Internal Traffic and Vehicle Operation Model Protocol

Version number	5	**Implementation date**	June 2024
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Functional area	Health, Safety, Environment and Quality	**Element**	Internal Traffic and Vehicle Operation

Purpose

To provide, as far as is reasonably practicable, a process to manage the risks associated with all vehicle and mobile movements on Company Sites, including the interaction of pedestrians, vehicles, plant and equipment.

1 Company Sites

1.1 Assessing risks on Company sites

A risk assessment of Vehicle and Pedestrian Movements must be conducted to establish a ***Vehicle and Pedestrian Management Plan***. To ensure all risks are adequately assessed, it may be useful to structure the assessment from a number of perspectives, including:

- Individual work zones
- Routine and non-routine tasks which occur in traffic areas
- Each different vehicle and mobile plant route
- Each different pedestrian route
- Whole of site flow and capacity limits
- Employees, Contractors, Visitors and Delivery Drivers

Like any risk assessment, this must be completed with the assistance of those people who have experience in traffic operations, including drivers, equipment operators and plant operators.

1.2 Controlling the risks

When determining what controls will be implemented, the hierarchy of controls must be used to ensure the highest practical level of control is selected. Controls must also align with relevant standards and legislation. The hierarchy of controls must be applied and the following table is a non-exhaustive guide to assist in this activity.

Preference	Control Type	Vehicle-Vehicle Interactions	Vehicle-Pedestrian Interactions
Most preferred	Elimination	Are vehicle movements necessary in that area?	Are vehicle or pedestrian movements necessary?
	Substitution	Use of material transfer systems (e.g. conveyors) be used instead of vehicles?	Can vehicles be replaced by powered trolleys etc?
	Isolation	Segregation of vehicle flows, with hard barriers (e.g. safety bunds, bollards and boom-gates etc), one way traffic flows, segregated parking areas for LV and HV, and eliminating the need to reverse vehicles.	Pedestrian exclusion zones, with hard protective barriers (e.g. bollards, Armco barriers). Plant redesigned to remove impact risk (e.g. FLTs moved to outside of work areas) Pedestrians removed from trafficable areas e.g. routing them around, above or below trafficked areas
	Engineering	Vehicles be fitted with proximity detection devices that removes/reduces risk of impacts. Vehicles selected which reduce the risk of impacts (e.g. autonomous vehicles)	Vehicles fitted with proximity detection devices that removes risk of impacts

Preference	Control Type	Vehicle-Vehicle Interactions	Vehicle-Pedestrian Interactions
	Administrative/ Behavioural	Radio call up procedures. Vehicle flows separated by line markings or signage alone	Pedestrian walkways designated with line marking Pedestrian exclusion zones managed through rules alone
Least preferred	PPE	Visibility aids fitted/ activated (e.g. vehicle headlights on at all times, flashing beacon, flags)	Hi viz outer layer required

1.3 Documenting Controls

Each site must establish a Vehicle and Pedestrian Management Plan (VPMP). The VPMP details the controls established in the Vehicle and Pedestrian Management Risk Assessment in sufficient detail so that the controls are well understood and implemented.

The VPMP must include;

- Sufficient maps to show key routes and work zones.
- Detailed controls for each work zone or activity assessed as having Vehicle and Pedestrian risks.

A VPMP template is available at ***Vehicle and Pedestrian Management Plan*** Template although other formats may also be suitable for site requirements.

Each site must provide adequate information and instruction to employees, contractors, delivery drivers and site visitors on the requirements of the VPMP. This may be done via;

- Signage
- Induction
- Procedural training (SWMS/SOP)
- Toolbox talks

The VPMP should be reviewed and updated whenever changes occur to site operations.

2 Non-Company Sites

Due to the nature of Boral's businesses, work is often undertaken on non-Boral sites. While Boral does not have full control over these areas, it is vital that the activities undertaken by our people are well planned and managed with regards to the interaction of vehicles and pedestrians.

2.1 Risk Assessment

The vehicle and pedestrian risks associated with work undertaken by Boral workers on non-boral sites must be risk assessed.

This risk assessment may be documented in the form of a;

- A formal site specific Risk Assessment tool.
- A site specific SWMS or SOP
- A routine task SOP (provided an on ground assessment process is incorporated as a component of the control methodology and the parameters for assessment are clearly documented)

To ensure all risks are adequately assessed, it may be useful to structure the assessment from a number of perspectives, including;

- Site access
- Other pedestrian work groups
- Other vehicles and vehicle routes
- Boral worker activity and work zone

Like any risk assessment, this must be completed with the assistance of those people who have experience in traffic operations, including drivers, equipment operators and plant operators.

2.2 Controlling Risks

When determining what controls will be implemented, the hierarchy of controls must be used to ensure the highest practical level of control is selected. Controls must also align with relevant standards and legislation. Controls should be consulted and confirmed with the site owner/operator to ensure adequate implementation. Given the nature of some non-Boral sites (changing conditions, time between visits etc), it is critical that pre-task assessment processes confirm that controls are adequate and in place before work commences. Businesses or product lines may provide further guidelines on site specific controls to be implemented, based on specific risks and experience.

2.3 Documenting Controls

Controls identified must be documented via one of the following methods;

- A formal Vehicle and Pedestrian Management Plan, (preferable, where Boral attends site frequently)
- A site specific SWMS or SOP
- A routine task SOP (provided an on ground assessment process is incorporated as a component of the control methodology and the parameters for assessment are clearly documented)

3 Designated Roadways

The risks associated with interaction between vehicles and pedestrians are amplified on public roads, where members of the public (drivers and pedestrians) create additional complexity and risk.
For this reason, work undertaken on a designated roadway requires a Vehicle and Pedestrian Management plan (may be called a Traffic Management Plan). In some jurisdictions, this plan must meet certain criteria and be approved by the authority prior to work commencing.
In this case, the same requirements that exist in section 9.1 apply, though with any additional approval or formatting requirements being met, as stipulated by local legislation.
Note: In cases where Boral is NOT the controller of the site (e.g. Boral delivers material to a road project), section 9.3 does not apply. Only the requirements of section 9.2 are required to be met.

4 Roles and responsibilities

Role	Responsibility
Operations Managers Site Managers	Identify and assess all hazards on powered mobile plant and vehicles at the workplace along with the risks to people, facilities, plant and equipment coming into contact with those hazards. Implement appropriate controls to eliminate or minimise all identified risks. Conduct a traffic management risk assessment (before a Traffic Management Plan is prepared). Prepare a Traffic Management Plan. Use the Company Risk Matrix to determine levels of risk and prioritise actions. Ensure exclusion zones are clearly marked (or signposted) within all Company workplaces. Establish a site map detailing the site’s traffic management controls. Provide information and instruction to employees, contractors, customers and site visitors on the Traffic Management Plan. Ensure a site map detailing visitors access areas is displayed at the workplace.
Employees and Other Workers	Follow all traffic management signs, directions and criteria.
Visitors	Report to the Company’s main site offices immediately on entering a site. Follow traffic and roadway signs and directions from Company employees.

HSEQ document definitions

Refer to HSEQ terms and definitions library on the HSE intranet site.

HSEQ document version history

This table documents the five most recent key HSEQ Document updates.

No.	Date of issue	Comments / Key changes	Next review
3	July 2015	Replaces: GRP-OHS-020 Traffic Management	
4	June 2018	Replaces: GRP-HSEQ-7-09 Traffic Management	
4.1	March 2022	Re-brand and update document numbers to align with new HSEQ MS	
5	June 2024	Rebrand to align with Policy and Procedure Hub	June 2026