic or road users, all work shall cease and traffic shall be stopped as necessary to avoid further deterioration of the situation. First Aid shall be administered as necessary, and medical assistance shall be called for if required. For life threatening injuries an ambulance shall be called on telephone number 000. The Police shall also be called on 000 for traffic accidents where life threatening injuries are apparent. Any traffic crash resulting in non-life threatening injury shall immediately be reported to the NSW Police Service and Richard Crookes Constructions Site Supervisor.

12.4. BREAKDOWNS & MINOR INCIDENTS

Broken down vehicles and vehicles involved in minor non-injury crashes shall be temporarily moved where safe to do so to the verge as soon as possible after details of the crash locations have been gathered and noted. Where necessary to maintain traffic flow, vehicles shall be temporarily moved into the closed section of the work area behind the cones, providing there is no risk to vehicles and their occupants or workers. Assistance shall be rendered to ensure the impact of the incident on the network is minimized. Details of all incidents and accidents shall be reported to the site supervisor and project manager using the incident report form at **Appendix D**.

12.5. DAMAGE TO SERVICES

In the event that gas services are damaged, all work shall cease immediately, machinery and vehicles stopped and the area cleared of personnel as soon as possible. Traffic Controllers (and other personnel if necessary) shall be deployed immediately to ensure no traffic or other road users approach the area. The NSW Police Service, Emergency Services and the relevant supply authority shall be called immediately. damage to any other services shall be treated in a similar manner except machinery may remain operational and access may be maintained where it is safe to do so. All site personnel shall be briefed on evacuation and control procedures.

12.6. TRAFFIC GUIDANCE SCHEMES

Traffic Guidance Schemes provide details of the required traffic management for the handling of safe movement of traffic through the work site and for the safety of workers. Traffic Guidance Schemes have been developed in accordance with the TCAWS V6.0 for each phase of the project and are contained in **Appendix B**.

12.7. SPECIAL EVENTS & PLANNED INCIDENTS

Contact with the Local Government Authority and service providers have indicated that there are no planned special events/incidents in vicinity that may directly impact the construction site. As such minimal impacts maybe expected during construction. Richard Crookes Constructions will make a commitment to local authorities that adequate preparations concerning traffic management will be made prior to major events, to mitigate possible adverse effects on the road network. To this end Lindores Personnel are in regular consultation with Tweed Shire Council and other local authorities.

12.8. TRAFFIC CONTROLLERS

Traffic Controllers shall be used to control road users to avoid conflict with plant, workers, traffic and pedestrians, and to stop and direct traffic in emergency situations. Traffic Controllers shall:

- 12.8.1.** Operate in accordance with the TCAWS V6.0
- 12.8.2.** Hold a current Traffic Controller's accreditation in NSW.
- 12.8.3.** Take appropriate breaks as required WH&S Regulations.

12.9. PUBLIC CONSULTATION

Throughout the duration of this project adequate information regarding the works will be made available to all stakeholders involved in, or that may be affected by these works. The Kingscliff School will be notified of any potential disruptions. 10 days notification period will be given where possible. Consultation will be made with the school and local residents throughout the project.

All Information provided will generally contain the location of works and the expected duration of works and any details of any expected delays.

Richard Crookes Constructions Project Manager will manage all public consultation.

12.9.1. ADVERTISING

Advertising will be placed in appropriate public notice prior to any public seminar (if required), commencement of works and prior to any significant impacting activity (where appropriate to do so). *Richard Crookes Constructions* are to facilitate any advertising requirements of road closures etc.

12.9.2. INTERNET

Not Applicable for this site

12.10. VARIABLE MESSAGE SIGNS

Not likely to be required for this project

12.11. NIGHT WORKS

Approved night works will be undertaken. The existing street lighting provides adequate illumination for traffic moving through the work site after working hours. If not then day makers/ temp light towers will be used.

Works shall be conducted at night to minimize the impact to road users and stakeholders. The approved working hours shall be 19:00 – 05:00 Sunday to Saturday. Any amendment to these times must be approved by the superintendent and in accordance with the consent conditions outlined in SSD 8744305 issued by the planning Secretary.

12.12. ROAD AND LANE CLOSURE/S

This project will be undertaken in stages in order to minimize disruption to pedestrian and vehicular traffic in the vicinity of the works. Majority of works will be conducted within site boundaries. Limited Road/Lane closures may be required during the later stages with road and footway upgrades etc. Most site deliveries will be onsite and off the roadway, therefore lowering the impact on the local network. Heavy vehicles will utilize the heavy vehicle routes where possible to minimize regional road network impacts.

12.13. PREVAILING SITE CONDITIONS

Oxford Street

Oxford Street is a commercial road, comprising mainly of small residential buildings. The lane configuration for Oxford is 2 way with street side parking. Lane widths are approximately 3.2m wide on both roads adjacent to the construction site. The Regulatory speed zone is 50km/h, with 40km/h school zoning 0730-0900 & 1430-1600, and will be reduced to 40 km/h for the duration of construction.

The site access will be from Oxford St only and no site access will be used via Council's land to the east of the site.

Consideration: Even with a reduction of speed to 40km/h, there will be a minimal impact to the vehicle traffic network, even during peak periods.

12.14 SITE LOCATION MAP

Refer to Figure 1: Kingscliff Public School.



