



## Traffic Management & Logistics Plan Guidance

### 1.0 Purpose

The purpose of this procedure is to explain the policy and procedure to be followed for project traffic management and logistics.

### 2.0 Scope

Traffic on construction sites can involve either pedestrians, vehicles or both. The main considerations are as follows:

- Traffic system layout
- Pedestrian considerations
- Environmental considerations
- Public interfaces
- Existing services/restrictions

### 3.0 Key Roles and Responsibility

#### Project Manager

- Assist with planning and preparation of project traffic management strategy, and updating where required
- Make specific reference to the strategy in the project health, safety and environmental plan
- Ensure a site specific risk assessment is carried out for all traffic activities (arrival, departure, (un)loading, movement, maintenance)
- Ensure a project induction is available to all pedestrians and drivers, which shows key routes, restrictions etc
- Monitoring and reviewing health and safety performance of all parties
- Ensure there are adequate emergency procedures in place for all foreseeable events i.e. traffic issues, spills, medical evacuation, fire
- Ensure there is adequate lighting on all access routes and common user areas

#### Traffic & Logistics Manager

- Traffic management control
- Provide segregated pedestrian and vehicle routes
- Provision of materials / equipment to support the strategy
- Provision of competent resources
- Liaise with CM Principal Contractor with regard to production of traffic management strategy



- Performance measurement / feedback to CM team regarding traffic management strategy and contractor compliance
- Carry out risk assessment for traffic activities
- Facilitate deliveries and management of delivery / logistics strategy
- Provide wheel cleaning facilities and road sweeping arrangements

#### **Sub-contractors**

- Comply with traffic management strategy
- Report issues with strategy
- Ensure all personnel attend project induction
- Provide competent workforce and supervision
- Investigate any accidents / incidents and ensure necessary control measures are put in place and communicated to the Principal contractor.
- Provide plant / equipment which complies with relevant statutory obligations

#### **Drivers / plant operators**

- Should be competent and trained to the appropriate standard required within the KHS&S
- Drive with care and comply with the requirement of project strategy
- Use the correct equipment for the task, ensuring they are suitable for use, marked with safe working load, properly maintained, inspected and thoroughly examined regularly

### **4.0 Procedure**

- **Vehicle and Plant Routes**
  - Minimise the need for reversing, set up one way systems and turning points
  - Control necessary vehicle reversing by a suitably attired, competent banksman who must always be visible to the operator (orange hi-vis with Vehicle Banksman on rear)
  - Firm surface with adequate drainage
  - Clear of hazards and obstructions including overhead lines, underground services (install goalposts where necessary)
  - Avoid steep gradients and tight bends
  - Avoid excavations, edges of structures, fuel and storage areas
  - Speed limits and control measures such as traffic calming, which are realistic and monitored for compliance
  - Selection of the right type and size of vehicle for the site conditions
  - Place offices and welfare in areas which are protected from traffic
- **Separation of Pedestrians and Vehicles**
  - Designated, separate pedestrian and vehicle routes
  - Physical barriers to protect personnel
  - Dedicated crossing points with clear views of traffic



- Prominent signage, which is clean, well maintained, reflective/illuminated if necessary, and contains graphics which will aid foreign workers
- Pedestrian route information boards which are updated as conditions change
- **Loading and Storage Areas**
  - Locate loading bays, laydown areas and storage compounds away from pedestrian routes
  - Place physical barriers around pedestrian routes
  - Include a turning space
  - Have adequate lighting and directional signage
  - Ensure adequate supervision
  - Consider fall prevention measures for unloading
- **Public Protection for Vehicle Deliveries to Project**
  - Clear public visibility at gate entrances, which should ideally be set back from the road to allow vehicles to clear the traffic before coming straight into site
  - Security/traffic management at site entrance to control vehicle movements and avoid congestion
  - Adequate warning signage, including contact details for issues relating to public safety
- **Information for Suppliers and Transporters**
  - Project specific delivery instructions to suppliers when ordering materials and a clear means of raising non-conformances should they arise
  - Delivery drivers to be issued with a site map and site rules upon arrival to avoid the need to use mobile phones when driving and also to avoid reversing etc if they go to the incorrect area
  - Consider the need for all deliveries to be met upon arrival by the relevant contractor
  - Consider the use of a clear marshalling area/consolidation centre for deliveries to avoid drivers going on site and help with “just in time” delivery
- **Vehicle Selection**
  - Safe access and egress from vehicle, including for refuelling/wash out
  - Adequate visibility for drivers
  - Sufficient well maintained safety devices such as reversing beacons, convex mirrors, CCTV
  - Correct size and type for the operation and also to suit site conditions i.e. avoid quarry type machinery for construction sites
  - Satisfactory standard of roadworthiness
  - Consider controlled issue vehicle passes which are only issued to pre-arranged drivers who are aware of site requirements
- **Control Measures for Reversing Operation**
  - Provide a one-way system where possible or turning circles to eliminate the need for reversing
  - Provide a safe system of work when vehicles must reverse i.e. banksman, CCTV, reversing alarms, convex mirrors
  - Provide a competent banksman who is visible to the operator at all times



## **5.0 Records**

- Site management should review this plan regularly, as conditions change and keep records of any updates / revisions
- Records must be held for any accidents / incidents
- Certificate and inspection records for any plant, equipment, lifting appliances etc which may be used for traffic management and logistics purposes (Register of contractor statutory equipment – LOLER)

## **6.0 Monitoring and review**

- Site management should review this plan regularly, as conditions change and keep records of any updates / revisions

## **7.0 Appendices/References**

- Health and safety at work act
- Provision and use of work equipment regulations
- Construction (design and management) regulations
- Lifting operations and lifting equipment regulations
- Management of health and safety at work regulations
- HSG 136 – Workplace transport safety
- HSG 144 – The safe use of vehicles on construction sites
- HSG 151 – Protecting the public – Your next move
- INDG 199 – Managing vehicle safety at the workplace