

WPp031	Traffic Management Plan		 DARWALLA GROUP
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Page: 1 of 24	Approved by: Workplace Health & Safety Manager	Authorised by: Juan Corredor	

1. Purpose and scope

Powered Mobile Equipment presents serious dangers to operators and pedestrians - dangers that frequently result in serious injury or death.

Pedestrians must be kept at a safe distance from working Powered Mobile Equipment. Even at low speeds, an unexpected movement can crush a bystander against a fixed structure or another vehicle.

Further, the same risks are associated with pedestrians and heavy vehicles. It is imperative that the same controls are applied to the separation of pedestrians and trucks.

The 'Traffic Management Plan' contains the strategies that Darwalla employs to reduce the chance of injury to pedestrians from Powered Mobile Equipment and Heavy Vehicles. The purpose of this plan is to:

- Outline strategies and initiatives employed for the safe use of Powered Mobile Equipment and interaction with pedestrian areas at all Darwalla sites.
- Outline strategies and initiatives for the safe travel and operation of Heavy Vehicles whilst on Darwalla sites, and interaction with pedestrian areas.
- Outline strategies and initiatives for the safe travel of all vehicles visiting Darwalla sites, and interaction with pedestrian areas.
- List the control measures that will be put in place to remove (or reduce as far as practicable) those risks.
- List the methodology employed for each safety initiative.

The Traffic Management Plan has been developed for the use of all site personnel, contractors and visitors who may visit the Darwalla sites. The Traffic Management Plan outlines the controls required to protect the safety of all Pedestrians, Powered Mobile Equipment (PME) Operators and Heavy Vehicle (HV) Drivers. This plan does not discuss in detail the required procedures for the safe operation of PME, unloading and loading of HV, but does refer to the documentation where these processes can be found.

Site Operations

The Darwalla sites conducts several operations on site. Each operation has its own defined risks associated with its operations and traffic management.

The sites that will be managed by this plan are:

- Darwalla Mt Cotton Office
- Darwalla Feedmill/Weighbridge
- Darwalla Killarney
- Darwalla Laidley
- Darwalla Sandy Camp
- Darwalla Bony Mountain

- Darwalla Hendon
- Darwalla Victoria Hill
- Darwalla Mt Molar
- Darwalla Back Plains
- Hatchery
- Broiler farms

2. Responsibilities

Site Manager	<ul style="list-style-type: none"> • Implement this procedure throughout the site • Ensure personnel are trained and provide appropriate resources.
Managers/Supervisors	<ul style="list-style-type: none"> • Ensure employees and contractors are aware of and understand the requirements of this procedure. • Provide adequate monitoring to ensure employees and contractors meet the requirements of this procedure
Employees/Contractors/Visitors	<ul style="list-style-type: none"> • Follow this procedure

3. Key Risk Areas

The following are identified as key risk areas:

- Loading and unloading trucks
- Pedestrian movements through loading/unloading area.
- Vehicle movements through loading/unloading area.
- Truck driver movements in loading/unloading area.
- Use of areas common to both Powered Mobile Equipment and pedestrians
- Powered Mobile Equipment proximity to pedestrians.
- General use of Powered Mobile Equipment
- Load handling.
- Authorized users
- Driving techniques

4. Control Measures

Managing the risk at Darwalla shall be through a combination of control measures each designed to supplement one another and reduce the overall risk of a Powered Mobile Equipment incident as far as practicable. A list of the control measures are as follows:

Site Rules through:

- Speed Limits
- Signage and safety devices
- Right of Way and Giving Way
- Communication between PME, HV and Pedestrians
- Visibility
- Reporting of Incidents, Injuries and Near Misses

Segregation through:

- Physical Barriers
- Physical Separation
- Authorised Access Areas.

Traffic Flow through:

- Traffic Flow and Direction
- Traffic control devices
- Loading and Unloading areas

Safe Powered Mobile Equipment Use through:

- Training and Instruction
- Authorised use
- Safety mechanisms – Horns, Lights, Seatbelts, Reversing Beepers
- Exclusion zones
- Pedestrian Interactions
- Pre-start Operational Checks
- Monitoring safe use

4.1. Site Rules**4.1.1. Speed Limits**

A maximum speed of 20 kph is set for Powered Mobile Equipment inside the yards / roadways. It is also recognised that an operator driving at the maximum speed in some areas may still be considered driving too fast due to the restriction of visibility or proximity of other Powered Mobile Equipment. Countermeasures to combat Powered Mobile Equipment speeds at Darwalla Sites are:

- Operator Training and induction
- Supervision of operators

4.1.2. Signage and Safety Devices

Signage around sites denotes a required safety action around traffic flow and management. These include:

- Stop signs
- Give Way signs
- Traffic Flow signs
- Pedestrian Crossing signs
- Speed Limit signs

Signage must be always followed.