12.15. INTERFACE WITH OTHER CONSTRUCTION SITES

The Tweed Valley Hospital is currently being constructed on Cudgen Rd. The site is approximately 800m from the Kingscliff High School. These construction sites will not directly affect one another but there may be an increase in construction traffic on busy days in the area.

12.16. PROPOSED WORK ZONE

See attached TGS

12.17. DURATION OF WORKS

The anticipated project construction duration is approximately 12 months from commencement. The site has yet to be established and works will commence January 2022, with a target completion for the entire development in mid to January 2023 pending no major delays or setbacks during construction.

12.18. HEAVY VEHICLE AND DELIVERY PLANT HAULAGE ROUTE

Primary haulage route for site plant deliveries as per current road network configuration.

This network is set for upgrade as per future planning approvals and the exact entry points to site may be varied. All truck drivers will be provided with the specified route and will be asked to follow this route only. Richard Crookes will be responsible for monitoring the effectiveness of these measures. All vehicles will be notified to enter and leave the site in a forward direction unless in specific exceptional circumstances, under the supervision of accredited traffic controller(s). Trucks will also be discouraged to bring deliveries between 7:45am-9am and 2pm-3:45pm. Traffic control onsite will deter trucks who call up between these hours and have them wait off site away from local residential sites but in radio or telephone contact range.

NOTE: Plant and Machinery MUST not ingress or egress from council property located at Lot 66 DP858466 during procedures located beside this area, TC will ensure that plant does not impede on this site.



12.19. PUBLIC TRANSPORT

Public transport, in particular school buses, use Oxford Street All works will be conducted to minimize any impact on these services. Traffic Control will time their works in with the bus services. Minimal traffic control will be on the road during school drop off and pick up hours to assist the bus service.

12.20. DETOURS

Not applicable – detours are not seen to be required for these works using current construction methodology, but this may change during construction. With a possibility of making Orient St one way during works on that frontage

12.21. DIVERSIONS

There is no alternate diversion route at this stage of the project.

12.22. TRAFFIC PARKING EFFECTS

There may be a requirement to take car parking spaces on Oxford Street under current methodology, during later stages of construction. Currently, it is not necessary to take parking spaces, but this may be necessary once the construction reaches the boundary line and the room on the road is needed.

12.23. ENTRY INTO PRIVATE PROPERTIES

Entry access/egress into private properties will always be maintained.

12.24. PROVISIONS FOR POLICE CONTROL

Not required on this project using current methodology

12.25. CYCLISTS, PEDESTRIANS AND PUBLIC TRANSPORT - Traffic Network Safety

Safe passage for cyclists and pedestrians will provided by Richard Crookes Constructions and Lindores Personnel traffic controllers and will utilize advance cautionary signage to inform of changed traffic conditions in advance of the works area on all frontages. These signs will include notification to the public of potential hazards within the construction area. Site signage may show the Workmen ahead sign and reduction in speed when entering the works area.

During heavy vehicle access and egress, a VMS Board may be installed prior to the worksite on a suitable location approaching the site to notify private vehicle drivers and public transport providers of increased number of heavy vehicle movements.

As well, to ensure that the children drop off vehicles are aware of changes to the network, the school shall notify all stakeholders via pamphlets or other suitable means of upcoming heavy vehicle movement. This will allow drivers to be aware that there will be an unusual volume of construction related traffic on certain dates.

All pedestrian traffic and cyclists will be monitored as required. Appropriate pedestrian warning signage and directional signage will be placed and monitored throughout the project works. Where trip hazards exist or are identified "Pedestrian Watch Your Step" T8-1 shall be installed where appropriate space allows. At unmarked crossing points, a nominated suitably ticketed person, shall monitor the walking public. These individuals shall be clearly distinguishable (HIGH VIS) to allow for driver's visibility.

Footpaths and cycleways will remain open as often as possible, to maintain a safe passage for all road users. It is foreseen for the footpath will be closed only during concrete pours, during these days of heavy vehicles access via the XVO, pedestrian traffic controllers will be utilized to ensure the safety of pedestrians on the verge. Plant operators shall be toolboxes on this during inductions to site. This must occur prior to operators being authorized access to site.

12.26. PEOPLE WITH DISABILITIES AND OTHER VULNERABLE ROAD USERS

There is no specific facility or service for people with disabilities and other vulnerable road users in this location. Traffic controllers will be provided on site and placed strategically to assist wherever possible

12.27. EMERGENCY VEHICLE ACCESS

Following liaison with ICC, Lindores Personnel and other controlling local authorities have determined that the works are classified as low impact/low risk; accordingly, no special provisions are required. However, the site Traffic Controller/s shall assist emergency vehicles travelling through the worksite. Emergency services shall be notified via phone of the proposed works nature, location, date and times as well as contact details for the site supervisor, as facilitated by *Tweed Shire Council*

12.28. INSPECTION OF HEAVY VEHICLE/DRIVER CODE OF CONDUCT

Refer to Appendix J

Amendment Register.

Whole document

Replaced TMP with CTMP

Removed reference to MUTCD and replace with TCAWS

2.0 References.

Removed unnecessary wording.

