Traffic Controller Accreditation Scheme

Approved Procedure

December 2017

Queensland Government

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1.0 Introduction

A person authorised to control traffic in Queensland must be accredited by the Department of Transport and Main Roads (TMR) under the Traffic Controller Accreditation Scheme (the scheme).

A person accredited under the scheme is authorised to control traffic:

- at roadwork sites where a road closure or part road closure is necessary
- at other events where a road closure or part road closure is necessary
- in other circumstances where traffic control is required on a roadway.

The scheme, administered by TMR, establishes the:

- functions, responsibilities and operational requirements for traffic controllers
- prerequisites for accreditation including mandatory training requirements
- processes for accrediting traffic controllers and for amending, suspending or cancelling accreditation.

TMR also administers the Manual of Uniform Traffic Control Devices (MUTCD). Part 3 "Traffic Control Devices for Works on Roads" of the MUTCD sets out principles for the development, installation and operation of a traffic guidance scheme; the description and use of signs and devices; and procedures for the installation and operation of traffic control devices.

1.1 Purpose of this document

The purpose of this document is to specify the operational procedures and other requirements that must be complied with by accredited traffic controllers in performing their duties. This includes the procedure for the use of the STOP/SLOW signs (R6-8/T7-1) and the Traffic Controller Ahead/PREPARE TO STOP sign (T1-Q05) for manual traffic control.

Complying with the Traffic Controller Accreditation Scheme Approved Procedure (TCASAP) is a statutory condition of a traffic controller accreditation.

The *Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2015* requires employers of traffic controllers to ensure traffic controllers comply with the TCASAP and Part 3 of the MUTCD including supplements.

1.2 Authority and approvals

Transport Operations (Road Use Management) Act 1995

- Chapter 3 Part 1A (sections 17A to 19A) – 'Approvals'
- Chapter 3 Part 2 (section 21) – 'Appointment of accredited persons'
- Chapter 3 Part 2 (section 22) – 'Powers'
- Chapter 3 Part 2 (section 23) – 'Appointment of conditions'
- Chapter 5 Part 2 (section 72A) – 'Way to install official traffic sign'
- Chapter 5 Part 5 (section 96) – 'Diversion of traffic'
- Chapter 6 (section 166) – 'Official traffic sign approvals'.

Transport Operations (Road Use Management - Accreditation and Other Provisions) Regulation 2015

- Part 2 (sections 4 to 10) – 'Appointment as accredited person – Act, s21'
- Part 2 (sections 11 – 22) 'General provisions for accreditations'
- Part 2 (section 51 – 55) – 'Traffic controllers
- Part 2 (section 56 – 69) – 'Accreditation documents for accredited persons
- Schedule 1 section 10 – 'Traffic controllers.

Transport Operations (Road Use Management - Road Rules) Regulation 2009

- Part 8 (Section 101) – 'Hand-held stop signs'.

Note: The above legislation can be viewed at www.legislation.qld.gov.au then go to current legislation, then scroll to the specific legislation title.

1.3 Definitions

Accredited Person – a person who holds an appointment as an accredited person under section 21 of the Act.

Act – *Transport Operations (Road Use Management) Act 1995*

Approved Traffic Controller Training Course – the traffic controller training course approved by TMR.

Authorised Officer – a person who holds an appointment as an authorised officer under section 20 of the Act (These include police officer; officers and employees of the public service as appointed by the Chief Executive; other persons prescribed under a regulation).

Bat – a hand-held device comprising a thin disc supported by a pole attached radially to the edge of the disc. The pole must be a minimum height of 1.8 metres above the ground. The diameter (450mm or 600mm) and surface on both sides of the disc should be suitable for displaying a banner.

Chief Executive – for the purpose of this document the chief executive means the Director-General of the Department of Transport and Main Roads.

Code of Practice – *Traffic Management for Construction or Maintenance Work Code of Practice 2008,* published by the Department of Justice and Attorney-General under the *Work Health and Safety Act 2011*. The code gives practical advice on how to manage workplace health and safety risks posed by traffic to workers and other persons while construction or maintenance work is occurring on, or adjacent to roads.

Control station – the location where the traffic controller has selected to operate.

Daytime – any time between sunrise and sunset on the same day, providing there is sufficient daylight to see a person or vehicle clearly at a distance of 150 metres.

Disqualifying offence – an offence against the Criminal Code; or an offence against section 48 or Chapter 3, Part 5, Division 1 of the Act, or a corresponding law, or an offence committed outside Queensland that would be a disqualifying offence if committed in Queensland.

Medical fitness – see 2.4 of this approved procedure.

MUTCD – *Manual of Uniform Traffic Control Devices* – a document administered by TMR which contains the design of, and the methods, standards and procedures in relation to every sign, signal, marking, light or device, installed on a road. Part 3 (Works on Roads) of the MUTCD outlines principles of signing at road works, describing signs and devices used to effect traffic guidance, planning and designing traffic guidance schemes including the installation, operation and removal of traffic guidance schemes. The MUTCD Part 3 includes supplements issued by TMR.

Official traffic sign – a sign, marking, light or device placed or erected to regulate, warn or guide traffic in accordance with the MUTCD – Part 3.

