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Road Management Act 2004

CODE OF PRACTICE FOR WORKSITE SAFETY – TRAFFIC MANAGEMENT

I, Melissa Horne, Minister for Roads and Road Safety and Minister responsible for administering the **Road Management Act 2004**, under section 29 of that Act, advise that the Code of Practice for Worksite Safety – Traffic Management, incorporating the Austroads Guide for Temporary Traffic Management, was made under section 26 of the **Road Management Act 2004** on 1 June 2023 and copies may be obtained from the Department of Transport and Planning, 1 Spring Street, Melbourne, Victoria 3000.

A copy of the Code of Practice may also be viewed at <https://www.vicroads.vic.gov.au>

The Code of Practice for Worksite Safety – Traffic Management will commence on 1 December 2023.

Dated 1 June 2023

MELISSA HORNE MP
Minister for Roads and Road Safety

SPECIAL

Road Management Act 2004

Road Safety Act 1986

CODE OF PRACTICE FOR WORKSITE SAFETY – TRAFFIC MANAGEMENT

I, Melissa Horne, Minister for Roads and Road Safety and Minister responsible for administering the **Road Management Act 2004** and the **Road Safety Act 1986**, in accordance with sections 26 and 28 of the **Road Management Act 2004** and section 99A of the **Road Safety Act 1986**, make the Code of Practice for Worksite Safety – Traffic Management.

Dated 1 June 2023

MELISSA HORNE MP
Minister for Roads and Road Safety

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PART 1 – PRELIMINARY

Division 1 – General

1. Purposes

- (1) The purposes of this Code of Practice ('this Code') are to provide practical guidance on traffic management to any person conducting or proposing to conduct:
- any works on a road or road related area in Victoria by setting out benchmarks of good practice in relation to:
 - the performance of road management functions by road authorities; and
 - the conduct of works managers and infrastructure managers
 in accordance with section 24(1) of the **Road Management Act 2004** and section 99A of the **Road Safety Act 1986**; and
 - any non-road activity in accordance with section 99A of the **Road Safety Act 1986**.
- Note:** Section 99A of the **Road Safety Act 1986** refers to the conduct of works or activities on a highway, which is defined in section 3 of that Act to mean a road or road related area. To avoid confusion, road or road related area has been used in this Clause.
- (2) This Code gives effect to the works and infrastructure management principles in section 20 of the **Road Management Act 2004**, as required by section 24(2) of that Act, as they apply to traffic management. These principles are:
- the minimisation of road safety hazards;
 - the avoidance or minimisation of damage or disruption to infrastructure on roads;
 - the avoidance or minimisation of disruption to plans for the development of road infrastructure and non-road infrastructure;
 - the avoidance or minimisation of disruption to traffic;
 - the priority of different modes of transport on specified roads;
 - the avoidance or minimisation of disruption to the effective and efficient delivery of utility and public transport services; and
 - the efficient use of resources of road authorities and infrastructure managers and the minimisation of cost to the community of infrastructure and services.

2. Authorising provisions

This Code is made under section 28 of the **Road Management Act 2004** and section 99A of the **Road Safety Act 1986**.

3. Commencement

- (1) This Code will commence on the date specified by a notice in the Government Gazette in accordance with section 29 of the **Road Management Act 2004**.
- (2) This Code will replace the Code of Practice: Worksite Safety – Traffic Management which commenced operation on 1 September 2010 (Victoria Government Gazette No. S 351, Tuesday 31 August 2010).

4. Application

This Code applies to any person conducting or proposing to conduct on a highway (being a road or road related area):

- any works as defined in the **Road Management Act 2004**; and
- any non-road activity as defined in the **Road Safety Act 1986**.

5. Incorporation

- (1) Subject to subclause (2), this Code incorporates the AGTMM, as amended from time to time, in accordance with section 26 of the **Road Management Act 2004**.

Note: A copy of the AGTMM may be viewed on the Austroads website at <https://austroads.com.au/network-operations/network-management/temporary-traffic-management>

- (2) The provisions of the AGTTM are amended by this Code to accommodate relevant Victorian legislation and to reflect particular Victorian work practices. Amendments are set out in Part 2 of this Code.
- (3) The amendments referenced in subclause (2) are classified as a Departure, as Additional Information or as both a Departure and Additional Information, as detailed below:
 - **Departure:** where Victorian legislation or work practices differ from the guidance in the AGTTM, the specified text of the AGTTM is not applicable in these instances.
 - **Additional Information:** all information not identified as a Departure provides further guidance to the AGTTM and is to be read and applied together with the AGTTM.
- (4) Subject to subclause (5), this Code also incorporates Australian Standard *AS 1742.3–2019: Manual of uniform traffic control devices, Part 3: Traffic control for works on roads*, as amended from time to time.
- (5) The provisions of AS 1742.3–2019 are to be amended to accommodate relevant Victorian legislation or to reflect particular Victorian work practices. Variations will be published as supplementary material to AS 1742.3–2019 in the Department of Transport’s *Traffic Engineering Manual – Volume 2, Supplements to Australian Standards*.