3.0 Introduction

Removed duplicate COP

7.1 Principal Contractor

Removed unnecessary wordings

Clarified Truck route

7.3 Site Manger/Supervisor

Added TCAWS Ver 6.0

7.7 Lindores Personnel-Traffic Controllers

Added license classification for clarity

10.1 Replaces MUTCD with TCAWS

10.2 Removed TMR from Main Heading

Removed form M994 from Table

10.3 Nominated Traffic Controller

Replaced reference to TMD to PWZTMP

Removed TMR registration number

11.5 Period of No Lane Closure

Replaced unnecessary wording for short answer.

Appendix B

Updated TGS revisions numbers

Amended TGS to reflect adjusted spacing and signage

Appendix J

Amended Code of Conduct for clarity

27/01/2022

Added Amendment register

02/03/2022

Amended TGS added advanced warning signs.

12.18 Added No Access to Council Property Lot 66 DP858466

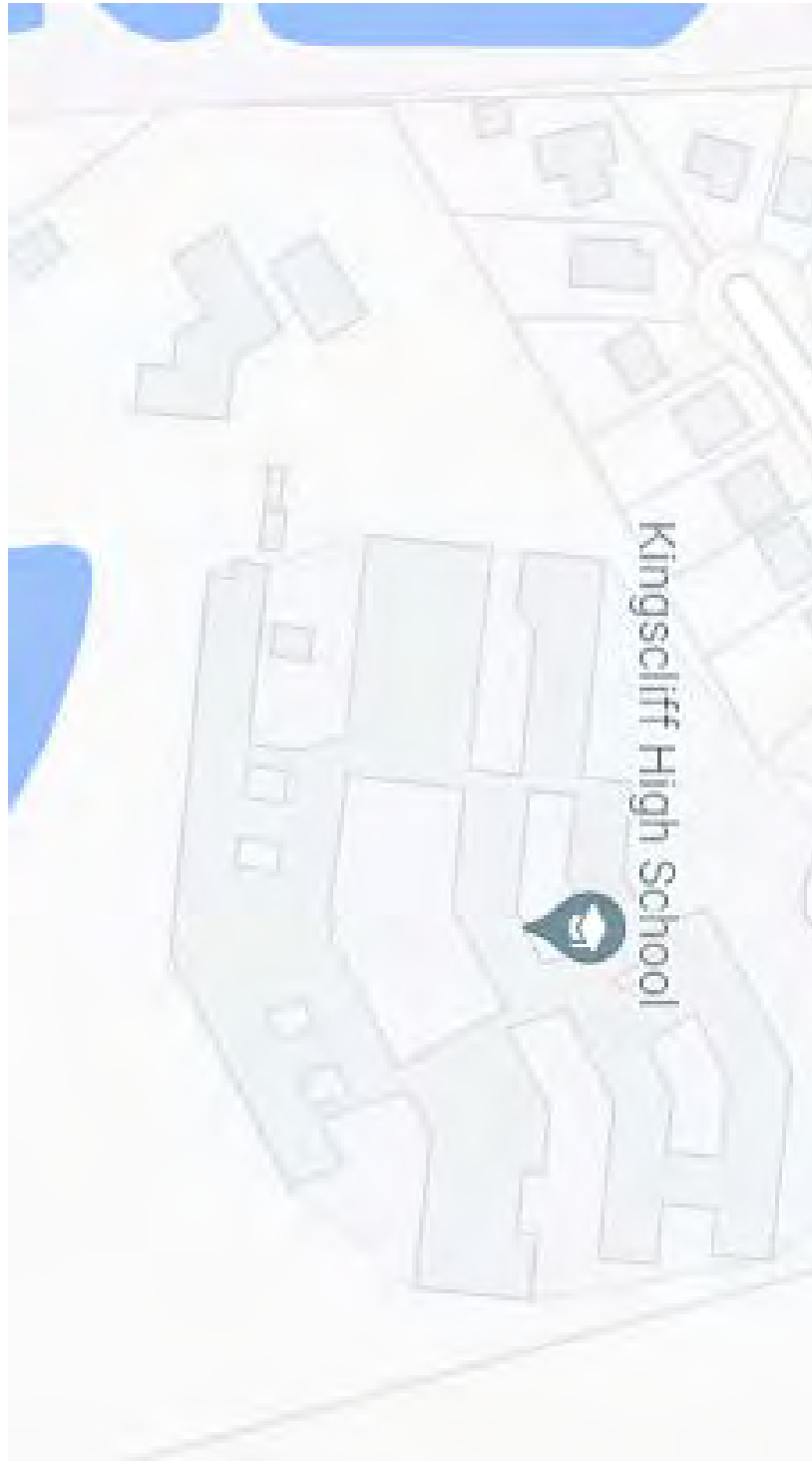
06/01/2023

General Review

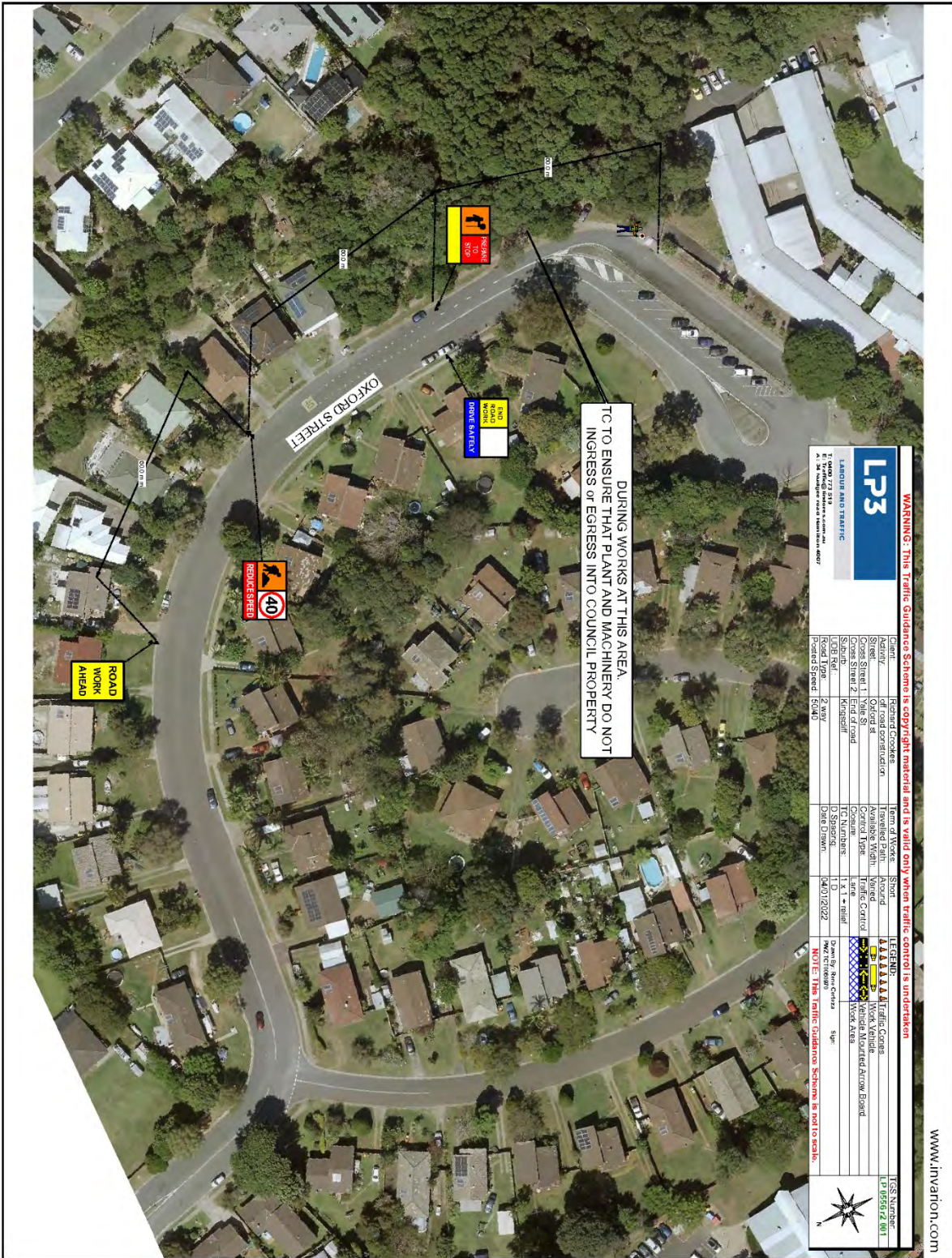
Update of site team

12.28. added reference to Appendix J

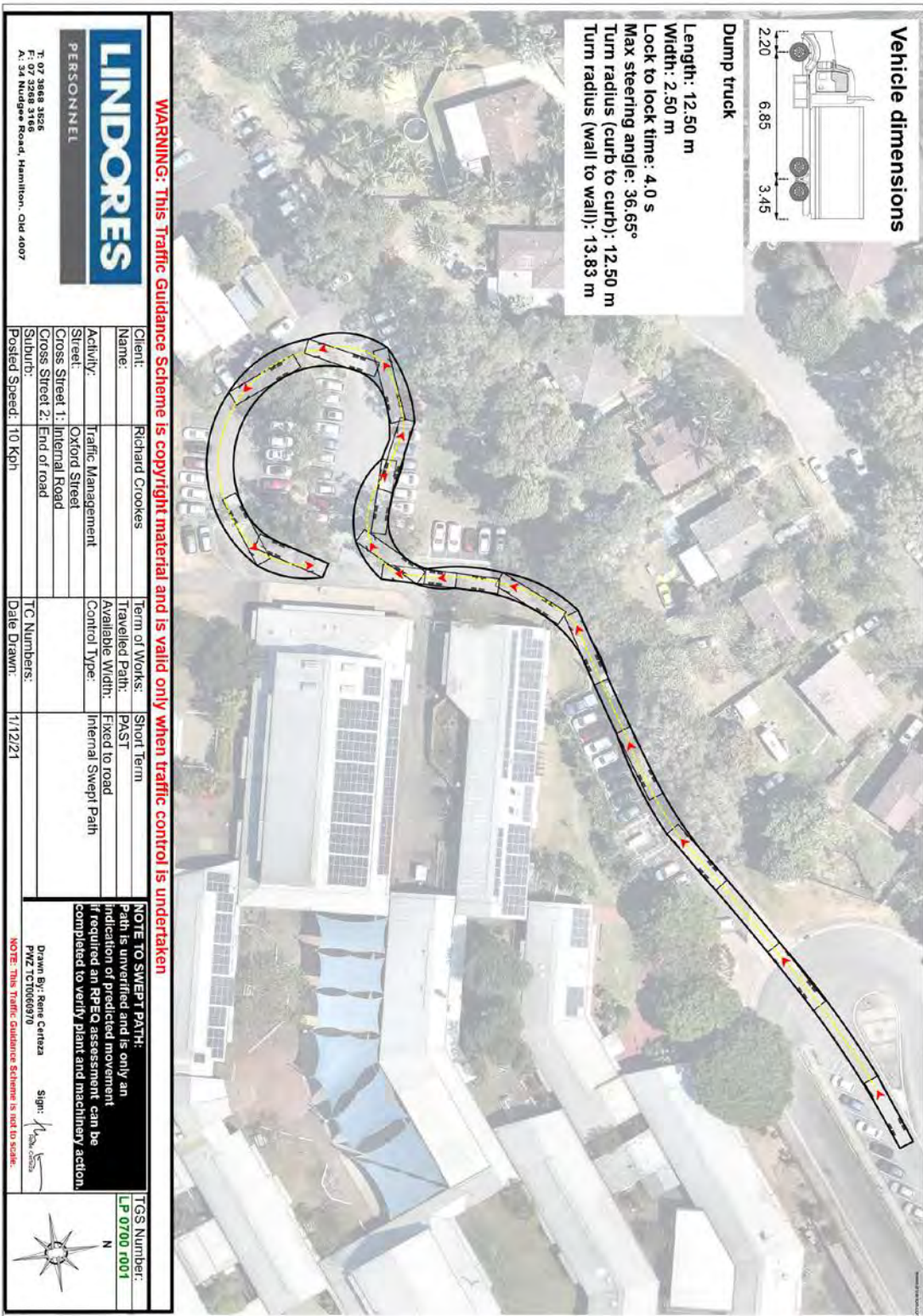
Appendix A displays a map of the project site.



