

Traffic Management

Port Notice

PN/015

Work Safe. Live Safe.

VERSION CONTROL

Version	Date	Updated By	Reason for Change
0.1	15.10.12	WH&SM	Initial Version
0.2	12.12.12	GMLO	Draft consultation with DPC Safety Committee
0.3	12.12.12	GMLO	Draft release to perm Port Users
0.3	12.06.13	GMCS	Reviewed
1.0	19.06.13	CEO	Approved
1.1	06/2015	WH&SM	Removal of Fishermans, FBMB and SHW and update to some terminology. Add vehicle security searches.
2.0	08/2015	CEO	Approved
2.1	02/2016	WH&SM	Review, update & rebrand
2.2	03/2016	GMCS	QA Review
3.0	05/2016	CEO	Approved

TABLE OF CONTENTS

1.	TITLE.....	4
2.	REFERENCE LEGISLATION.....	4
3.	PREFACE.....	4
4.	DEFINITIONS	4
5.	PURPOSE.....	4
6.	OBJECTIVES.....	4
7.	SCOPE.....	5
8.	RESPONSIBILITIES.....	5
9.	TRAFFIC MANAGMENT FRAMEWORK.....	5
9.1	Planning	5
9.1.1	Permanent Plan	5
9.1.2	Temporary Plan.....	6
9.1.3	Emergency Plan	6
10.	OPERATOR (DRIVER).....	7
11.	VEHICLE CONDITIONS	7
12.	SPEED LIMITS	8
13.	PENALTIES.....	8
14.	FORKLIFTS, MOBILE CRANES AND OTHER PLANT.....	8
15.	BULK LOADING SYSTEM	9
16.	TRUCKS (ALL SIZE AND TYPES)	9
17.	GENERAL WORK VEHICLES INCLUDING PASSENGER VEHICLES.....	9
18.	PEDESTRIAN ACCESS	9
19.	PUBLIC VEHICLES, TAXI BUSES AND NON ESSENTIAL VEHICLES	9
20.	DANGEROUS GOODS VEHICLES	10
21.	REVIEW STATEMENT.....	10
22.	APPENDICES	1

1. TITLE

Traffic Management

2. REFERENCE LEGISLATION

Work Health & Safety Act (WH&S Act)

Ports Management Act

Northern Territory Traffic Act

Workplace Traffic Management Code

3. PREFACE

This Darwin Port Traffic Management Port Notice (PN) is issued pursuant to Section 57 of the Ports Management Act.

4. DEFINITIONS

Vehicle/Plant: Includes a structure, high risk and mobile plant, car, motorbike, all size and types of trucks, bus/coaches, pushbike, golf carts and gators.

Operator: (Driver) Anyone that holds a regulatory required licence or holds a certificate of competency to operate a vehicle or plant.

Port User: DP employee's, tenants, licensees, service providers and all of their workers, contractors, public, visitors; and anyone that holds a valid Port User or Visitor Pass or Training Record.

Public Access: A public place is generally an indoor or outdoor area, whether privately or publicly owned, to which the public have access by right or by invitation, expressed or implied.

5. PURPOSE

To clearly communicate that Traffic Management is an integral part of daily operations at DP and the expectations of all port users for the safe movement of vehicle/plant and;

To ensure that communication and proper planning for operations, parking and storage is carried out to maximise usage of hardstand areas and minimise disruption to operations.

6. OBJECTIVES

6.1 Plan and manage traffic by applying simple principles;

- Keep vehicle/plant movement away from personnel where possible
- Restricting speed limits in high volume pedestrian areas or access / egress
- Determine vehicle/plant holding bays, parking, storage and operational areas
- One way traffic flow where practicable
- Supervision and monitoring of vehicle operations
- Appropriate signage and line marking to maintain clear road rules
- Plan accordingly for permanent and temporary expected traffic
- Hold persons accountable for their actions when speeding and reckless behaviour is observed.

7. SCOPE

7.1 Varied types of operations take place at DP this PN can be adapted to all workplaces;

- Loading and unloading of cargo to/from vessels utilising harbour mobile cranes
- Loading livestock to vessels via road train and cattle racers
- Loading of bulk materials via road trains and through the Bulk Loading System.
- High Risk Plant movement
- Vehicle/Plant providing services to vessels (providores, fuel distributors etc)
- Cruise Ship Terminal passenger and vehicle movement
- General workplace vehicle movement around workplace
- Rail network extends through the workplace at EAW
- Temporary contracted works involving additional vehicle movement
- Escorted wide and over length loads

8. RESPONSIBILITIES

8.1 General Manager Operations is responsible for ensuring:

- Management of traffic is planned and controlled
- Roadways are properly marked and signed
- Traffic or roadway hazards and risks are actioned immediately
- Road usage is in accordance with the *NT Traffic Act* and Regulations.

9. TRAFFIC MANAGEMENT FRAMEWORK

9.1 Planning

This section provides the primary planning and key principles in managing traffic, and steps to modify permanent and temporary road conditions.