Periods of darkness - any period where daylight is inadequate such that visibility is adversely affected. This includes night time, dusk or dawn, and in times of inclement weather when there is poor visibility.

Police officer – a person so defined under the *Police Service Administration Act 1990.*

Queensland Traffic Controller Clothing Standard – specifies the clothing that must be worn by Queensland accredited traffic controllers when performing traffic control functions.

Registered traffic management organisation – an organisation having registration under the TMR Traffic Management Registration Scheme.

Registered training organisation (RTO) – means a training organisation approved by the Australian Skills Quality Authority under the National Vocational Education and Training Regulator Act 2011 to deliver nationally recognised training.

Regulation – *Transport Operations (Road Use Management–Accreditation and Other Provisions) Regulation 2015*

Road includes –

(a) A busway under the *Transport Infrastructure Act 1994*; and
(b) An area that is:
    1. open to or used by the public and is developed for or has as one of its uses, the driving or riding of motor vehicles, whether on the payment of a fee or otherwise; or
    2. dedicated to public use as a road; but
(c) Does not include an area declared under regulation not to be a road.

Example of an area that is a road –
A bridge, cattle grid, culvert, ferry, ford, railway crossing, shopping centre car park, tunnel or viaduct.

Road user – means a driver, rider, passenger or pedestrian and includes a person in or on a wheelchair or a personal mobility device.

Roadworks – any construction, augmentation, alteration, maintenance or demolition on or affecting a road, including ancillary works and encroachments.

Scheme – Traffic Controller Accreditation Scheme

Supervising traffic controller – a person responsible for the supervision of a trainee traffic controller.

TCASAP – the *Traffic Controller Accreditation Scheme Approved Procedure.*

TMR – the Queensland Department of Transport and Main Roads

Traffic – as defined in the Act as follows - includes the use by any person of any road or off-street parking area, or the presence of any person, vehicle, tram, train, animal or other movable article or thing whatsoever.

Traffic controller – a person who holds an appointment as an accredited person under section 21 of the Act to perform the functions of a traffic controller as prescribed by the Regulation.

Traffic controller trainee – a person who is undertaking an approved traffic controller training course but not yet an accredited traffic controller.

TRUM – the *Traffic and Road Use Management Manual*.

VET system – National Vocational Education and Training system.

Work Health and Safety – obligations as defined under the *Work Health and Safety Act 2011* (particularly but not limited to, s28) or any relevant superseding legislative amendments.

Worksite - any construction, augmentation, alteration, maintenance or demolition, including ancillary works, or any other event requiring traffic control by traffic controllers.

2.0 Functions and responsibilities

2.1 Application of the TCASAP (target group)

The TCASAP applies to all traffic controllers employed or otherwise engaged in both the private and the public sector.

The following individuals are exempt:

- Authorised Officers - as defined in the Chapter 3 of the Act as follows - police officers, officers and employees of the public service as appointed by the Chief Executive or other persons described under a regulation
- Escort Vehicle Drivers accredited under Part 2 of the Regulation
- TMR School Crossing Supervisors
- anyone who has been directed by a police officer to assist police to direct or divert traffic
- State Emergency Service (SES) members working in an emergency or special situation authorised under provisions of the *Disaster Management Act 2003*
- Authorised officers under the *Ambulance Service Act 1991* and authorised officers under the *Fire and Rescue Service Act 1990* including rural fire brigade volunteers conducting fire brigade duties
- anyone employed or volunteering as car park attendants who direct or divert traffic within a car park
- anyone controlling traffic outside of Queensland.

2.2 Function of a traffic controller

The regulation provides that the function of a traffic controller is to direct traffic in a way stated in the MUTCD and the TCASAP.

2.3 Responsibilities of a traffic controller

2.3.1 The regulation provides that accredited traffic controllers must comply with the statutory conditions of their accreditation. The statutory conditions of traffic controller accreditation, as detailed in the Regulation Schedule 1, are that the traffic controller must not contravene the Act or the Heavy Vehicle National Law (Queensland) and must not contravene the TCASAP.

2.3.2 **A traffic controller must operate at the highest professional standards.**

For example

- be polite and courteous at all times when interacting with other road users as part of their duties
- maintain a "zero percent" blood/alcohol concentration while performing traffic control duties
- wear any prescribed corrective lenses and/or hearing aids as required to meet sight and hearing standards for the scheme while performing traffic control duties
- comply with any specific conditions of approval in connection with their accreditation
- not perform traffic control duties while adversely affected by a drug
- not perform traffic control duties while adversely affected by other medication causing impairment
- not perform traffic control duties while fatigued
- not perform traffic control duties unless the person complies with, and continues to comply with, medical fitness and suitability criteria applicable to the Scheme.

2.3.3 **To maintain traffic controller accreditation a person must:**

- comply with any specific conditions of approval specified by the Chief Executive in connection with their accreditation
- renew their accreditation by the expiry date after having completed an approved traffic controller refresher training course delivered by a TMR approved training provider.

2.4 For traffic controller work breaks/periods of duty

Traffic controllers shall be relieved from their duty after not more than 2 hours for a period of rest or "other duties" of at least 15 minutes. [NOTE: "Other duties" does not include operation of a STOP/SLOW bat to control traffic or any duties involving standing in one position, or controlling traffic with a traffic control device].

