



**Southern
Ports**

Traffic Management Plan Esperance

DOCUMENT CONTROL

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AUDIT

This Plan shall be reviewed or revised:

- where a Risk Assessment or Audit identifies a need to review
- when Legislative changes impact this Plan
- following a significant incident involving this Plan
- at least every two years.

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1 INTRODUCTION

1.1 Purpose

This Traffic Management Plan provides information on the minimum traffic management requirements for controlling vehicle and pedestrian interactions within Southern Ports Esperance. This plan also defines the minimum standards for the development, authorisation and communication of *Traffic Awareness Plans* and *Traffic Awareness Notices* at Southern Ports Esperance.

1.2 Scope

In Scope	Out of Scope
<p>Minimum traffic management requirements for controlling vehicle and pedestrian interactions within Southern Ports Esperance.</p> <p>Minimum standards for the development, authorisation and communication of Traffic Awareness Plans and Traffic Awareness Notices at Southern Ports Esperance.</p> <p>This plan applies to all Southern Ports workers (including employees, contractors, port users) and visitors and is applicable to all areas within Southern Ports boundaries where Light Vehicles, Heavy Vehicles, Surface Mobile Equipment and pedestrian interact, such as access roads, vehicle parking areas, workshop areas, store areas, office locations, designated zones, earthworks, berth areas, rail corridor including crossings and product storages areas.</p>	<p>Traffic management outside of Port land and marine boundaries or for areas managed under lease agreements.</p>

1.3 References

1.3.1 Legislation, Standards and Codes of Practice

Legislation, Standards and Codes of Practice referenced by this Plan are shown in Table 1 below.

Table 1: Legislation, Standards and Codes of Practice

Reference	Title
WA	Port Authorities Act 1999
WA	Port Authorities Regulations 2001
WA	Work Health and Safety (General) Regulations 2022 (WA)
WA	Work Health and Safety Act 2022 (WA)
AS/NZS 1158.3.1	<i>Pedestrian area (Category P) lighting – Performance and design requirements</i>
AS/NZS 1742	<i>Manual of uniform traffic control devices</i>
AS/NZS 1743	<i>Road Sign Specifications</i>
AS/NZS 1906	<i>Retroreflective materials and devices for road traffic control purposes</i>

1.3.2 Southern Ports Documents

Southern Ports documents referenced by this Plan are shown in Table 2 below.

Table 2: Southern Ports Documents

Reference	Title
A4932	<i>Business Travel Procedure</i>
	<i>Electrical Safety Procedure – Esperance</i>
D16/18828	<i>Permit to Work Procedure – Esperance</i>
D16/999	<i>Rail Corridor Permit – Esperance</i>

Table 2: Southern Ports Documents

Reference	Title
D16/19106	Traffic Awareness Notice – Esperance
D17/9061	Traffic Awareness Plan – Esperance
	Traffic Network Map – Esperance

1.4 Roles and Responsibilities

Definitions for terms used in this Plan are shown in Table 4 below.

Table 3: Roles and Responsibilities

Role	Responsibilities
Southern Ports Esperance Management	<ul style="list-style-type: none"> Implement and maintain this Traffic Management Plan for Southern Ports Esperance. Update and review the Traffic Management Plan at least bi-annually Communicate the Traffic Management Plan Ensure all routes are clearly sign posted and demarcated Set and maintain road standards and road signage Maintain a documented record of audits and inspections of the Traffic Management Plan and <i>Traffic Awareness Plan</i> Coordinate the management of Port Users' mobile equipment Authorisation of all <i>Traffic Awareness Plan</i>
Employees, Operators and Port Users	<ul style="list-style-type: none"> Ensure vehicles have the necessary safety devices and are in a safe and roadworthy condition Conduct and record pre-start inspections of all , vehicles and mobile equipment being operated Ensure delivery vehicles are in a road worthy condition and Regional Report incidents and non-conformances with this plan and associated <i>Traffic Awareness Plan</i> Comply with relevant road laws and Southern Ports Esperance procedures whilst operating a vehicle.

1.5 Definitions

Definitions for terms used in this Plan are shown in Table 4 below.