Other safety devices that you will find around site that are in situ to assist with controlling hazardous areas include:

- Convex Mirrors
- Designated loading areas
- Painted walkways
- Painted stop lines

4.1.3. Right of Way and giving away

- Most road rules apply on all Darwalla Sites, except for right of way due to the type of vehicles that are found on site, and the nature of their operations.
- All pedestrians must wait behind a physical barrier (where in place) until all traffic has cleared and it is safe to cross through a shared zone via the designated walkway. It is acceptable for a PME operator or HV driver to stop and indicate that it is safe for a pedestrian to cross, however this is the exception rather than the rule.
- PME has right of way over any HV as often the PME is operating in an area that the HV needs to access. HV drivers should wait to be directed by the PME operator that it is safe to proceed before entering into the PME work zone.

4.1.4. Communication between PME, HV and pedestrians

Effective communication systems between the operator in charge and the driver should be used such as a system of hand signals or two-way radios.

4.1.5. Visibility

In areas/processes where traffic volumes are higher (e.g. Feed Mill, weighbridge, bird placement, bird pick up), where potential blind spots are and if there are areas of poor visibility (e.g. working at night) the following should be considered:

- All signs, devices, and clothing should be appropriately reflective.
- Traffic controllers, the worksite and the workers should be well illuminated at all times by portable floodlights, lamps, street lighting, etc.
- The light source should be angled or shielded to minimise glare to approaching traffic, and
- Traffic controllers should use a luminous wand when controlling traffic.

When reversing in an area with poor visibility:

- a competent person must direct the reversing vehicle if they cannot see clearly behind—this person should be in visible contact with the driver at all times and wear high visibility clothing, and
- provide designated clearly marked, signposted and well-lit reversing areas.
- high-visibility vests should be worn so that workers are easily visible in the workplace.

4.1.6. Reporting

- The Department/Area Manager is responsible for ensuring that incidents and vehicle accidents associated with traffic management are reported and investigated as per the Accident /Incident and Investigation Procedure (WPp003 Injury Reporting and Investigation Procedure).
- In conjunction with the WHS Manager or delegate, and in consultation with employees, the Department Manager must review the effectiveness of controls. This review is to be documented in the JSA Risk Register and any changes to controls must be incorporated into the Traffic Management Plan.

4.1.7. General Safety Requirements

The minimum requirement to be worn by all personnel entering an operational traffic area on the Darwalla site is:

- Hi-Vis vest, shirt or jacket
- Enclosed Shoes

Other PPE that is required in some other operational areas of the site includes:

- Safety Glasses
- Long Pants
- Hearing Protection (as per job requirement)
- Safety Gloves (as per job requirement)

All contractors and personnel must wear the required PPE for the task they are completing prior to entering the operational area.

All site visitors, contractors and personnel must complete an induction relevant for the area they are to access.

All near misses, incidents and injuries that occur on the Darwalla sites must be reported to Darwalla personnel as soon as possible, and before leaving the site.

Darwalla requires copies of all contractors' licenses before they enter site and operate any Heavy machinery or move material on Darwalla's behalf.

4.2. SEGREGATION

4.2.1. Physical Barriers

Darwalla recognises that physically separating pedestrians from Powered Mobile Equipment is one of the best measures for reducing the chance of a pedestrian being struck by a Powered Mobile Equipment. Where practicable, this will be achieved from the following:

1. Pedestrians only shall be able to access the area.
2. Pedestrians shall be inducted or escorted by inducted personnel.
3. Only pedestrians who have been authorised to enter by the operator in charge.

4.2.2. Physical Separation

Where physical barriers are not practicable, the next step in separating pedestrians from moving PME is through the physical separation of no less than 3 meters.

Physical Separation will be achieved by implementation of the following:

1. Risk assessment of all PME and pedestrian interactions.
2. All PME drivers shall be inducted and trained in the hazards of PME and pedestrian interaction.
3. All pedestrians shall be inducted or escorted by inducted personnel.
4. All interaction areas shall be identified in the Traffic Management maps (refer to appendixes at the end of this procedure).
5. While on shared walkways pedestrians must not use their mobile phones unless in an emergency.
6. PME operators and drivers must lower their load, turn off equipment or vehicle and where available, engage hand/foot-brake or e-stop if within 3 meters of a pedestrian.
7. Only pedestrians who have been authorised to enter by the operator in charge.