NOTE: A traffic controller should be familiar with the *Work Health and Safety Act 2011*. The Act sets out the laws about the health and safety requirements affecting some work activities and specified high risk plant. Everyone has a responsibility for the health and safety of all workers in the workplace while carrying out work activities or using specified high risk plant.

3.0 Ongoing medical fitness, competence and suitability

3.1 Eyesight

3.1.1 **A Traffic Controller must be able to:**

- distinguish a vehicle at a distance of approximately 150 metres
- have visual acuity of 6/12 which would allow a vehicle number plate to be read at a distance of up to 20 metres on a clear day
- have reasonable judgement of speed and distance so that the traffic controller can decide when to exit the path of an oncoming vehicle that fails to stop or slow down as directed
- distinguish a red coloured disc from a yellow coloured disc (of 450mm diameter) at a distance of 250 metres on a clear day.

3.1.2 Any visual defect which has not been rectified by the use of corrective lenses or by surgery should be taken into account by the Doctor/Optometrist. If the person has mild colour blindness, this should not be a problem for performing traffic controller duties, providing the person can pass the Ishihara Colour test. If contact lenses are worn by the person to meet the above requirements, they must be worn while performing traffic controller duties.

3.2 Hearing, speech and vision

3.2.1 A Traffic Controller must:

- be able to hear a supervisor's instructions, vehicle warning devices and emergency vehicle sirens above normal traffic noise
- differentiate noises emanating from either side and behind the traffic controller
- have sufficient hearing and vocal skills to be able to communicate with other traffic controllers and road workers directly and via portable communication equipment (such as two way radio)
- If the traffic controller requires a hearing aid or visual aid to meet the hearing and visibility standards for traffic controller scheme entry, the person must wear these aids whilst performing traffic control duties unless they are able to meet the standard without them. [The Scheme entry standards continue to be applicable to traffic controllers throughout the period of accreditation.]

3.3 Mobility, endurance and concentration

3.3.1 A traffic controller must be capable of:

- quickly moving out of the path of an approaching vehicle that does not stop or slow down as directed
- giving approved traffic control signals whilst standing and holding a STOP/SLOW bat for periods of up to two continuous hours
- setting up and removing temporary road signage at and around a road worksites
- concentrating and maintaining focus for entire periods between rest breaks.

3.4 Learning, literacy and numeracy skills

3.4.1 A traffic controller must have an appropriate level of learning, literacy and numeracy skills sufficient to competently undertake the role (such as the ability to accurately interpret and report vehicle and driver information and to complete traffic incident reports).

3.5 Character and suitability

3.5.1 A traffic controller must be of good character and be a suitable person to be entrusted to exercise their authority in a professional, responsible and safety conscious manner. Traffic controllers interact with police, motorists and other road workers in dynamic and high risk road environments. A traffic controller must be of suitable temperament and disposition to act appropriately and assertively in all circumstances.

TMR is authorised by law to review the suitability of a traffic controller to remain accredited at any time throughout their period of their accreditation. Offence and incident reports, and information received from Queensland Police Service; registered traffic management organisations; employers; local governments; authorised officers; and TMR roadwork inspectors can be taken into consideration by TMR.

3.5.2 If during the period of accreditation, the traffic controller is charged or convicted with a disqualifying offence, the traffic controller must give written notification of the matter to the Chief Executive within 14 days of the charge or conviction occurring. Notification to the Chief Executive should be directed to the attention of the TMR customer service centre at which the traffic controller normally makes application for accreditation.

4.0 Operating procedure for controlling traffic

4.1 Clothing standard

4.1.1 A traffic controller must wear clothing outlined in the Transport and Main Roads Queensland Traffic Controller Clothing Standard when carrying out the duties and functions of a traffic controller. The Transport and Main Roads Queensland Traffic Controller Clothing Standard can be found on the TMR website: http://www.tmr.qld.gov.au then go to Business and Industry>Accreditations>Traffic Controller Accreditation Scheme.

4.1.2 A traffic controller must, at all times, whilst undertaking traffic control duties, wear clothing that is clean and has not deteriorated. The fluorescent and retro-reflective material must not be faded.

NOTE: The wearing of an unauthorised police uniform, part of a police uniform or any imitation of a police uniform or imitation of part of a police uniform, is an offence under section 10.19 of the Police Service Administration Act 1990.

4.2 Equipment, signs and devices

4.2.1 If required by a risk assessment, for night work (work occurring between sunset and sunrise) a traffic controller must carry a wand or a torch fitted with a luminous cone attachment.

4.2.2 A traffic controller must only use equipment specified in the MUTCD, TRUM or the TCASAP to direct or divert traffic through a designated worksite.

4.2.3 A STOP/SLOW bat measuring a minimum 1.8 metres from the ground to the bottom of the STOP/SLOW sign (R6-8, R6-Q02/T7-1) must be used, except when a boom barrier or other traffic control devices approved by TMR is used.