Note: A copy of AS 1742.3-2019 may be viewed at the Department of Transport and Planning, 1 Spring Street, Melbourne, Victoria 3000. The variations once published will also be available to view at the same address.

6. Interpretation

- (1) Unless the context otherwise requires, terms used in this Code that are defined in the **Road Management Act 2004** or the **Road Safety Act 1986** have the same meaning as in those definitions.
- (2) Additional terms and definitions in this Code have the following meanings:

AS 1742.3–2019 means the AS 1742.3–2019: Manual of Uniform Traffic Control Devices, Part 3: Traffic Control for Works on Roads;

high speed road is a road on which a permanent speed-limit of more than 60 km/h applies;

km/h means kilometres per hour;

low speed road is a road on which a permanent speed-limit of 60 km/h or less applies but not being a speed limit which applies only because of a temporary reason such as roadworks or a street event;

PTCD means a portable traffic control device;

the AGTTM means the *Austroads Guide to Temporary Traffic Management*.
- (3) The following terms used in the AGTTM are deemed to have the following meanings despite anything to the contrary in the AGTTM:

arterial road has the same meaning as it has in section 3(1) of the **Road Management Act 2004**;

motorway has the same meaning as **freeway** in section 3(1) of the **Road Management Act 2004** and includes a tollway;

prequalification means **accreditation** as the context requires;

principal contractor has the same meaning as **works manager** in section 3(1) of the **Road Management Act 2004**;

road agencies mean a **coordinating road authority**, a **responsible road authority**, a **road authority** or a **State road authority** as defined in section 3(1) of the **Road Management Act 2004** as the context requires;

road authorities mean a *coordinating road authority*, a *responsible road authority*, a *road authority* or a *State road authority* as defined in section 3(1) of the **Road Management Act 2004** as the context requires;

road infrastructure manager has the same meaning as *coordinating road authority* in section 3(1) of the **Road Management Act 2004**;

roadway has the same meaning as it has in section 3(1) of the **Road Management Act 2004**;

shoulder has the same meaning as it has in section 3(1) of the **Road Management Act 2004**;

TMP means a **traffic management plan** as defined in this Code;

traffic has the same meaning as it has in section 3(1) of the **Road Management Act 2004**;

traffic management plan includes a traffic management plan under section 99A(4) of the **Road Safety Act 1986**;

Notes:

- i. Section 99A(4) of the **Road Safety Act 1986** requires that a traffic management plan ‘comply with the prescribed requirements’ and be prepared in accordance with any requirements of the coordinating road authority in accordance with the **Road Management Act 2004**. The prescribed requirements with which a traffic management plan must comply are specified in regulation 35 of the Road Safety (Traffic Management) Regulations 2019.
- ii. An infrastructure manager or works manager must comply with any requirements in relation to the safety of road users and section 99A of the **Road Safety Act 1986** (in accordance with Clause 3 of Schedule 7 to the **Road Management Act 2004**).

Work Health and Safety means *Occupational Health and Safety*;

WHS means *Occupational Health and Safety*.

- (4) Where there is an inconsistency between a provision of this Code and the AGTTM, an Australian Standard or another document incorporated into this Code, then the provision of this Code shall prevail.
- (5) References to the AGTTM, an Australian Standard or another document that are applied, adopted or incorporated in this Code are references to the AGTTM, the Australian Standard or the other document as amended from time to time.
- (6) This Code is to be interpreted in accordance with the **Interpretation of Legislation Act 1984** as if it were a subordinate instrument within the meaning of that Act.

7. Legal effect

- (1) Whilst this Code itself cannot impose a duty on any person, direct how any matter or thing is to be done, create an enforceable legal right or impose any liability or penalty (in accordance with section 24(4) of the **Road Management Act 2004**), both the **Road Management Act 2004** and the **Road Safety Act 1986** do impose duties, directions and liabilities and do create enforcement legal rights. See Division 2 of this Part for more detail.
- (2) This Code is also admissible in evidence in any proceeding to which the **Road Management Act 2004** or section 99A of the **Road Safety Act 1986** applies (in accordance with section 27 of the **Road Management Act 2004**).
- (3) There are also additional obligations on employers under the **Occupational Health and Safety Act 2004**. See Clause 14 of this Part for more detail.