Pedestrians are required to keep to walkways when moving through the site and roadways. In addition, Powered Mobile Equipment operators are not permitted to enter or cross a walkway unless it is painted as shared walkway. Where the two must intersect, pedestrians must always wait behind a physical barrier until they have been recognised and acknowledged by the operator of the PME or vehicle. The operator must stop the PME or vehicle and signal to the pedestrian that it is safe for them to move into the shared area.

4.2.3. Authorised Access Areas

Due to Powered Mobile Equipment movements with in Darwalla areas, some areas have been designated Authorised Access Areas. These areas are signed and restricted to authorised people. Only trained personnel are allowed to enter these areas for work purposes, or those not trained must be accompanied by trained, authorised personnel.

Entry into these areas requires contact to be made with the operator/s in the area to inform the intention to enter the area. The operator/s in the area must also be notified when you exit the area. Other details required for working in an Authorised Access Areas are outlined in Darwalla's Standard Operating Procedures.

4.3. TRAFFIC FLOW

4.3.1. Traffic Flow and direction

The Mt Cotton site has a high volume of traffic movement from trucks and PME. A traffic flow map has been developed that shows the direction in which trucks and PME must move around the Site, the intention being to reduce congestion, and eliminate the interaction of trucks and PME accessing work areas in an ad-hoc manner.

(Refer to Appendix 1)

4.3.2. Traffic Control Devices

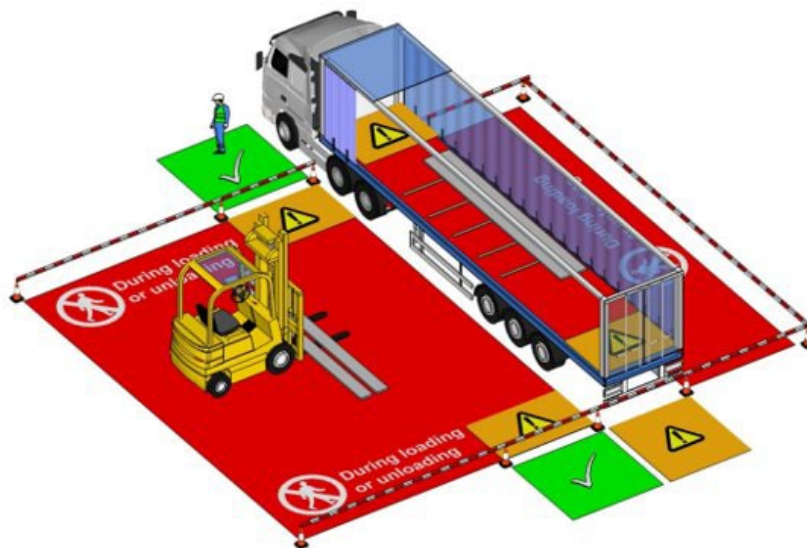
Traffic Flow around the Darwalla sites is managed by a number of different means including:

- Signage
- Speed Humps
- Convex Mirrors
- Designated loading areas
- Painted walkways
- Painted stop lines

All site signage and traffic flow devices must be always adhered to, must not be intentionally damaged or over-ridden, and if inadvertently damaged, notification of the incident and damage be reported to the site supervisor or manager as soon as possible.

4.3.3. Unloading / Loading /Coupling and uncoupling

HV drivers are required to be in the “Safe Drivers Zone” and be in contact with the PME Operator that is loading / unloading the truck. The ‘Safe Driver Zones’ are signed at loading areas and can be located in maps attached in the appendix section of this procedure. The PME Operator will contact the waiting driver via radio contact or in person at the Safe Driver Zone.



PME Operators are to ensure that the loading area around the truck is kept free of pedestrian traffic and should halt operations immediately should this not occur.

4.4. Safe Powered Mobile Equipment Use

4.4.1. Training and Instruction

To ensure requirements for safe Powered Mobile Equipment use are consistent across the site work instructions have been written.