The Traffic management Framework has been developed to ensure consultation with those that will be affected are included. Key items considered;

- Identifying hazards and their controls to minimise the risks to port users, vehicles/plant, infrastructure and cargo
- Provision for contractors that would involve road changes
- Operator responsibilities when in charge of vehicle/plant
- Special Condition affecting other plant and port users.

9.1.1 Permanent Plan

- Defined permanent roads, signage, line markings ensure that all road users are aware of traffic conditions.
- Each tenant and or lease holder may have a different speed limit to the road posted signage in their work area.
- Any alterations to the current permanent plan shall require the formation of a risk assessment team, it is intended to be made up of persons with knowledge of the area and the conditions encountered. The team lead will have full accreditation in Traffic Management and act as the Project Manager.

- All permanent plans will be provided in writing to Port Users no later than 30 days from approved changes proceeding.
- Vehicles requiring access to the wharf deck for the purpose of load or unload of cargo, load out of materials or general construction work must only access the wharf as per the specific traffic management plan (STMP) issued by DP.
- Vehicle parking spaces are allocated as per the maps. These are to be utilised at all times unless otherwise approved by a DP Officer.
- Parking on the wharf deck is prohibited.
- Vehicles must only remain in approved holding area when waiting to load or unload cargo, as specified in the STMP.
- All movement of plant and equipment, whether carrying a load or not, from or to the common user yard shall be routed through the transit shed yard to minimise traffic impact on the main port access road. If cargo in the transit yard prevents the safe movement of the plant or equipment, the main road may be used after consultation with the Duty Cargo Officer.

9.1.2 Temporary Plan

- Properly defined temporary roads, signage, line markings will ensure all road users are aware of changed traffic conditions.
- DP will provide any updated temporary plan to Port Users through email.
- Short or long term temporary changes (1 month +), Port Users will be notified 7 days prior.
- For an unplanned situation 'emergency', DP will undertake to notify port users as soon as practicable and use appropriate signage.
- All temporary changes to traffic conditions during contractual works must be given to the DP Project Manager in writing no later than 7 days before the change is to occur for consideration and dissemination to port users.
- Any road conditions that require changing, including using traffic control operations must ensure they are qualified to implement such change, providing evidence and a risk assessment to DP identifying how to control any hazards generated.
- All changes must at minimum consider, pedestrian access, temporary warning signs, extra lighting where required, access and egress for all vehicles, temporary speed zones, signage and parking.
- Vehicle/plant operators must ensure that any temporary plan established, is adhered to.

9.1.3 Emergency Plan

- In the event of an emergency situation, where the siren is sounded, all vehicles must be left behind, if they are not blocking access or egress in any way. Only DP vehicles will be used to assist and coordinate the emergency response and direct people. Once approval by DP or Emergency Services is granted, vehicles can be reclaimed.

10. OPERATOR (Driver)

All operators must be competent, licenced as required and fit to operate a vehicle/ plant and equipment. DP has adopted the *Northern Territory Traffic Act and Regulations* to assist with traffic management.

- All operators, as required by any regulatory requirement, are to be licenced.
- All operators, as required by the *WH&S Act*, are to be licenced.
- All persons in charge of a vehicle/plant must obey any line markings, signage and changes to the traffic conditions at all times.
- Operators must ensure vehicle/plant remain on specified road ways unless directed otherwise.
- Vehicle/ plant are not permitted to transit along the wharf deck, unless authorised to do so.
- Vehicle/plant must only proceed through barricaded (fenced) work area once approval to do so has been granted by the operator working the ship (eg. stevedore).
- Any vehicle/plant operators suspected of being or under the influence of alcohol or other drugs. must be escorted from DP (not in vehicle) by their own employer, future access may not be granted pending results.
- Any vehicle/plant or persons attempting to enter DP that is carrying or transporting any prohibited weapons or items, including alcohol or other drugs will be refused access.
- All operators entering or exiting DP must not drive or tow a vehicle carrying a load that is not properly secured, causes the vehicle or trailer to be unstable, or projects in a way that could be dangerous or cause obstructions, including wire chain slings.

11. VEHICLE CONDITIONS

All vehicles entering the workplace must be equipped and maintained meeting regulatory requirements. DP has adopted the *Northern Territory Traffic Act and Regulations* to assist with vehicle management.

- All vehicles must be registered, maintained and remain road worthy as per Federal, State or Territory Governments legislative requirements.
- All high risk plant, as required by the *WH&S Act* and Regulations, is to be registered.
- Any vehicle found to be not complying with regulatory requirements will be refused access.
- Vehicle/plant and equipment must not obstruct the pedestrian walkway.
- Vehicles/plant and equipment must not obstruct designated roadways at any time.
- Vehicles (cars, utes, m/bikes, gators etc) must park in parking bays and not on wharf deck, unless authorised to do so.
- Vehicle/plant that have been authorised to park on the wharf deck shall not be left unattended, except in the event of an emergency. confer
- Where required by the law, seatbelts shall be fitted to all vehicle/plant and be used at all times when the vehicle is moving.
- Wide or long loads that would generally require an escort must only travel without escort where risk assessment has been conducted and approval from the DP General Manager Operations has been granted.