8. Reference documents

The documents referenced in this Code are listed in Appendix A.

Division 2 – Powers, duties and obligations**9. Requirement for approval to conduct works on roads**

- (1) The **Road Management Act 2004** requires any person proposing to conduct works in, on, under or over a road to obtain the written consent of the coordinating road authority, unless an exception applies in accordance with section 63(2) of that Act, or an exemption applies in accordance with the Road Management (Works and Infrastructure) Regulations 2015. Failure to comply with this requirement is an offence under section 63(1) of that Act.
- (2) Clause 16 of Part 2 of Schedule 7 to the **Road Management Act 2004** provides that a person may apply to a coordinating road authority for written consent to the conduct of proposed works on a road. Part 2 of Schedule 7 to the **Road Management Act 2004** also includes the powers and responsibilities of the coordinating road authority in considering any such works proposal.

10. Duties and obligations for conducting works on roads

- (1) An infrastructure manager and a works manager, which includes a person responsible for a non-road activity to which section 99B of the **Road Safety Act 1986** applies, have specific duties which apply variously in relation to roads and non-road infrastructure in accordance with Part 1 of Schedule 7 to the **Road Management Act 2004**. Whilst listed below in summary, these duties should be considered carefully to determine the circumstances in which they apply:
 - the duty to apply principles;
 - the duty to act in accordance with good engineering practice and relevant industry standard;
 - the duty to have a traffic management plan;
 - the duty to cooperate;
 - the duty to avoid unnecessary delay or obstruction or interference with infrastructure;
 - the duty to maintain non-road infrastructure or related works to a satisfactory standard;
 - the duty to give notice to the relevant coordinating road authority;
 - the duty to give notice to other infrastructure manager or works manager;
 - the duty to provide information;
 - the duty to consult members of the public;
 - the duty to take other reasonable measures to minimise disruption and ensure safety;
 - the duty to reinstate;
 - the duty to provide a notice of completion of works.

Note: The application of the duties to a person responsible for a non-road activity to which section 99B of the **Road Safety Act 1986** applies is in accordance with section 48 of the **Road Management Act 2004**.

- (2) The duty to have a traffic management plan is imposed by Clause 3 of Schedule 7 to the **Road Management Act 2004**. An infrastructure manager or works manager must comply with:
 - any requirements in relation to the safety of road users; and
 - section 99A of the **Road Safety Act 1986**.
- (3) In addition, infrastructure managers and works managers are required to apply specified principles in relation to the provision of non-road infrastructure in accordance with Clause 14 of Schedule 7 to the **Road Management Act 2004**. The primary purpose of a road is use by members of the public and authorised uses must be managed as far

as is reasonably practicable in such a way as to minimise any adverse impacts on this primary purpose. Further detail is provided in Clause 14(3) of Schedule 7 to the **Road Management Act 2004**.

- (4) The cost of complying with any duty or condition in relation to the provision of non-road infrastructure on a road reserve, the carrying out of any works on a road or the exercise of any power or function conferred by any other Act or law which affects a road is to be met by the infrastructure manager or the works manager (Clause 15 of Schedule 7 to the **Road Management Act 2004**).

11. Duties and obligations for conducting works or non-road activities on highways

- (1) The conduct of works or non-road activities on a highway must be done in accordance with section 99A of the **Road Safety Act 1986**. Note that section 3(1) of the **Road Safety Act 1986** provides that ‘highway’ means a road or road related area and that both ‘road’ and ‘road related area’ are also defined in section 3(1).
- (2) For the purposes of this Code, section 99A of the **Road Safety Act 1986** applies to any person conducting, or proposing to conduct, on a highway:

- any works within the meaning of section 3(1) of the **Road Management Act 2004**.

works includes any kind of activity conducted on or in the vicinity of a road or proposed road in connection with the construction, maintenance or repair of the road or the installation, maintenance or repair of any infrastructure in, on, under or over a road and without limiting the generality of this definition includes:

- excavating or breaking up the surface of a road;
- erecting a structure in, on or over a road;
- removing or interfering with any structure or marking on a road;
- planting or removing a tree or other vegetation;
- tunnelling under a road;
- connecting a road to a road;
- installing pipes, drains, cables, poles, buildings, shelters or other structures on a road reserve; and
- erecting any obstruction on a road or otherwise impeding the use of a road for the purpose of conducting any works; and

- any non-road activity within the meaning of section 99B of the **Road Safety Act 1986**.

non-road activity means an activity to be conducted on a road which will significantly interfere with the normal use of a road by road users in accordance with the **Road Safety Act 1986** and the regulations and rules made under that Act but does not include any activity to be conducted on a road by a police officer or a member of any emergency services agency arising out of the performance of a function or exercise of a power of that police officer or member.