4.2.4 A TMR approved traffic control device, as defined by the MUTCD or TRUM, may be used in lieu of STOP/SLOW bat. Such a device must be operated in accordance with the TMR approved procedure for that particular device, where an approved procedure has been released. Only a traffic controller is authorised to operate manually controlled portable traffic signals or a boom barrier. A traffic controller must not be placed in control of portable traffic control signals or a boom barrier unless the traffic controller has been trained and is competent in the operation of the device. (See also 4.7.1)

4.2.5 A Traffic Controller Ahead/PREPARE TO STOP sign (T1-Q05) must be placed 2D (refer to clause 4.10.3, Part 3 of the MUTCD) in advance of the traffic control station or at a distance deemed suitable following an assessment of risk factors (that is, line of sight, poor light/visibility, poor weather conditions).

4.2.6 A short-term works marker, a temporary barrier or a boom barrier, as defined by the MUTCD may be used to assist the traffic controller.

4.2.7 Portable communications equipment (excluding mobile phones) may be used to communicate over distances where there is limited clear/unobstructed vision.

4.2.8 A traffic controller has authority to place and remove the signs and devices that are directly related to the traffic controller's operations. Traffic controllers should not place or modify any other official traffic signs (unless it is stated on the traffic guidance scheme that the traffic controller may do so).

Examples: The traffic controller may place and remove portable traffic signals, and the relevant signage required for the safe operation of portable traffic signals and for STOP/SLOW traffic control. A traffic controller has authority to place and remove the STOP HERE WHEN DIRECTED sign and the STOP HERE ON RED SIGNAL sign, and the traffic signal symbolic sign with the "PREPARE TO STOP" sign. A traffic controller has authority to place and remove the 4 cones (referred to in 4.3.2).

4.2.9 The placement of traffic control signs and devices must be in accordance with the traffic guidance scheme for the site.

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4.3 Traffic control station set up, positioning and operation

4.3.1 The control station is to be established after due consideration is given to visibility, distance and any other visual obstructions.

4.3.2 A traffic controller must ensure that:

- the Traffic Controller Ahead/PREPARE TO STOP sign is erected correctly at the beginning of the shift.
- the Traffic Controller Ahead/PREPARE TO STOP sign is removed or covered when work is suspended throughout a shift or completed for the day.
- four cones are placed at four metre spacing on the centreline in advance of the traffic controller, except in cases where the traffic controller is positioned past the merge taper. The requirement for the four cones is not applicable if the traffic guidance scheme specifies otherwise following a site specific risk assessment (refer to MUTCD Part 3 clauses 2.2.5 and 4.10.2).
- the nearest cone to the traffic controller station will be a minimum distance of 10 metres, unless otherwise determined by a site specific risk assessment.
- the optional STOP HERE WHEN DIRECTED sign may be placed on the shoulder of the road opposite the nearest cone to the traffic controller station.

4.3.3 Traffic controllers must be located so they are in a position to see approaching vehicles (refer to MUTCD Part 3 clause 4.10.3 for sight distance specifications).

4.3.4 Where there is a requirement to stop vehicles, and where sight distance is limited, it may be necessary to use a second traffic controller in advance of the directing traffic control station to slow down or stop traffic approaching the end of a queue. If traffic controllers are unable to signal to each other, another means of contact, such as portable communications equipment, or an intermediate traffic controller, must be used.

4.3.5 Traffic controllers must ensure that they have a clear escape path to a non-traffic (closed) section of the roadway, shoulder, footpath or median.

4.3.6 Traffic controllers must stand facing the traffic but just outside the projected travel path. Traffic controllers should ensure that approaching traffic has sufficient distance to stop safely.

4.3.7 A traffic controller must ensure that they are not partially hidden by signs and/or devices and they do not obstruct a driver's view of such signs and/or devices.

4.3.8 It is the responsibility of worksite supervisors to ensure that all reasonable steps have been taken to effect safe traffic control.

4.3.9 Any assessment of risk that is required by the TCASAP must be documented and include comment on the risk, probability or likelihood of occurrence, consequences, the treatment to be used to avoid/prevent the consequences, and how the control of the selected treatment and its effectiveness is to be monitored.

4.3.10 For traffic control at short term partial road closures refer to MUTCD Part 3 clause 4.5.3.

4.3.11 The traffic controller must ensure that there is a maximum speed limit not exceeding 60 km/h established through the worksite.

4.3.12 Where possible, traffic controllers should avoid stopping large vehicles at the front of the queue and ensure vehicles have a safe braking distance.

4.3.13 A traffic controller should stay at the head of the traffic queue and stand-alone (unless providing supervision to a traffic controller trainee).

4.3.14 Traffic controllers must give definite and clear signals.

4.3.15 Once traffic has stopped, a traffic controller must change his/her position as necessary so that they are clearly visible to approaching traffic.

4.3.16 A traffic controller cannot direct traffic through a STOP or GIVE WAY sign without covering the sign first, nor can traffic be directed through traffic signals without having the relevant authority switch them to flashing amber or off. Worksite supervisors must first gain the written approval of the relevant TMR or local government representative to cover a permanent fixture STOP or GIVE WAY sign or switch traffic signals to flashing amber or off.