- All vehicle/plant are subject to security searches on entry to a DP workplace. Vehicles refusing search will not be permitted entry.
- Servicing or maintaining of vehicle/plant must only be conducted within DP approved area. EAW Security front gate is not an approved area.

12. SPEED LIMITS

- All Vehicle/plant operators must not exceed the designated speed limits at any time.
- Speed limit signage is posted on main roads throughout the Port.
- Hard Stand areas and wharf deck are 20km per hour unless otherwise specified.
- Compounds and Yards may have other signposted speed limits.
- All speed limits must be observed at all times.

13. PENALTIES

All operators of vehicle/plant are to abide by all requirements of this Port Notice. A three (3) offence penalty system is in force to all Port Users including DP employees.

Offences will be notified by registered mail

First (1)	Will be in form of a warning
Second (2)	Will incur a temporary suspension of vehicle/plant operating privileges for a seven (7) day period and offender must re-sit online induction before access granted
Third (3)	Will incur suspension of vehicle/plant operating privileges.

- For Port Users - Violation against this PN will result in a letter forwarded to their employer indicating the following offence level.
- For DP employees - The result of any contravention of this plan will be treated as a breach of discipline and the discipline process will apply.

14. FORKLIFTS, MOBILE CRANES AND OTHER PLANT

- Forklifts are to have reversing beepers and flashing beacon when operating.
- Forklifts are to only operate within the defined work area on the wharf, or to access and egress the work area.
- Where forklift loads obstruct the drivers view, a spotter is to be used when travelling.
- Forklifts must park on flat surfaces with load removed.
- Mobile Cranes and other plant shall have yellow/orange flashing beacon while operating on wharf decks.
- Mobile cranes must travel at walking speed and a spotter used where required *exclusion zones in public areas should be established*. Prevention of persons from entering the work area and being injured by falling or moving materials is mandatory. The size of the exclusion zone should be based on a written risk assessment. Where the exclusion zone requires closure of a pedestrian walkway, approval must be obtained from the DP General Manager Operations, and persons should be safely directed to an alternative walkway.

- Crane Guidelines must be observed and read in conjunction with this PN. Ask your workplace contact for a copy. A Permit to Work is required for certain cranes.
- Forklifts, mobile cranes and other plant must not block or hinder the flow of traffic.
- In all **public access** areas at a DP workplace forklifts and mobile cranes with or without a load traversing from one work area to another must operate with a spotter and travels at walking speed or slower.

15. BULK LOADING SYSTEM

- For long travel or shiploader movement, a siren and flashing light is activated while moving.

16. TRUCKS (all size and types)

- Trucks are to follow all routes provided on the STMP.
- Trucks must only remain in holding bays when waiting to load or unload cargo, as specified in the STMP.
- All trucks used to haul dry bulk product at EAW are to be covered. **See *Workplace Instruction 01/2010 Covering of trucks at EAW***.
- Delivery or vessel service trucks, where able to, park outside barricaded work areas.
- Delivery or vessel service trucks shall have yellow/orange flashing beacons while operating on the wharf deck.
- Where a traffic controller is used and traffic management is in place cargo operations using ITVs, flatbed trailers and other trucks are permitted across the roadway, adjacent to the container yard only.

17. GENERAL WORK VEHICLES INCLUDING PASSENGER VEHICLES

- Only use designated roadways.
- General Work vehicles shall have yellow/orange flashing beacons to operate on wharf deck.
- Only park in designated parking bays.

18. PEDESTRIAN ACCESS

- All personnel entering the port secure areas and not in an office or vehicle must wear hi-visibility clothing (that is not faded) and safety footwear. Hard hats are mandatory on wharf deck areas and under overhead structures.
- Pedestrians moving from one area of the workplace to another must do so by using the marked pedestrian walkway ONLY.
- Pedestrians are not to walk through other persons barricaded work areas unless approved by the operators in charge.
- Pedestrians must give way to all vehicle/plant when crossing roads.

19. PUBLIC VEHICLES, TAXI BUSES AND NON ESSENTIAL VEHICLES

- Must complete the *Public Transport and Visitors Safety and Security Procedures* on entry.
- Drivers must not leave their vehicle at any time unless to enter office or under escort.
- Park only where directed to do so or where signage is displayed.
- Are not permitted to drive along the wharf deck.
- Follow all applicable line marking, speed limits, road signage at all times.

20. DANGEROUS GOODS VEHICLES

- All Dangerous Goods vehicle/plant must ensure that any requirements in the Dangerous Goods and Cargoes Port Notice, Dangerous Goods Laws are followed before entering or exiting DP.

21. REVIEW STATEMENT

This direction will be reviewed biennially by the Port Management Officer.



TERRY O'CONNOR
Port Operator
Darwin Port
12 May 2016

22. APPENDICES

“Speeding is a choice not an option. If you choose to speed at Darwin Port your option to access the Port may not be a choice.”

East Arm Wharf



“Speeding is a choice not an option. If you choose to speed at Darwin Port your option to access the Port may not be a choice.”