Daily Hold and Release assist public



Plant. Dump Truck Swept Path



Appendix C is a SWMS pertaining to traffic control around work sites.

These will be held onsite and updated as required

Appendix D is an Incident Report Form.



Project:	
Job No:	Client:
Project Manager:	

Accident/Incident Report Form

Incident type:	
<input type="checkbox"/> First Aid Treatment (FAI)	<input type="checkbox"/> Near Miss Incident (NMI)
<input type="checkbox"/> Medical Treatment Injury (MTI)	<input type="checkbox"/> Property Damage
<input type="checkbox"/> Lost Time Injury (LTI)	<input type="checkbox"/> Motor Vehicle
<input type="checkbox"/> Hazard	<input type="checkbox"/> Environmental
	<input type="checkbox"/> Electrical Incident (Take to Hospital)
Incident location:	
Reported by:	Name:
	Position:
Incident Details:	Phone:
	Email:
Incident Summary:	Date and Time of occurrence:
	Date Reported:
	Name:
	Phone:
	Occupation:
	Host Company:
	Describe what was happening prior to the incident occurring?
	Describe the incident:
	What action was taken to immediately control the incident at the time and by whom?
Motor Vehicle Details: (if applicable)	Registration No:
	Company Vehicle:
	Vehicle accident form attached
Work Activity Performed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No

Any serious injury or illness is to be reported to WHS Qld 1300 362 128 and Cooper Grace Ward Lawyers Belinda Winter 07 3231 2498 immediately.

Project:	
Job No:	Client:
Project Manager:	

Actual Incident Category	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic	Potential Incident Category	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major <input type="checkbox"/> Catastrophic
Sources of Hazards	<input type="checkbox"/> Biological Hazards <input type="checkbox"/> Confined Space <input type="checkbox"/> Hazardous chemicals/materials <input type="checkbox"/> Manual Handling <input type="checkbox"/> Manual Tools and equipment <input type="checkbox"/> Mechanical Plant & Equipment <input type="checkbox"/> Restricted/Congested Spaces		<input type="checkbox"/> Third Parties <input type="checkbox"/> Vehicle/ Traffic <input type="checkbox"/> Weather related incidents <input type="checkbox"/> Working environment <input type="checkbox"/> Working at heights <input type="checkbox"/> Other _____ (detail)
Primary Hazards	<input type="checkbox"/> Confined Space <input type="checkbox"/> Contact with Hazardous chemicals <input type="checkbox"/> Cuts & Abrasions <input type="checkbox"/> Dust <input type="checkbox"/> Electrical <input type="checkbox"/> Engulfment/Suffocation <input type="checkbox"/> Falls from heights <input type="checkbox"/> Fire/explosions <input type="checkbox"/> Hit by moving object <input type="checkbox"/> Manufacturing <input type="checkbox"/> Material Handling		<input type="checkbox"/> Mechanical Services Installation <input type="checkbox"/> Manual Handling Related <input type="checkbox"/> Noise/Vibration <input type="checkbox"/> Non-mechanical impact <input type="checkbox"/> Poor visibility <input type="checkbox"/> Restricted/Congested Space <input type="checkbox"/> Slips & Trips <input type="checkbox"/> Vehicle/ Traffic <input type="checkbox"/> Weather <input type="checkbox"/> Other ____ detail)
Injury Details (if applicable)			
Nature	<input type="checkbox"/> Abrasion <input type="checkbox"/> Amputation <input type="checkbox"/> Bruising <input type="checkbox"/> Burns <input type="checkbox"/> Contusion <input type="checkbox"/> Crush	<input type="checkbox"/> Cuts <input type="checkbox"/> Dislocation <input type="checkbox"/> Electric Shock <input type="checkbox"/> Foreign Body <input type="checkbox"/> Fracture <input type="checkbox"/> Laceration	<input type="checkbox"/> Open wound <input type="checkbox"/> Sprain/Strain <input type="checkbox"/> Superficial Other _____ (detail)
Body Part Injured	Left <input type="checkbox"/> Right <input type="checkbox"/> <input type="checkbox"/> Head <input type="checkbox"/> Face <input type="checkbox"/> Eyes <input type="checkbox"/> Ears <input type="checkbox"/> Neck <input type="checkbox"/> Back <input type="checkbox"/> Trunk	<input type="checkbox"/> Shoulders and arms <input type="checkbox"/> Hands <input type="checkbox"/> Fingers <input type="checkbox"/> Hips/Legs <input type="checkbox"/> Feet <input type="checkbox"/> Toes <input type="checkbox"/> Internal organs	
Treatment Given			
Initial Treatment Given:			
Was the person: (tick)	<input type="checkbox"/> taken to hospital <input type="checkbox"/> referred to doctor <input type="checkbox"/> certified unfit for pre-injury duties	<input type="checkbox"/> returned to normal duties <input type="checkbox"/> returned to alternate duties <input type="checkbox"/> N/A	
Did the Site Supervisor/Project Manager attend the medical review?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If no, why?)		