Safe Work procedures (SWPs)

- [FMp046 Despatch & Delivery.pdf](#)
- [WPP028 Mobile Plant Safe Work Procedure](#)

The procedure outlines the following:

- People authorised to use a Powered Mobile Equipment
- Pre-Start Operational Check
- General Safety

4.4.2. Authorised Use

Management recognises that having a licence does not automatically guarantee that a person is safe to use Powered Mobile Equipment. A Forklift or a Loader licence does not necessarily mean that the operator drives safely or understands Darwalla's site-specific rules. Therefore, in addition to operator licence checks, Darwalla shall develop and maintain a training System for Powered Mobile Equipment operators to ensure they:

1. have a current, valid licence for the Powered Mobile Equipment they will be required to drive; and
2. be trained to complete a pre-start operational checklist for the PME they will be using; and
3. understand the hazards, risks and rules related to the site; and
4. have been made aware of the policies and procedures related to the site; and
5. have received official authorisation to use Powered Mobile Equipment at the site.

4.4.3. Safety mechanisms – Horns, Lights, Seatbelts, Reversing Beepers

Use of Horns

Making pedestrians aware of an approaching Powered Mobile Equipment can also be achieved through the use of horns. All Powered Mobile Equipment drivers at Darwalla sites have been instructed to always use their horn when approaching:

- Bends
- Blind Corners
- Pedestrians
- Low-Visibility Areas

Lights

The working condition of the lights on each Powered Mobile Equipment is a part of the driver's pre-start operational check. Pre-start operational checks are to be conducted **prior** to use.

Seatbelts

Overturning poses the biggest danger to the Powered Mobile Equipment operator. Australian standard AS 2359.1 requires all Powered Mobile Equipment operators to wear a seat belt when using the Powered Mobile Equipment

Reversing beepers

The working condition of the reversing beepers (where fitted) on each Powered Mobile Equipment is a part of the driver's pre-start operational check. This check is to be conducted **prior** to use.

4.4.4. Exclusion zones

(Refer to Appendix 1)

4.4.5. Pedestrian Interactions

The operator in charge constantly needs to approach Powered Mobile Equipment drivers to communicate with them. No pedestrian is permitted to approach the PME Operator without the PME Operator lowering the forks / bucket, applying the handbrake and turn off the equipment before signalling the pedestrian to approach. The PME Operator must determine a safe place to stop that will put neither the PME Operator nor the pedestrian in an unsafe situation.

4.4.6. Pre-start Operational Checks

Pre-start operational checks are an integral part of the overall safety management strategy for Powered Mobile Equipment.

Pre-start operational check checklist is supplied for all Powered Mobile Equipment and is stored behind the driver's seat. The driver is required to carry out the pre-start check before commencing any tasks with the Powered Mobile Equipment.

4.4.7. Monitoring Safe Use

All Managers / 2IC are required to monitor safe PME use and ensure that the rules found in Darwalla's Policies and Procedures are being followed. This includes monitoring the speeds at which the PME is used, wearing of seatbelts and use of other safety devices, general load handling, and checking that drivers are conducting their pre-start operational checks.

Associated documents

References

- Queensland Workplace Health and Safety Act 2011
- Queensland Workplace Health and Safety Regulation 2011
- Workplace Health and Safety Queensland
- Risk Management Code of Practice 2007
- Australian Standard AS 2359 Powered Mobile Equipment Operation