Example:

A non-road activity would include the use of a road for the shooting of a film, a bicycle event, a street festival or a street market.

- (3) A person conducting or proposing to conduct works or any non-road activity on a highway must ensure that the works are conducted in a manner that is safe for road users and persons engaged in carrying out the works. Failure to comply is an offence under section 99A(2) of the **Road Safety Act 1986**.

- (4) To comply with the duty imposed under section 99A(2), a person must:
 - have in operation a traffic management plan;
 - give appropriate warnings to road users;
 - engage appropriately trained and qualified persons to carry out the works or manage the non-road activities or direct traffic; and
 - give appropriate directions to the persons engaged in carrying out the works.
- (5) A traffic management plan must:
 - comply with the prescribed requirements (which are set out in the Road Safety (Traffic Management) Regulations 2019); and
 - be prepared in accordance with any requirements imposed on the coordinating road authority under the **Road Management Act 2004**.

12. Safety duties in relation to works on or near rail infrastructure

- (1) Various safety duties apply to responsible road authorities, infrastructure managers, works managers, works contractors and rail transport operators under Division 4A of Part 4 of the **Road Management Act 2004**. Offences also apply.
- (2) A person must, as far as is reasonably practicable, exercise a power or perform a duty safely. This means the person is required:
 - to eliminate risks to safety so far as is reasonably practicable; and
 - if it is not reasonably practicable to eliminate risks to safety, to reduce those risks so far as it reasonably practicable.
- (3) There are a number of matters relevant in determining what is reasonably practicable:
 - the likelihood of the hazard or risk concerned eventuating;
 - the degree of harm that would result if the hazard or risk eventuated;
 - what the person concerned knows, or ought reasonably to know, about the hazard or risk and any ways of eliminating or reducing the hazard or risk;
 - the availability and suitability of ways to eliminate or reduce the hazard or risk; and
 - the cost of eliminating or reducing the hazard or risk.
- (4) Notification requirements are also imposed on the responsible road authority, infrastructure manager, works manager, works contractor and rail transport operator depending on the circumstances. Offences also apply.

13. Approval to erect traffic control devices

- (1) In addition to any approval required to undertake works or non-road activities, a person may also be required to obtain approval from the relevant road authority to erect a traffic control device in accordance with the Road Safety (Traffic Management) Regulations 2019.
- (2) Approval is required because there is a general prohibition on erecting traffic control devices and to do so without approval is an offence under regulation 7 of the Road Safety (Traffic Management) Regulations 2019.
- (3) Traffic control devices are classified as either major traffic control devices or minor traffic control devices. Major traffic control devices are listed in Schedule 1 to the Road Safety (Traffic Management) Regulations 2019, e.g. speed-limit signs and traffic signals. A traffic control device that is not a scheduled major traffic control device is a minor traffic control device, e.g. a road work ahead sign and other yellow warning signs commonly used for temporary traffic management.
- (4) For freeways and arterial roads, approval to erect traffic control devices must be sought through a Memorandum of Authorisation with the Head, Transport for Victoria (which is the coordinating road authority).

- (5) Further details on the Memorandum of Authorisation process and the form itself are available on the VicRoads website at <https://www.vicroads.vic.gov.au/business-and-industry/design-and-management/a-memorandum-of-authorisation>. A Traffic Management Plan designed by an accredited company will be required. Application fees may also apply.
- (6) A person must obtain authorisation from the responsible entity for the road or road related area, e.g. the coordinating road authority, to erect, display, place, remove or alter:
- a minor traffic control device; or
 - if temporary works are being conducted – a temporary works speed-limit sign; or
 - a traffic control device, other than a traffic signal, that uses lights or illuminated words or symbols to direct or warn road users.

A person must obtain authorisation from the Head, Transport for Victoria to erect, display, place, remove or alter a major traffic control device.

A description of, or reference to, the traffic control device must be included in the traffic management plan for the works.

See regulation 18 of the Road Safety (Traffic Management) Regulations 2019.