Any serious injury or illness is to be reported to WHS Qld 1300 362 128 and Cooper Grace Ward Lawyers Belinda Winter 07 3231 2498 immediately.

Project:	
Job No:	Client:
Project Manager:	

Investigation - Cause of the Incident				
Contributing Factors				
	YES	NO		
1. Did worker wear the correct PPE?				
2. Did the design of plant, facilities or equipment contribute to the incident?				
3. Did inadequate job planning or instruction contribute to the incident?				
4. Did failure to follow rules and procedures or SWMS contribute to the incident?				
5. Did inadequate rules, procedures or SWMS contribute to the incident?				
6. Was guarding or protective devices not provided or ineffective?				
7. Did incorrect plant or equipment operation contribute to the incident?				
8. Did congested housekeeping or incorrect storage contribute to the incident?				
9. Did the use of incorrect tools or mechanical aids contribute to the incident?				
10. Did a third party contribute to the incident?				
11. Other _____				
Corrective Action Plans (Office use only)				
Action	By Whom	By When	Completed Date	
Follow up Actions / Approvals				
Notification Requirements	Is this incident required to be reported to the regulatory authority (Work Cover, Work Safe, EPA/DECC etc)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Approvals	Position / action	Name	Signature	Date
	Supervisor <i>Corrective Actions have been actioned:</i>			
	General Manager <i>Corrective Actions have been actioned:</i>			
	HSEQ Adviser/Manager <i>Corrective Actions have been tracked for follow up and reviewed for effectiveness</i>			

Any serious injury or illness is to be reported to WHS Qld 1300 362 128 and Cooper Grace Ward Lawyers Belinda Winter 07 3231 2498 immediately.



Project:	
Job No:	Client:
Project Manager:	

To be completed only if there was a witness to the incident, disregard if not applicable.

Statement of Witness to an Accident / Incident

Injured Person:	
DETAILS OF WITNESS MAKING THIS STATEMENT	
Name of Witness	
Address:	
Mobile Number:	
Current Employer:	
Name of your Supervisor:	
Supervisor Contact Phone Number:	

ACCIDENT DETAILS	
When did it happen? Day of Week: Date: Time:	
Where did it happen? Address and Location	
How did it happen? Full description of events leading to accident and actually occurring at time of accident	
What was the injured person doing at the time of the accident?	
What did you notice about the injured person? Bleeding, vomiting, limping etc.	

Any serious injury or illness is to be reported to WHS Qld 1300 362 128 and Cooper Grace Ward Lawyers Belinda Winter 07 3231 2498 immediately.

LINDORES

PERSONNEL

Project: _____	
Job No: _____	Client: _____
Project Manager: _____	

What complaints did the injured person make?	
Did the injured person continue to work? If so, for how long and in what manner	
Did you actually see the accident? If not, how did the injured person say the accident occurred?	
Any other witnesses present? If so, what were their names	

DECLARATION

I declare that the foregoing is correct

Signature of witness _____

I declare that the person making this statement is known to me and signed in my presence.

Declared at _____ the _____ day of _____ 20____

Signature of Authorised Person: _____

(Print name): _____

Any serious injury or illness is to be reported to WHS Qld 1300 362 128 and Cooper Grace Ward Lawyers Belinda Winter 07 3231 2498 immediately.

Appendix E is Main Roads Accreditation Certificate for Lindores Personnel

Department of Transport and Main Roads

Certificate of Registration Traffic Management Registration Scheme

This is to certify that

Lindores Personnel No 3 Pty Ltd

ABN: 72 808 727 811

is registered
with the Department of Transport and Main Roads

Registration Number: 0333

Issue Date: 31 October 2022
Expiry Date: 31 October 2024

Glenn Blumke

.....
Traffic Management Registration Scheme
Engineering & Technology

Appendix H is Insurance Certificate of Currency.