4.3.17 Where a traffic controller is to control traffic within 100 metres of a signalised intersection with traffic signals operating in normal mode (such as not flashing amber or switched off), the traffic controller station must be positioned a "safe distance" from the operating traffic signals. [Generally a safe distance would be within the range of 50 to 100 metres, but in exceptional circumstances it may be safe at less than 50 metres subject to a site specific risk assessment.]

4.4 Instructions – STOP/SLOW traffic control on two-way roadway

4.4.1 Where more than one traffic controller is working at a particular location, the responsibility for changing the direction of traffic flow rests with the controller who is the next to stop the traffic (this being the traffic controller who has the SLOW sign facing the traffic).

4.4.2 The following method must be used by traffic controllers to control traffic:

Changing from SLOW to STOP

- To stop vehicles the traffic controller must turn the bat to the STOP sign and while remaining outside the travel path (e.g. on shoulder, closed lane/s or footpath) face the oncoming traffic.
- The traffic controller must raise their free hand into the stop signal position with the palm towards the traffic. (See Section 4.5, Figure 4.5.1).

Holding vehicles

- The traffic controller is to continue facing the stationary vehicles and should where possible allow 2-3 vehicles to stop before stepping in front of the stationary lane of traffic.
- The traffic controller is to be positioned approximately 10 metres in front of stationary vehicles just stopped.
- The traffic controller is to ensure that the bat's STOP sign continues to face the stationary traffic.

Changing from STOP to SLOW

- To allow the stopped traffic to go slow, the traffic controller must wait until all traffic from the other end of the worksite has passed.
- The traffic controller is to move to the side of the road (on shoulder, closed lane/s or footpath) and clear of all traffic.
- Recheck the work area is still clear, check with the other traffic controller prior to sending traffic through work area.
- The traffic controller is to turn and stand in a sideways position so as all traffic can be visually monitored, then turn the bat to the SLOW sign.
- With their free hand the traffic controller is to give the TO GO signal (see Section 4.5, Figure 4.5.3).

- To slow traffic further if required, the traffic controller should continue to show the SLOW side of the bat, and facing the traffic, give the TO SLOW signal moving their free arm up and down but not above shoulder level (see Section 4.5, Figure 4.5.2).

To detour traffic

- To detour traffic where stopping is not needed, the traffic controller is to move to the side of the road (on shoulder, closed lane/s or footpath) and clear of all traffic.
- The traffic controller is to show the SLOW sign of the bat to the traffic.
- Facing the traffic, extend their free arm and give the TO GO signal (see Section 4.5, Figure 4.5.3) indicating the intended direction of travel.

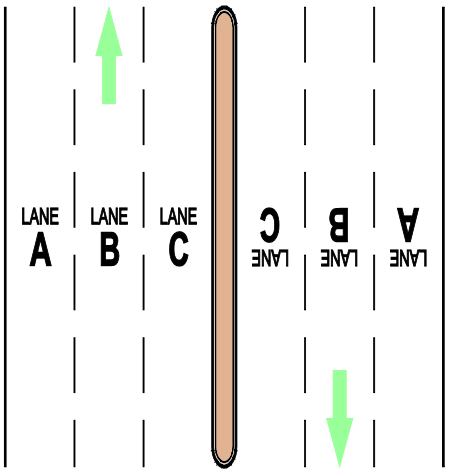
4.4.3 Traffic controllers must remain at the control station until directed by their supervisor to leave or until they are relieved by another traffic controller.

4.5 Instructions – STOP/SLOW traffic control on multi-lane roads

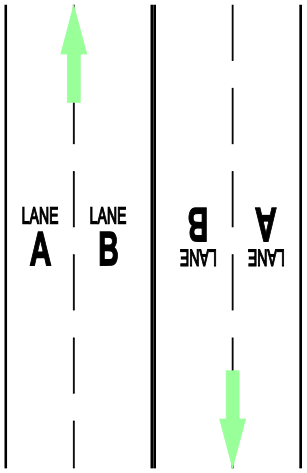
4.5.1 Multilane roads are constructed with two or more lanes in one direction. There is often a median strip or concrete barrier dividing the road at the centre.
Where there is a concrete barrier dividing the road, there may be no escape path for the traffic controller, so extra caution must be taken when operating on such roads.

Two examples of multi-lane roads

Multi-lane road with median strip



Multi-lane road without median strip



Note: the lanes in these diagrams are designated as LANE A, LANE B and LANE C for explanatory purposes only. (They are all assumed to be open lanes for traffic for these explanatory purposes.)

4.5.2 Multilane roads that require traffic control must have one (1) traffic controller allocated per lane (that is, per lane open to traffic) at all times.

4.5.3 The following method must be used by traffic controllers to control traffic on multilane roads.

Changing from SLOW to STOP in LANE A

- To stop vehicles in LANE A, the first traffic controller must turn the bat to the STOP sign and while remaining outside the travel path (on shoulder, closed lane/s or footpath) face the oncoming traffic.
- The first traffic controller must raise their free hand into the stop signal position with the palm towards the traffic. (See Section 4.5, Figure 4.5.1).

Holding vehicles in LANE A

- The first traffic controller is to keep facing the stationary vehicles and should where possible allow 2-3 vehicles to stop before stepping in front of the stationary vehicles in LANE A.
- The first traffic controller is to be positioned approximately 10 metres in front of the first stationary vehicle in LANE A.
- The first traffic controller is to ensure that the bat's STOP sign continues to face the stationary traffic in LANE A.