- (7) An authorised works manager, being a works manager who is authorised in writing by a relevant service provider to carry out works on behalf of that service provider, has the power to erect, display, place, remove or alter the following traffic control devices:
- a works advisory device, i.e. a device that provides warning or advice to drivers or pedestrians in relation to the works and that does not result in a contravention of the Road Safety Road Rules 2017 if not complied with. A works advisory device includes:
 - a traffic sign that indicates that there are roadworks or road workers ahead;
 - a traffic sign that indicates a loose, uneven, unmade or slippery surface;
 - a traffic sign that indicates the absence of line markings;
 - a traffic sign that indicates a detour or a lane closure;
 - a traffic sign that indicates that a road or part of a road is closed to traffic;
 - a traffic sign that indicates the direction in which traffic should travel, such as arrows indicating a change of direction;
 - a road hump;
 - a traffic cone; and
 - a bollard;
 - a hand-held stop sign;
 - a works zone sign;
 - a temporary works speed-limit sign, meaning a temporary speed-limit sign fixing a speed-limit that is lower than, or the same as, the speed-limit which would otherwise apply to the relevant length of road but no lower than 40 km/h;
 - a traffic control device, other than a traffic signal, that uses lights or illuminated words or symbols to direct or warn road users.

For any other minor traffic control device, the authorised works manager must obtain authorisation from the coordinating road authority for the road or road related area.

For any other major traffic control device, the authorised works manager must obtain authorisation from the Head, Transport for Victoria.

A description of, or reference to, the traffic control device must be included in the traffic management plan for the works.

See regulation 12 of the Road Safety (Traffic Management) Regulations 2019.

Notes:

- i. **Authorised works** are works that are carried out by or on behalf of a relevant service provider in connection with the installation, inspection, maintenance, repair, testing or removal of that service provider's infrastructure in that road or road related area and that are works which have the consent of the coordinating road authority in accordance with Clause 16(5) of Schedule 7 to the **Road Management Act 2004** or works to which an exception applies in accordance with section 63(2) of that Act.
- ii. A **relevant service provider** means a utility within the meaning of the **Road Management Act 2004** or a provider of public transport within the meaning of that Act. A **utility** includes an entity which provides water, sewerage, drainage, gas, electricity, telephone and telecommunications.

(8) For the purposes of temporary works on the roads or parts of roads for which they are the responsible road authority, councils and other entities responsible for roads have the power to erect, display, place, remove or alter the following traffic control devices:

- a temporary works speed-limit sign, meaning a temporary speed-limit sign fixing a speed-limit that is lower than, or the same as, the speed-limit which would otherwise apply to the relevant length of road but no lower than 40 km/h;
- a traffic control device, other than a traffic signal, that uses lights or illuminated words or symbols to direct or warn road users.

Councils and other entities responsible for roads have the power to erect, display, place, remove or alter any other minor traffic control devices that apply to traffic on any part of the road for which they are responsible.

For major traffic control devices, they must have the authorisation of the Head, Transport for Victoria.

An authorisation may be in the form of a Memorandum of Authorisation or may be in the form of a delegation.

In addition, councils have additional limited powers relating to arterial roads within their municipal district.

See regulation 11 of the Road Safety (Traffic Management) Regulations 2019.

(9) A person who has received a permit to conduct non-road activities in accordance with section 99B of the **Road Safety Act 1986** may erect, display, place, remove or alter the following traffic control signs providing they are included in the relevant traffic management plan:

- a hand-held stop sign;
- a temporary works speed-limit sign;
- a traffic control device, other than a traffic signal, that uses lights or illuminated words or symbols to direct or warn road users;
- a works advisory sign.

For any other minor traffic control signs, a person must have authorisation of the coordinating road authority for the road or road related area.

For major traffic control signs, the person must have authorisation of the Head, Transport for Victoria.

See regulation 13 of the Road Safety (Traffic Management) Regulations 2019.

14. **Additional duties under the Occupational Health and Safety Act 2004**

(1) The **Occupational Health and Safety Act 2004** imposes duties on an employer, so far as reasonably practicable:

- to provide and maintain for employees a working environment that is safe and without risks to health (see section 21 of the **Occupational Health and Safety Act 2004**); and

- to ensure that persons other than employees are not exposed to risks to their health and safety arising from the conduct of the undertaking of the employer (see section 23 of **Occupational Health and Safety Act 2004**).

Failure to comply with either duty is an indictable offence under the **Occupational Health and Safety Act 2004** (see sections 21 and 23, respectively).