SURA LABOUR HIRE PTY LTD

Level 14
141 Walker Street
North Sydney NSW 2060

Phone: (02) 9930 9500
Web: www.sura.com.au

PO Box 1813
North Sydney NSW 2060



CERTIFICATE OF CURRENCY

ISSUE DATE: 8 December 2022
INSURED NAME: Lindores Personnel Pty Ltd, Lindores Personnel No.1 Pty Ltd, Lindores Personnel No. 2 Pty Ltd, Lindores Personnel No. 3 Pty Ltd and Lindores Personnel No.4 Pty Ltd T/As Lindores Personnel, Lindores Personnel No.1, Lindores Personnel No. 2 and Lindores Personnel No. 3, Lindores Personnel

POLICY NUMBER: LCB171202191
POLICY WORDING: SLHLFP V4 05-2019
PERIOD OF INSURANCE: 11 December 2022 to 11 December 2023 at 4.00pm
POLICY CLASS: Labour Force Professional Liability Insurance Policy
SITUATION: Anywhere in the World excluding USA and Canada.
BUSINESS: Personnel recruitment and/or labour hire

Section 1 Broadform Liability Cover

Additional Business Activities In regards to Section One Broadform Liability

In regards to Section One Broadform Liability of this Policy, the Business is amended to include the following:
+Traffic Management

Public Liability Limit of Liability	\$20,000,000
Products Liability Limit of Liability	\$20,000,000 any one Occurrence or series of Occurrences due to or arising out of Products and limited in total in any one Period of Insurance to that amount

** Care Custody and Control sub limit \$250,000 in the aggregate any one period of insurance.

Section 2 Professional Indemnity Cover

Professional Indemnity Limit of Liability	\$10,000,000 any one claim \$20,000,000 in the aggregate
---	---

Retroactive Date applicable to Section 2 11 December 2009

Insurer

In respect of Section 1: 50.00% certain Underwriters at Lloyd's (Unique Market Reference B1000P045352022) and 50.00% Berkley Insurance Company trading as Berkley Insurance Australia ABN 53 126 559 706.

In respect of Section 2 Professional Indemnity Cover: 50.00% certain Underwriters at Lloyd's (Unique Market Reference B1000P045352022) and 50.00% Berkley Insurance Company trading as Berkley Insurance Australia ABN 53 126 559 706.

SIGNED:

Signed on behalf of SURA Labour Hire Pty Ltd

Allison Rossetto
Senior Underwriter

IMPORTANT INFORMATION

This certificate has been issued by us in our capacity as Agents for the Insurers named above. This certificate does not reflect in detail the policy terms and only provides a summary of the insurance that is in existence at the date this certificate was issued. To obtain details of the policy terms, conditions, restrictions, exclusions or warranties you must refer to the policy contract. In arranging this certificate, we do not guarantee that the insurance outlined will continue to remain in force for the policy period as the policy may be cancelled or altered by either party to the contract at any time in accordance with the terms and conditions of the policy or in accordance with the terms of the Insurance Contracts Act 1984. We accept no responsibility or liability to advise any party who may be relying on this Certificate of such alteration or cancellation to the policy of insurance.

Appendix I is Work Cover Certificate of Currency.



Interim Certificate of Insurance

Employer's information

Employer name	Lindores Personnel No.3 Pty Ltd
ABN	72609727611
ACN	609727611
Policy number	WAD151285774
Insurance type	Accident Insurance Policy

Statement of insurance

This certificate issued on **24 May 2023** is an interim Certificate of Insurance, which provides cover under the *Workers' Compensation and Rehabilitation Act 2003* for their:

- (a) legal liability for compensation; and
- (b) legal liability for damages.

The amount of insurance under the workers' compensation scheme is unlimited subject to the provisions of the *Workers' Compensation and Rehabilitation Act 2003* and the *Workers' Compensation and Rehabilitation Regulation 2014* and the employer's compliance with their requirements. In some instances, non-compliance can jeopardise an employer's insurance cover but will not prevent an injured worker from being compensated pursuant to the Act.

This interim Certificate of Insurance is valid from **01 July 2023 until 30 September 2023** when WorkCover insurance premiums are due.

A full Certificate of Currency will be available to the policyholder following payment of premium.

WorkCover industry classification

Labour Hire

For more information, please contact us on 1300 362 128 or visit our website at worksafe.qld.gov.au.

Appendix J – HEAVY VEHICLE DRIVER CODE OF CONDUCT

NOTE: Code of conduct will be presented to plant operators at site induction via a “**SIGN TO ACCEPT**” form prepared by Richard Crookes safety advisor. Operators must accept this form prior to completing induction training.