Table 4: Definitions

Term	Definition
Designated Zones	An area, which is demarcated to restrict access to non-authorized persons who have not been trained and assessed for competency to drive in a Designated Zone.
Heavy Vehicles	Trucks and buses that are designed for use on public roads such as, rigid and articulated trucks greater than 4.5 tonnes (including associated trailers) and buses (over 12 seats). Also included in this category are forklifts, backhoes, skid steer loaders, prime movers, mobile cranes and integrated tool carriers fitted with an attachment not designed for earthmoving.
Intersection	An intersection shall be considered the junction where two or more delineated roads cross or merge.
Light Vehicles	Light Vehicles include two- or four-wheel drive sedans, station wagons, utilities, vans, mini- buses and crew cab trucks under 4.5 tonnes. Includes a motor vehicle that can be Regional for use on a public roads (without restrictions or special permits), has four or more wheels, seats a maximum of 12 adults (including the driver), truck with tray (under 4.5 tonnes), is a vehicle that, where Regional , could be legally driven on a

Table 4: Definitions

Term	Definition
	public roadway by a driver issued with a standard C Class Motor Driver's Licence, does not exceed 4.5 tonnes gross vehicle mass (GVM).
Land Restricted Zone	Fenced boundary around Southern Ports Esperance.
Mobile Elevating Work Platform	A Mobile Elevating Work Platform is a mobile machine intended to move persons, tools and material to working positions and consisting of at least a work platform with controls, extending structure and a chassis but does not include mast climbing work platforms.
Rolling Stock	A vehicle that operates on or uses a railway and includes but not limited to a locomotive, rail car, rail motor, and light rail vehicle.
Safe System of Work	Documented safe systems of work at Southern Ports include such documents as a Safe Work Method Statement, <i>Job Hazard Analysis</i> or <i>Stop & Think</i> (Risk Analysis).
Shall	Is to be understood as mandatory.
Should	Is to be understood as recommended and not mandatory.
Surface Mobile Equipment	Surface Mobile Equipment includes self-propelled mobile equipment for surface operations such as container forklifts and equipment that is primarily intended for bulk earthmoving and not primarily designed for use on public roads.
Traffic Awareness Plan	A Traffic Awareness Plan is a change management process submitted to Southern Ports Esperance for authorisation. A Traffic Awareness Plan outlines proposed changes to traffic management network roads and the risk controls within a respective area.
Traffic Awareness Notice	Traffic Awareness Plans, once authorised, are communicated on Traffic Awareness Notice.
Traffic Management	Defines the minimum standards for traffic management includes the overriding Southern Ports Esperance network road map(s), incorporating traffic flow and signage. Any temporary change or interruptions to the overriding Traffic Management Plan Map(s), must be via the authorisation of a <i>Traffic Awareness Plan</i> submission and Traffic Awareness Notice.
Traffic	Vehicles moving by road or sea.

2 TRAFFIC MANAGEMENT

2.1 General Requirements

In order to drive within Southern Ports Esperance Land Restricted Zone personnel shall hold a current Australian Driver's Licence with the appropriate class endorsements.

Additional requirements are:

- Work placement students and learner drivers are not permitted to drive any vehicle at any time whilst within the Land Restricted Zone unless authorised and documented authority has been issued by the Regional Manager (or delegate).
- Probationary drivers or persons with a restricted licence should not be permitted to drive on site unless authorised and documented authority has been issued by the Regional Manager (or delegate). Persons authorised to drive under this condition shall display their restriction i.e. "P" plate.
- Operators of mobile equipment shall possess applicable licences and endorsements for the equipment to be operated.

2.2 Vehicles

2.2.1 Light Vehicles

Light Vehicles are classified as vehicles that can be road Regional and are used for transporting people with seating to a maximum of 12 persons (including the driver) and trucks with tray under 4.5 tonnes.

Light Vehicle shall adhere to the following:

- Be fitted with an appropriate fire extinguisher; the fire extinguisher shall bear a current inspection tag.
- Be inspected daily in accordance with the Pre-start Inspection Checklist, prior to first use of the shift for pool vehicles and weekly for assigned vehicles.
- Carry a maintenance / service record no older than six (6) months.
- Be kept clean and free from rubbish and loose debris.