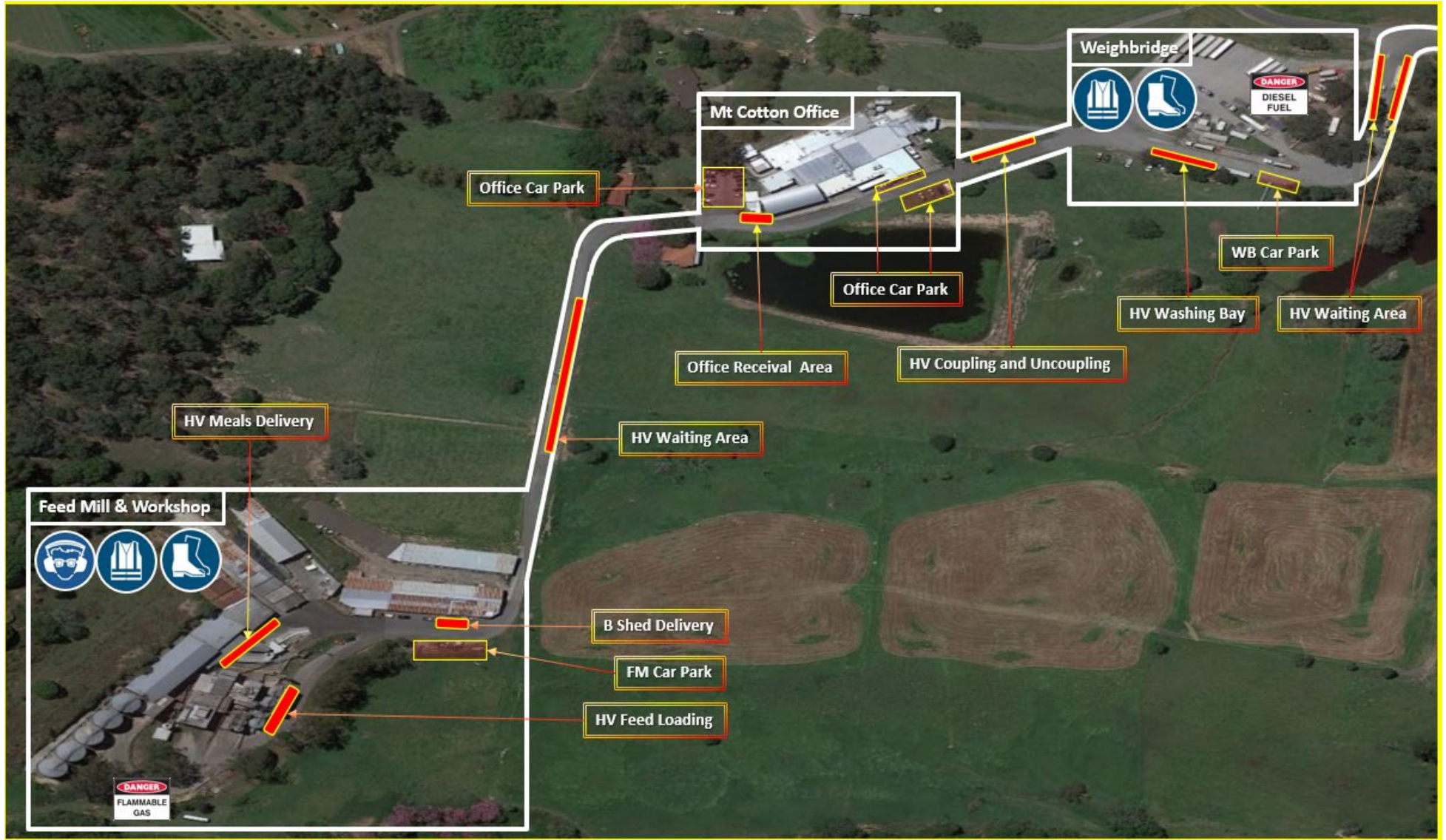
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Appendices