- (2) An employer must, so far as is reasonably practicable, eliminate any risk associated with construction work (see regulation 325 of the Occupational Health and Safety Regulations 2017).
- (3) The test for what is ‘reasonably practicable’ is an objective test, i.e. a person is to be judged by the standard of behaviour expected of a reasonable person in the duty-holder’s position who is required to comply with the same duty and is:
 - committed to providing the highest level of protection for people against risks to their health and safety; and
 - proactive in taking measures to protect the health and safety of people.

Note: For more information see the WorkSafe Guideline, *How WorkSafe applies the law in relation to Reasonably Practicable, November 2007* which contains more information on determining what is ‘reasonably practicable’ and is available at <https://www.worksafe.vic.gov.au/resources/how-worksafe-applies-law-relation-reasonably-practicable>

- (4) Construction work is any work performed in connection with the construction, alteration, conversion, fitting out, commissioning, renovation, refurbishment, decommissioning or demolition of any building or structure, or any similar activity (see regulation 321 of the Occupational Health and Safety Regulations 2017).
- (5) However, all construction work on or adjacent to roadways or railways used by road or rail traffic is prescribed to be high-risk construction work. Other types of high-risk construction work include work where there is a risk of a person falling more than two metres; work involving demolition; work involving a trench or shaft if the excavated depth is more than one and a half metres; work involving a tunnel; work involving movement of powered mobile plant; and work in, over or adjacent to water or other liquids where there is a risk of drowning. These and other types of high-risk construction work are detailed in regulation 322 of the Occupational Health and Safety Regulations 2017.

Note: For more information see *Working safely in the general construction industry*, WorkSafe Victoria, Edition No. 1, Melbourne, February 2008 available at https://content.api.worksafe.vic.gov.au/sites/default/files/2020-09/ISBN-Working-safely-in-the-general-construction-industry-handbook-2008-02_0.pdf

- (6) A safe work method statement is required for all high-risk construction work and the work must be undertaken in accordance with that statement. A safe work statement means a document that:
 - identifies work that is high risk construction work;
 - states the hazards and risks of that work;
 - sufficiently describes measures to control those risks;
 - describes how the risk control measures are to be implemented; and
 - is set out and expressed in a way that is readily accessible and comprehensible to the persons who use it.

See regulations 324 and 327 of the Occupational Health and Safety Regulations 2017.

Note: *Information about Safe Work Method Statements: How and when to prepare and use a safe work method statement (SWMS) for high-risk construction work (HRCW)*, WorkSafe Victoria available at <https://content.api.worksafe.vic.gov.au/sites/default/files/2022-03/ISBN-Safe-work-method-statements-2022-03.pdf>

- (7) If it is not reasonably practicable to eliminate a risk associated with high-risk construction work, the employer must reduce that risk so far as is reasonably practicable by:
 - substituting, for the hazard giving rise to the risk to health and safety, a new activity, procedure, plant, process or substance that gives rise to a lesser risk to health or safety; or

- isolating the persons from the hazard; or
- using engineering controls; or
- a combination of these risk control measures.

See regulation 325 of the Occupational Health and Safety Regulations 2017.

15. Traffic Management Plans

- (1) The prescribed requirements for a traffic management plan are in regulation 35 of the Road Safety (Traffic Management) Regulations 2019.
- (2) A traffic management plan must:
 - depict a diagram or dimensioned drawing of the specific place where the relevant activity is being, or is to be, conducted;
 - depict a generic diagram or dimensioned drawing of a place that is similar to the place where the relevant activity is being, or is to be, conducted; or
 - set out standard operating procedures relating to the relevant activity.
- (3) A traffic management plan must also include details of:
 - the nature and expected duration of the relevant activity;
 - the worksite or location of the relevant activity;
 - the risk assessment undertaken of the relevant activity;
 - the arrangement of traffic control devices for the duration of the activity, including for each stage of the activity and during both daytime and night-time, where relevant;
 - any proposed reduction in the speed-limit for the road or road related area on which the relevant activity is being, or is to be, conducted;
 - any provision for public transport, other vehicular traffic, pedestrians, cyclists, or persons with disabilities; and
 - any other measures to control identified risks to ensure the safety of all road users and persons engaged in or conducting the relevant activity.
- (4) The details listed above are, so far as reasonably practicable, applicable, having regard to the following:
 - the nature of the relevant activity;
 - the type of road or road related area on which the relevant activity is being, or is to be, conducted;
 - the speed-limit for the road or road related area on which the relevant activity is being, or is to be, conducted;
 - any identified delays to traffic on the road or road related area on which the relevant activity is being, or is to be, conducted;
 - the clearance between:
 - traffic on the road or road related area on which the relevant activity is being, or is to be, conducted; and
 - persons conducting or that will conduct the relevant activity or other road users.
- (5) A copy of the traffic management plan must be kept at the location or worksite at all times when workers are present and must be made available for inspection as required in accordance with section 36 of the Road Safety (Traffic Management) Regulations 2019.