Stopping vehicles in LANE B

- The second traffic controller is to move to a position alongside the first traffic controller who is situated in front of the traffic in LANE A. (The second traffic controller should be nearer to the lane to be stopped next).
- The second traffic controller must ensure that the bat is indicating "STOP" to the stationary traffic in LANE A.
- While remaining outside the travel path of vehicles in LANE B, the second traffic controller raises their free hand into the stop sign position with the palm towards the traffic in LANES A and B. (See Section 4.5, Figure 4.5.1).

Holding vehicles in LANE B

- The second traffic controller should allow 2-3 vehicles (where possible) to stop before stepping in front of the stationary vehicles at LANE B
- The second traffic controller is to keep facing the stationary vehicles with the bat displaying the STOP sign to the stationary vehicles in LANE B.
- The second traffic controller is to be positioned approximately 10 metres in front of the first stationary vehicle in LANE B.
- The second traffic controller must ensure that the bat's STOP sign continues to face the stationary traffic.

Stopping vehicles in LANE C

- The third traffic controller is to move to a position alongside the second traffic controller who is situated in front of the traffic in LANE B. (The third traffic controller should be nearer to the lane to be stopped next).
- The third traffic controller must ensure that the bat is indicating "STOP" to the stationary traffic in LANE B.
- While remaining outside the travel path of vehicles in LANE C, the third traffic controller raises their free hand into the stop signal position with the palm towards the traffic in LANES B and C. (See Section 4.5, Figure 4.5.1).

Holding vehicles in LANE C

- The third traffic controller should allow 2-3 vehicles (where possible) to stop before stepping in front of the stationary vehicles at LANE C.
- The third traffic controller is to keep facing the stationary vehicles with the bat displaying the STOP sign to the stationary vehicles in LANE C.
- The third traffic controller is to be positioned approximately 10 metres in front of the first stationary vehicles in LANE C.
- The third traffic controller must ensure that the bat's STOP sign continues to face the stationary traffic.

Changing from STOP to SLOW

- Each traffic controller must check that the work area is clear behind them and that no vehicles or persons are turning into or approaching the respective lanes
- While keeping the STOP sign facing the stationary vehicles:
  - The traffic controller in LANE C then moves to a position outside the travelled path and positions the bat so that the drivers cannot see the STOP/SLOW sign.
  - The traffic controller in LANE B then moves to a position outside the travelled path and positions the bat so that the drivers cannot see the STOP/SLOW sign.
- The traffic controller in LANE A then moves to a position outside the travelled path, and facing the traffic, the traffic controller turns the bat to the SLOW sign and gives the TO GO signal. (see Section 4.5 Figure 4.5.3), thus indicating to the drivers of the vehicles in all LANES that they may proceed slowly.