2.2.2 Heavy Vehicles

Heavy Vehicles are classified as vehicles that can be generally road Regional, used for transporting people (greater than 12 persons) and loads, which includes but not limited to semi-trailers, trucks with trailer greater than 4.5t, integrated tool carriers, forklifts, mobile cranes, backhoes, including non-road regional vehicles such as ride-on lawn mowers, bobcats and Mobile Elevating Work Platforms.

Heavy Vehicle shall adhere to the following:

- Be fitted with an appropriate fire extinguisher; the fire extinguisher shall bear a current inspection tag.
- Be fitted with an external battery isolation point at which the vehicle can be electrically isolated, locked out and tagged out for maintenance tasks.
- Be inspected daily in accordance with the Pre-start Inspection Checklist, prior to first use of the shift for pool vehicles and weekly for assigned vehicles.
- Carry a maintenance / service record no older than six (6) months.
- Be kept clean and free from rubbish and loose debris.

2.2.3 Surface Mobile Equipment

Surface Mobile Equipment are classified as vehicles, such as container forklifts and earthmoving equipment that are used for loading, pushing, transporting and dumping bulk materials.

Surface Mobile Equipment shall adhere to the following:

- Be fitted with an appropriate fire extinguisher; the fire extinguisher shall bear a current inspection tag.
- Be fitted with an external battery isolation point at which the vehicle can be electrically isolated, locked out and tagged out for maintenance tasks.
- Be inspected daily in accordance with the Pre-start Inspection Checklist, prior to first use of the shift for pool vehicles and weekly for assigned vehicles.
- Be inspected bi-annually and authorised for Southern Ports Esperance using - Mobile Vehicle Compliance Inspection.
- Carry a maintenance / service record no older than six (6) months
- Carry evidence of the maintenance schedule.
- Be kept clean and free from rubbish and loose debris.

2.2.4 Non-Compliant Vehicles

Heavy Vehicle and Surface Mobile Equipment that do not comply with the above requirements shall be subject to a documented risk assessment and will require authorisation from the Regional Manager (or delegate) prior to entry or before conducting operational work at Southern Ports Esperance.

2.2.5 Escort Vehicles

The Regional Manager (or delegate) shall ensure that there are qualified, trained and authorised escort personnel and that vehicles are available for escorting oversize loads or delivery vehicles at Southern Ports Esperance.

A documented Safe System of Work such as a *Job Hazard Analysis* and *Stop and Think* will be in place for each escorting task conducted on site. Controls should be in place prior to escorts being undertaken; the minimum controls should include but not be limited to:

- Flashing beacon, "On" (do not use the vehicle's hazard lights (both indicators) – as this negates the ability to use indicators; which are necessary to alert other traffic on intended turns) and be in front of the vehicle being escorted.
- 'Escort Vehicle' signs shall be displayed on the front of the escort vehicle when escorting oversize loads or vehicles.
- A *Traffic Awareness Plan* must be in place, in accordance with the [Change Management](#) section of this Plan, and communicated 48 hours prior to escort tasks occurring outside of normal operations.

2.2.6 Delivery Vehicles Coming to Southern Ports Esperance

Documented communications should be issued to delivery operators, detailing the minimum requirements for delivery or pick-up of materials at Southern Ports Esperance Land Restricted Zone such as:

- A plan of the site detailing the correct route to use to get to the delivery or pick-up location.
- Contact details for the Southern Ports Esperance person.
- Details of the Personal Protective Equipment requirements for entry.
- Details of what the driver/passenger is allowed to do once at Southern Ports Esperance Land Restricted Zone and where they are permitted access.

Regular delivery drivers entering Southern Ports Esperance Land Restricted Zone are to hold a current induction and are required to display their *Maritime Security Identification Card*.

Non-regular delivery drivers entering Southern Ports Esperance Land Restricted Zone shall be assigned, and under the direct supervision of a current inducted Southern Ports Esperance employee or Port user who holds a current *Maritime Security Identification Card*.