PART 2 – DEPARTURES AND ADDITIONAL INFORMATION TO THE AGTTM**16. Traffic Management Planning**

- (1) The guidance on Traffic Management Planning is in Part 2 of the AGTTM which has been incorporated into this Code under Clause 5.
- (2) Departure from and Additional information to Table 2.1 in Part 2 of the AGTTM For ‘Road Safety Act (Traffic Management Regulations) 2009’ **substitute** ‘Road Safety (Traffic Management) Regulations 2019’.

The list of Victorian legislation also includes:

- **Road Safety Act 1986;**
- **Occupational Health and Safety Act 2004;**
- Road Safety Road Rules 2017.

- (3) **Additional information** to section 4.8.2 of Part 2 of the AGTTM

When considering the emergency arrangements, emergency contact details should also be included.

17. Static Worksites

- (1) The guidance on Static Workplaces is in Part 3 of the AGTTM which has been incorporated into this Code under Clause 5.
- (2) **Additional information** to sections 3.11, 4.11 and 5.14 of Part 3 of the AGTTM
- (3) **Additional information** to section 5.3.1 of Part 3 of the AGTTM

In relation to the issues to consider for public transport, the impact on rail infrastructure also needs to be considered and the required duties met. For more detail see Clause 12.

Safety barriers should be considered for all long term works in accordance with the hierarchy of safety control. Any decision not to use them should be fully documented. When considering using safety barriers at a worksite, the type, shape, protection, performance and test characteristics of the safety barrier (as stated by the manufacturer) should be considered, especially:

- strength of materials used to manufacture the safety barrier;
- performance test level of the safety barrier;
- maximum deflection at test level loading;
- connection details of individual units to ensure that when joined together they act appropriately;
- base or footing requirements and whether they need horizontal support or ‘anchoring’ into the existing pavement;
- anchorage terminal treatments and protection; and
- minimum length of safety barrier.

If the hazard assessment indicates that it is not possible to obtain sufficient clearance from the work area to the traffic lanes or behind a safety barrier a method of using temporary speed-limits during works may be considered.

- (4) **Additional information** to section 5.3.3 of Part 3 of the AGTTM

Where safety barriers are used on heavily trafficked roads (generally volumes higher than 20,000 vehicles per day), consideration should be given to the erection of visibility screens. These screens are designed to ‘hide’ activities from road users to avoid creating a distraction and generally comprise flexible mesh fabric or shade cloth placed over a debris protection screen.

Where it is proposed to erect a visibility screen, consideration should be given to:

- the effect of a screen on the stopping sight distance along the road (e.g. roads with small radius curves);

- the stability of a screen (and safety barrier) under all conditions at the worksite (e.g. wind load, buffeting by passing vehicles);
- the effect of the height of a screen on the stability of the safety barrier;
- the need for emergency access (e.g. a form of access gate or door in the screen); and
- the effect of a screen on the sight distance of drivers of construction vehicles when entering the traffic stream from the worksite.

(5) **Additional information** to section 5.5.2 of Part 3 of the AGTTM

Before using temporary speed humps, a detailed hazard assessment of the worksite should be completed. Other measures such as road closures and traffic diversion should be considered to ensure a safer worksite.

Temporary speed humps and any related signs should be included in the traffic management plan and clearly shown on the traffic guidance scheme for the worksite.

Temporary speed humps should extend for the full width of the roadway to ensure that vehicles cannot avoid passing over them. It may be necessary to place bollards beside the road in the vicinity of the speed humps to prevent vehicles driving around them.

On two-way roads, a minimum of two temporary speed humps should be deployed, with one at each end of the worksite. The use of one temporary speed hump may be appropriate if the works are on a one-way roadway or only affect one direction of travel. If the length of the worksite is greater than 200 metres or there is an interrupted line of sight between the ends of the worksite, additional speed humps with associated signing should be installed. The spacing between temporary speed humps should be no greater than 200 metres.

Temporary speed humps should only be used when workers are on site. The speed humps should only be used in daylight unless lighting has been provided at each individual hump. The temporary speed humps must be removed when they are no longer required, or when the speed-limit is increased above 40 km/h.

(6) **Additional information** to section 6.8 of Part 3 of the AGTTM

A detailed hazard assessment should be undertaken for excavation works adjacent to roads carrying traffic.