4.6 Approved Signal for traffic controllers

Figure 4.6.1 TO STOP TRAFFIC

Figure 4.6.2 TO SLOW TRAFFIC

Figure 4.6.3 TO DIRECT TRAFFIC TO GO

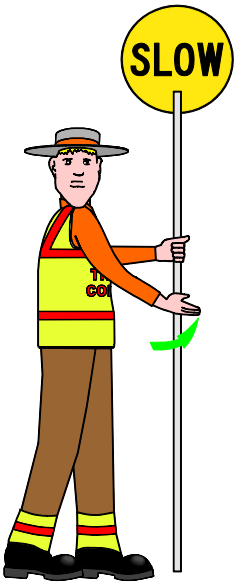
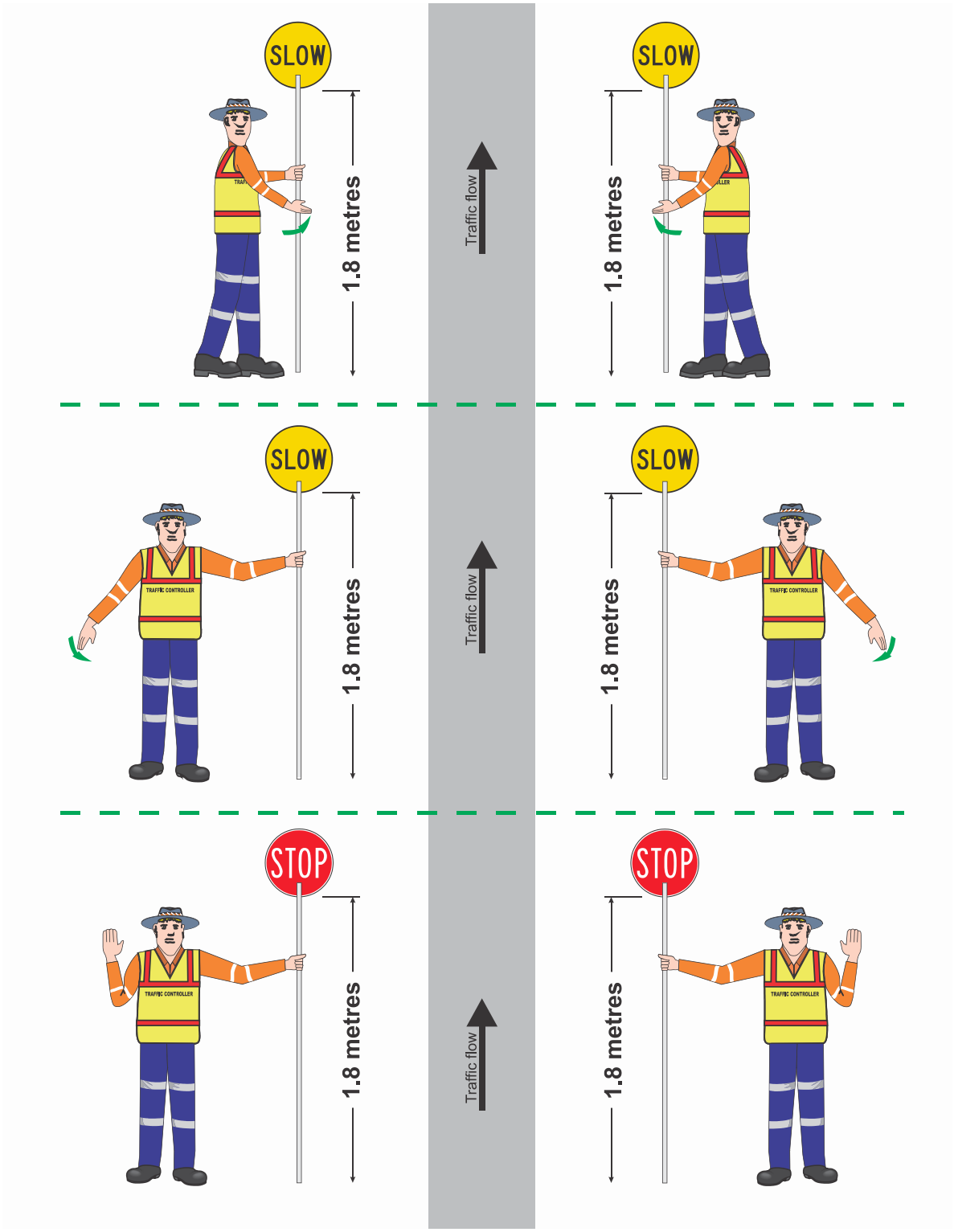


Figure 4.6.4 TRAFFIC CONTROLLER OPERATIONS SHOWING TRAFFIC FLOW DIRECTION



NOTE: The bat should be displayed in the hand closest to the lane carrying traffic, unless otherwise determined by a site specific risk assessment.

4.7 Traffic control devices (other than STOP/SLOW bats)

4.7.1 Traffic control devices shall be operated in accordance with the manufacturer's operating procedures and instructions. (See also 4.2.4).

4.7.2 Traffic control devices that are operated by traffic controllers include boom barriers and manually controlled portable traffic signals.

4.7.3 The traffic controller operating the traffic control device should be positioned in a safe location, where the person has clear line of site visibility beyond the traffic control device, and in accordance with the requirements of the MUTCD.

4.7.4 Traffic controllers operating a traffic control device shall be relieved from their duty after not more than 2 hours for a period of rest or "other duties" of at least 15 minutes. [NOTE: "Other duties" does not include operation of a STOP/SLOW bat to control traffic or any duties involving standing in one position].

4.8 Supervision of traffic controller trainees

4.8.1 A trainee traffic controller (trainee) is a person who has successfully completed the theory component of the approved training course prior to attending a worksite to obtain practical experience.

4.8.2 The role of a trainee is to gain practical experience in the workplace under direction, in order to complete the practical experience component of the approved traffic controller training course.

4.7.3. A trainee is only authorised to control traffic whilst under the direct and close supervision of an accredited traffic controller. The supervising traffic controller must be able to intervene should the trainee have questions requiring immediate responses, or should other intervention be required.

4.8.4 An accredited traffic controller may supervise a trainee if the trainee is enrolled in the approved traffic controller training course, and the trainee is obtaining practical experience required for completion of the course requirements.

4.8.5 When conducting supervision of a trainee, the supervising traffic controller must not:

- devote attention to other tasks
- supervise more than one trainee at the same time
- ask the trainee to do anything that is outside of the scope of the training agreement between the RTO and the worksite manager or between the RTO and the registered traffic management organisation.

4.8.6 When a trainee is acquiring experience in using the stop-slow bat in live traffic situations, the supervising traffic controller must stand within 3 metres of the trainee.

4.9 Traffic control using hand signals only

4.9.1 The use of hand signals only in lieu of a Stop/Slow bat may be applied in the following circumstances to control traffic:

- A traffic controller who is temporarily controlling traffic where potential lightning strikes are imminent - subject to certain conditions (see section 4.10).
- A traffic controller while displaying the STOP sign of the Stop/Slow bat to vehicular traffic, may use hand signals to direct pedestrians to cross a road way where it is safe to do so.
- A traffic controller who is controlling traffic (vehicular or non-vehicular) on a footpath may control traffic using hand signals only, as an alternative to using hand signals with a STOP/SLOW bat.

4.10 Operational traffic control in heavy storm conditions and where potential lightning strikes are imminent

4.10.1 Traffic controllers are not to be placed at risk by controlling traffic where lightning is occurring in the immediate vicinity of the worksite.