HEAVY VEHICLE DRIVER CODE OF CONDUCT

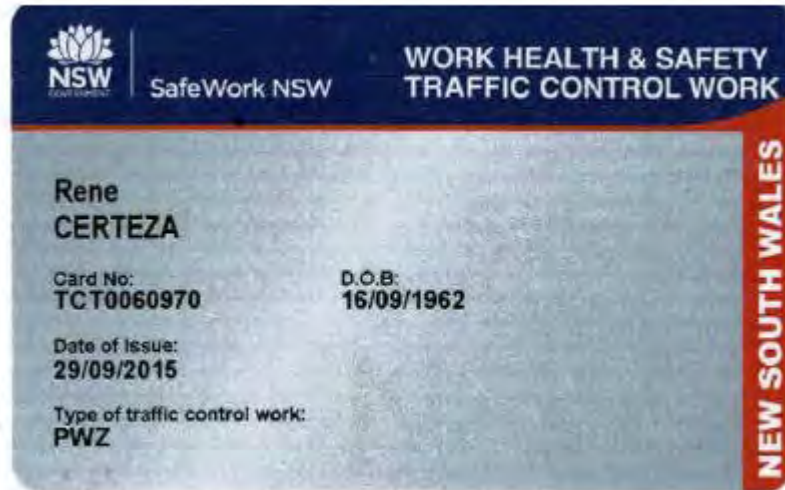
The Driver Code of Conduct must be prepared and communicated to heavy vehicle drivers.

1. All drivers must obey all signs, directions and instructions and display respect and courtesy for other road users.
2. The use of engine breaks is prohibited in residential areas.
3. All drivers must operate within the realms of the law. This includes not carting in excess of the legal limits.
4. All loads shall be covered with tarps and be secured.
5. All drivers must use specified heavy vehicle route.
6. All drivers must follow road rules at all times and be courteous to other road users.
7. All vehicles must be clean and free of vegetation and dirt prior to entering site.

This code of conduct will be communicated by the site safety representative during induction of Plant and operators to site prior to access to site and as part of this toolbox, operators will be shown the approved TGSs that will nominate the ONLY allowable routes to ingress and egress site. These site access points shall be clearly marked and all safety procedure relating to the walking public shall be conveyed to these operators. During induction, all stakeholders will be made aware of the need to minimize plant movement from 0745 to 0900 AND 1400 to 1545.

Plant operators seen not be complying will be reinducted into the site. Operators who fail to comply on the third instance shall be banned from site.

Appendix K – Certificates and Competencies



Statement of Completion

This is to certify that

Rene Certeza

(full name of participant)

Has successfully completed the training module

Prepare Work Zone Traffic Management Plan

(Training module)

on

31 / 08 / 2018

(Date of training/assessment)

- Training
 Assessment only
 Renewal

This certificate is valid for 90 days from the date of training/assessment¹

Approved Training Provider Name: **Men At Work Training & Assessment**

Approved Training Provider Number: **1522**

Trainer / Assessor Name: **Stephen Crabtree**

Trainer / Assessor Number: **8024**

Trainer / Assessor Signature: 

SOC 138305

¹ Within 90 days your Trainer/ Assessor will finalise your qualification by assessing your competency on the job. If your Provider has not contacted you within 60 days from the date of training to organise this with you please contact Roads and Maritime Services on 1300 828 782

PREPARE A WORK ZONE TRAFFIC MANAGEMENT PLAN

(name) Rene Certeza

has successfully completed formal training and has achieved the following skills and knowledge as a:

Work Zone Traffic Management Plan Developer and has been issued a
Roads and Maritime Services Statement of Completion

- Select and Modify /Develop and design a TCGS/TCP in accordance with relevant regulations, standards and road authority requirements.
- Prepare and develop a Work Zone Traffic Management Plan
- Incorporate environmental management plans
- Follow organisational and legislative WHS policies and work procedures
- Select signs for a TCGS/TCP (as required)
- Sign-off a TCGS/TCP (if required)
- Keep records of all modifications to the TCGS/TCP
- Monitor control systems and interpret control systems to apply to the drawing and selection/design
- Use approved methods and follow recognised local legislation
- Use the site/location assessment, distinguish topographical landmarks and carry out authorised risk control
- Conduct an onsite check and inspection of the plan to identify any unexpected risks/hazards
- Interpret plans and be aware of the distance and measuring devices of method
- Interpret standards/requirements with local policy and procedures
- Arrange/draw up a TCGS/TCP to recognise graphical representation i.e. pedestrian movement plans, vehicle movement plans, notification of authorities
- Understand speed, environment, type and class of vehicles, traffic density, sight lines, environmental condition, weather patterns and surface type

Appendix L- Email thread to Tweed Council

From: [Belinda Luther](#)
To: [Stephen Sharp](#)
Cc: [Jason Cooke](#); [Damian O"Leary](#)
Subject: Kingscliff High School - Updated Construction Traffic Management Plan
Date: Tuesday, 18 July 2023 4:03:00 PM
Attachments: [image001.png](#)
[image002.png](#)
[B16 KHS CTMP Rev 12 18.07.23.docx](#)
[B16 KHS CTMP Rev 12 18.07.23.pdf](#)

Hi Stephen,

I hope you are well. Please find attached REV of the Kingscliff High School that has been reviewed and updated with new site contacts and certificates that were out of date. I have attached a tracked and clean version for your reference. If you have any feedback – p
Please advise.

Regards,

Belinda Luther, Project Coordinator

RICHARD CROOKES

CONSTRUCTIONS

Direct 02 9902 4530 | Mobile 0437 918 147
Level 3, 4 Broadcast Way, Artarmon NSW 2064
www.richardcrookes.com.au



Please consider the environment before printing this email