Generally, excavations that are more than six metres from the nearest traffic lane may require protection to prevent pedestrians and cyclists entering the work area.

Safety barriers should be considered in the following circumstances to protect excavations exceeding 250 mm in depth on:

- low speed roads as protection for excavations greater than 250 mm deep if they have a clearance of less than or equal to two and a half metres from a traffic lane;
- high speed roads if the clearance to a traffic lane is less than or equal to five metres for local traffic roads, collector roads or rural arterial 'C' roads;
- high speed roads if the clearance to a traffic lane is less than or equal to six metres for secondary roads, rural arterial 'A' and 'B' roads, rural 'M' roads and freeways (urban).

For excavations generally exceeding 250 mm deep, hazard control measures other than safety barriers could be adopted through the application of the hierarchy of safety controls. An example of an alternative approach is the provision of a temporary batter with a slope of no steeper than one metre high for every three metres wide from the roadway into the excavation in a situation where the excavation will remain unattended outside working hours and safety barriers are not provided.

In the case of utility works involving trenches for various services in or close to the roadway, a hazard assessment may indicate that imposing an appropriate temporary works speed-limit and closing an adjacent lane will maximise the safety of workers and road users.

18. Traffic Controllers

- (1) The guidance on Traffic Controllers in Part 7 of the AGTTM has been incorporated into this Code under Clause 5.
- (2) Note that the authority to use traffic control devices is required under the Road Safety (Traffic Management) Regulations 2019. See Clause 13 for more detail.
- (3) **Additional information** to section 2.6.5 of Part 7 of the AGTTM
At night, the speed-limit on the approaches to a traffic controller should be 40km/h unless the worksite hazard assessment indicates otherwise.

19. Processes and Procedures

- (1) As part of the duties and obligations applying to those conducting works on highways under section 99A of the **Road Safety Act 1986**, there are obligations to engage appropriately trained and qualified persons to carry out the works or manage non-road activities. See Clause 11 of this Code for more detail.
- (2) The guidance on Processes and Procedures in Part 8 of the AGTTM has been incorporated into this Code under Clause 5.
- (3) **Additional information** to sections 2.1 and 2.2 of Part 8 of the AGTTM

In Victoria, there are nearly 80 road infrastructure managers, i.e. responsible road authorities, who are responsible for determining road classifications and communicating all road classifications in their area. A benchmark of good practice is to include such information on a road infrastructure manager's website relating specifically to temporary traffic management.

In the event that no such information is available, the following Temporary Traffic Management Road Categories apply on Victorian roads:

- Category 1 means a municipal road and a non-arterial State road
- Category 2 means an arterial road
- Category 3 means a freeway and includes a tollway.

- (4) **Additional information** to section 7 of Part 8 of the AGTTM

Note that the Department of Transport and Planning does have its own standard forms. A Memorandum of Authorisation may also be required. See Clause 13 for further detail.

20. Supporting Guidance

- (1) The Supporting Guidance in Part 10 of the AGTTM has been incorporated into this Code under Clause 5.
- (2) The Supporting Guidance includes guidance on Events on Roads. In sections 99A and 99B of the **Road Safety Act 1986**, these events are described as non-road activities.
- (3) The Road Safety (Traffic Management) Regulations 2019 also regulate certain activities on roads, namely processions (regulation 27), races (regulations 28–30) and highway collections (regulations 31–33).

APPENDIX A**Acts and Regulations****Interpretation of Legislation Act 1984****Occupational Health and Safety Act 2004****Road Management Act 2004****Road Safety Act 1986**

Occupational Health and Safety Regulations 2017

Road Safety (Traffic Management) Regulations 2019

Other*Austroroads Guide to Temporary Traffic Management**AS 1742.3–2019: Manual of Uniform Traffic Control Devices, Part 3: Traffic Control for Works on Roads**AS 4602.1–2011: High visibility safety garments, Part 1: Garments for high risk applications**AS/NZS 1906.4:2010: Retroreflective materials and devices for road traffic control purposes, Part 4: High-visibility materials for safety garments**Information about Safe Work Method Statements: How and when to prepare and use a safe work method statement (SWMS) for high-risk construction work (HRCW)*, WorkSafe Victoria*Traffic Engineering Manual – Volume 2, Supplements to Australian Standards (relating to traffic management)*, Department of Transport*Working safely in the general construction industry*, WorkSafe Victoria, Edition No. 1, Melbourne, February 2008*WorkSafe Guideline, How WorkSafe applies the law in relation to Reasonably Practicable*, WorkSafe Victoria, November 2007.

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