4.10.2 When controlling traffic in adverse weather conditions such as heavy storms (including for example: heavy rain, reduced visibility, hail and high winds), an on-site risk assessment shall be conducted to assess the safety of continuing to control traffic at the site.

4.10.3 Where storm conditions include imminent lightning strikes, consideration in the first instance should be given to expediently suspending works to allow all site workers and traffic controllers to seek safe shelter from these conditions.

4.10.4 In the event that active traffic control must continue temporarily for reasons of public or road worker safety, traffic controllers may cease using Stop/Slow bats and control traffic instead using approved hand signals only.

4.10.5 In periods of darkness (such as at night or where daylight is compromised due to storm conditions), the traffic controller must use approved hand signals together with an illuminated wand or a torch fitted with a luminous cone attachment. The wand or torch with luminous cone is to be weatherproof and made on non-conductive material.

4.10.6 Where a wand or torch is used in these circumstances, it is held in the upright position to indicate "Stop", and moved in a sweeping sideways motion to indicate "Slow".

4.10.7 Where the imminent risks posed by the above-mentioned hazards no longer exists, the traffic control is to revert to normal operating procedure, that is, controlling traffic using stop/slow bats, and where appropriate, continued use of illuminated wands or torches.

5.0 Incident management and reporting

5.1 Incidents

5.1.1 An incident is an occurrence that in the opinion of the traffic controller affects the operational safety and/or effectiveness of a traffic controller at a worksite or at roadworks.

Examples include:

- accidents occurring within the designated worksite or roadworks
- abusive/insulting/threatening language directed towards a traffic controller by road users and assaults
- unsafe or dangerous actions of other road users within a worksite or at roadworks
- road users disobeying a direction or signal given by a traffic controller at a designated worksite
- difficulties experienced with stopping certain vehicle types (for example excess dimension vehicles).

5.1.2 A traffic controller must take the following action if a minor accident/crash occurs within their designated worksite or traffic control operational area:

- call for assistance if needed
- notify the worksite supervisor
- maintain effective traffic control
- move the traffic control station to a suitable location that includes the accident site within the traffic control operational area
- record sufficient notes of the incident, including their observations, in order to complete an incident report.

5.1.3 If the situation is more serious or poses further risk of injury to persons or damage to property, the traffic controller must:

- notify the worksite supervisor immediately
- if the situation requires evacuation of the area, inform vehicle drivers of the situation and direct them to turn around and find an alternative route
- relocate the traffic control station to a safe position clear of any real or potential danger
- record sufficient notes of the incident including their observations in order to complete an incident report.

NOTE: A road user who contravenes an indication given by an official traffic sign commits an offence against section 74 of the Act. This means road users must not disobey a lawful direction or signal given by a traffic controller. For example, a driver who does not drive slowly through road works as required is liable for an offence. A driver or rider who does not stop or does not remain stopped at a lawful hand-held stop sign commits an offence under section 101 of the *Transport Operations (Road Use Management — Road Rules) Regulation 2009.*

5.2 Incident details

5.2.1 Incident reports should contain the following information:

- Time, date and location of incident
- Type of incident (e.g. a motorist fails to stop, accident, abusive/insulting/threatening language, assault, breach of these Approved Procedures by another traffic controller)
- Incident identification, including:
  - vehicle type and colour
  - vehicle registration number including registered state or territory
  - direction of travel
  - description of driver, and other road users
  - full and accurate description of the incident
  - witness details.

5.2.2 Traffic controllers must ensure that details of incidents requiring further investigation or attention by a Police Officer or TMR Transport Inspector are reported and forwarded to their supervisor or employer no later than the conclusion of their shift or at the resumption of duty on the following day.

6.0 Compliance and enforcement

6.1 Enforcement action

6.1.1 Authorised Officers are authorised by law to issue a penalty infringement notice (on-the-spot fine) or initiate prosecution action by way of Complaint and Summons:

- to a traffic controller for failing to comply with the statutory conditions of their accreditation
- to a person found performing traffic control duties while not being the holder of a current traffic controller accreditation
- to an employer of a traffic controller for failing to ensure that the traffic controller complies with the statutory conditions of their accreditation.

6.1.2 An Authorised Officer who is a police officer is authorised to shut down a worksite if it is deemed unsafe or the actions of a traffic controller make it unsafe.

Note: Enforcement action may be taken by a WH&S Queensland Inspector if a road worksite is deemed unsafe or if it is established that safety requirements are not being adhered to in accordance with the *Traffic Management for Construction or Maintenance Work Code of Practice 2008* or *Work Health and Safety Act 2011.*

6.2 Amending, suspending and cancelling an accreditation

6.2.1 The Act provides that the following are grounds for amending, suspending or cancelling traffic controller accreditation:

- If the traffic controller commits an offence of a serious nature where public safety has been endangered, or is likely to be endangered; or it is in the public interest.
- If the traffic controller breaches their statutory conditions of accreditation.
- If an accreditation was issued by TMR because of a document or statement that is false and misleading.

Note: TMR follows the procedures for amending, suspending and/or cancelling approvals as required in the Act, including the issuing of show cause notices.