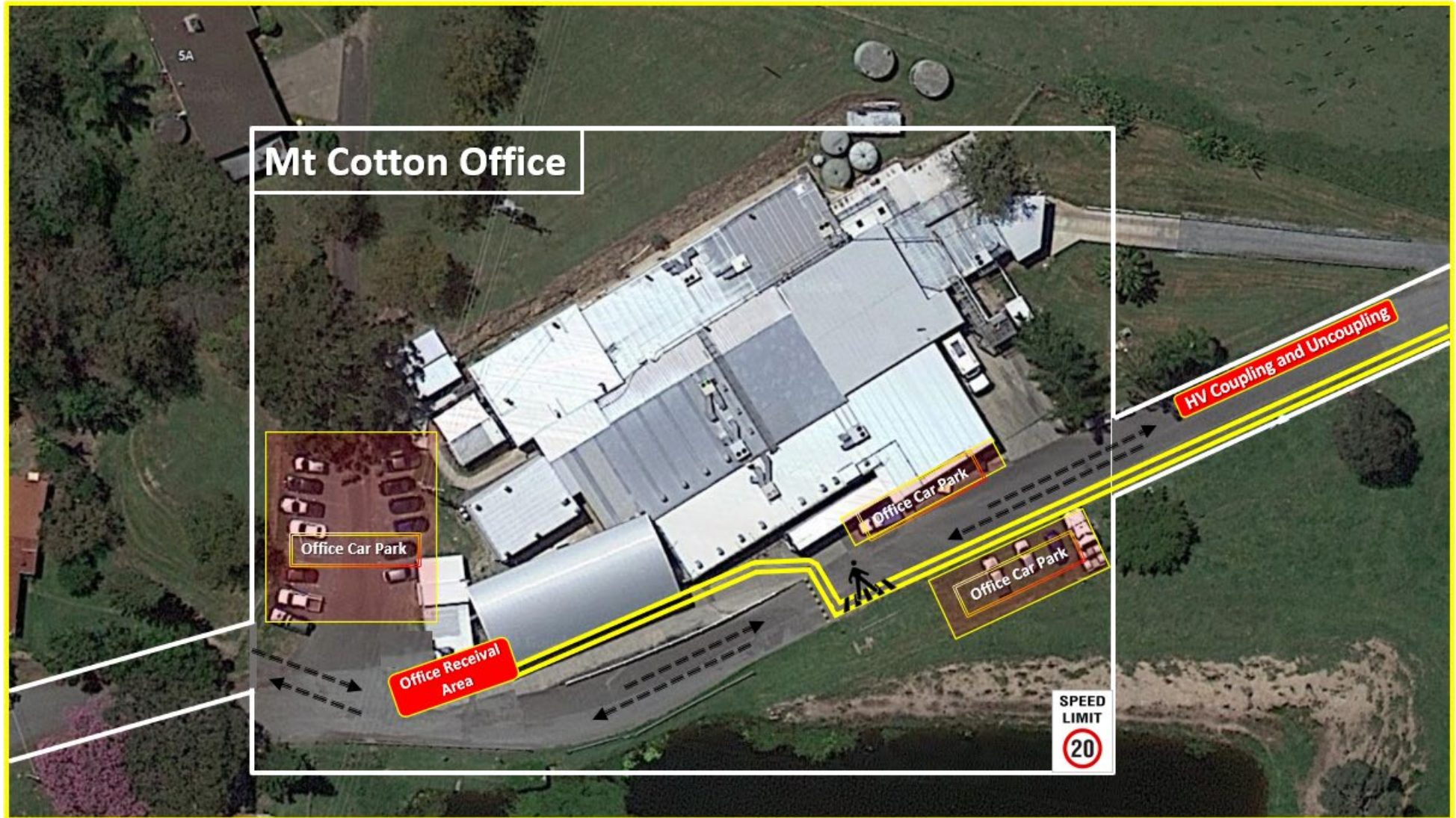
1. Mt Cotton Overview
 - 1.1 Weighbridge
 - 1.2 Mt Cotton Office
 - 1.3 Feed Mill/Workshop
2. Laidley Rearing Farm
3. Killarney Rearing Farm
4. Sandy Camp Rearing Farm
5. Hendon Production Farm
6. Victoria Hills Production Farm
7. Back Plains Production Farm
8. Mount Molar Production Farm
9. Bony Mountain Production Farm
10. Hatchery



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Loading & Unloading Materials

- Truck drivers **must** remain inside of the truck cab whilst being loaded / unloaded.
- If truck driver is authorised by the site manager or delegate to leave the truck cab, the driver **must** stay in view of the forklift driver at all times.
- When truck is loaded/unloaded, the forklift driver **must** park and inform the truck driver that the operation has finished.

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Sandy Camp



Loading & Unloading Materials

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- If truck driver is authorised by the site manager or delegate to leave the truck cab, the driver **must** stay in view of the forklift driver at all times.
- When truck is loaded/unloaded, the forklift driver **must** park and inform the truck driver that the operation has finished.

- Exclusion Zone when PME is active
- Traffic Flow
- Main Entrance
- Bird Delivery/pick up
- Loading Dock /deliveries
- Feed Delivery



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Back Plains



- Exclusion Zone when PME is active
- Traffic Flow
- Main Entrance
- Bird Delivery/pick up
- Loading Dock /deliveries
- Feed Delivery



Loading & Unloading Materials

- Truck drivers **must** remain inside of the truck cab whilst being loaded / unloaded.
- If truck driver is authorised by the site manager or delegate to leave the truck cab, the driver **must** stay in view of the forklift driver at all times.
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Bony Mountain

Loading & Unloading Materials

- Truck drivers **must** remain inside of the truck cab whilst being loaded / unloaded.
- If truck driver is authorised by the site manager or delegate to leave the truck cab, the driver **must** stay in view of the forklift driver at all times.
- When truck is loaded/unloaded, the forklift driver **must** park and inform the truck driver that the operation has finished.

Please refer to **WPw118 Specific Traffic Management Plans - Bony Mountain**, for specific operations plans.

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Hatchery



- Exclusion Zone when PME is active
- Traffic Flow
- Main Entrance
- Loading/Unloading Dock

- Car Park
- Hatchery Drivers Car Park Only
- Pedestrian Crossing
- Designated Smoking Area

Loading & Unloading Materials

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- When truck is loaded/unloaded, the forklift driver **must** park and inform the truck driver that the operation has finished.