2.3 Pedestrian and Operational Interface

Pedestrians and operational interface minimum control requirements shall be:

- Appropriate additional warning signs or personnel to be used to control traffic flow.
- A dust and water management plan for roads, in place where required. Consideration shall be given to wet weather and the issue of over-watering roads.
- Parking standards including the requirements for the immobilisation of Surface Mobile Equipment (e.g. chocking or trenching) and consideration for breakdown maintenance activities (two forms of braking applied).

Design inspection and maintenance requirements for all roadways including collision protection of hazardous and critical plant and equipment.

- A risk assessment is to be carried out prior to any temporary changes to traffic movements from the Southern Ports Esperance overarching Traffic Network Map in the form of a *Traffic Awareness Plan* in accordance with section 3.13 Change Management.

2.4 Training and Competency

Vehicles and equipment must only be operated by persons who are trained and assessed as competent for that particular type and model of equipment or road types, authorised to do so and hold the relevant licences and *Verification of Competency* before operating. All training must be in accordance with the following:

- All training must be equipment and model specific.
- All training and assessment for mobile equipment must be conducted in accordance with WA state legislation by an authorised competent person, who as a minimum, possess nationally recognised competencies in workplace training and assessment.
- Competency shall be re-assessed on a two (2) yearly frequency or as determined by risk assessment where appropriate to the mobile equipment being operated.
- The current competency status of employees will be recorded by the Learning & Development team and will be available to all Supervision.

2.5 General Traffic Rules

West Australian legislation shall apply along with applicable Southern Ports Esperance specific rules. These rules shall include but are not limited to:

- All occupants to wear a seatbelt at all times whilst in a vehicle.
- Bicycles shall not be ridden within the Land Restricted Zone.
- Motor bikes shall only be ridden from the western Main Gate entrance into the Land Restricted Zone to gain access to, and egress from, the private vehicle car park to the northeast of the Mission Control round about.
- Private motor vehicles shall only be parked in designated private vehicle car parks.
- Always drive to the road and environmental conditions.
- Demonstrate safe and responsible driving behaviour.
- Obey all traffic signal / warnings.
- Comply with all control measures detailed in current authorised *Traffic Awareness Plans*.
- Report all mobile equipment incidents immediately and do not move a vehicle involved in an event without authority from the Regional Manager (or delegate).

2.5.1 Give Way Rules

Give Way Rules for mobile equipment operating within Southern Ports Esperance shall include:

- Light Vehicle and Heavy Vehicle must give way to Surface Mobile Equipment unless otherwise indicated by traffic control personnel.
- All mobile equipment shall give way to Emergency Vehicles when in emergency mode.

2.5.2 Parking

When leaving Heavy Vehicle or Surface Mobile Equipment unattended, operators shall observe the following requirements:

- The equipment shall be parked on a level surface and away from traffic flow wherever possible;
- The equipment shall be placed in gear and the engine switched off;

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- The park brake shall be applied before leaving the equipment and one or more of the following additional restraining methods shall be used:
 - Wheel chocks applied; or
 - Turning wheels into a kerb or bank; or
 - Placing wheels in a trench designed for parking equipment; or
 - Park on a cross grade and steer wheels facing up hill; and
 - Lowering Ground Engaging Tools to the ground; and
 - Where practicable equipment shall be sufficiently separated to allow safe walk around inspections.

When leaving Light Vehicle unattended, the driver shall observe the following requirements:

- The vehicle shall be placed in first or reverse gear (or “P” for automatic transmission vehicles), and the engine switched off.
- The park brake shall be applied before leaving the vehicle.
- Any flashing beacon shall be switched off before leaving the vehicle unless the vehicle is in a hazardous situation or area; and
- The vehicle shall be parked on a level surface and away from traffic flow wherever possible.

With the exception of emergency response vehicles responding to an incident the following general requirements shall apply:

- Reverse parking shall be utilised across site.
- Parking shall only be permitted in designated areas; vehicles are not permitted to park across safe entry routes or path of travel of the berth container crane or ship loader, on kerbs or verges or on any non-designated areas.
- Parking areas shall not be used as laydown, bin collection points, or storage areas.
- All vehicle movements will be kept to essential vehicles only, in particular on the berths.
- A procedure shall be in place for parking vehicles and equipment outside of defined parking areas for example this may be a *Traffic Awareness Plan*.

2.5.3 Speed Limits

All site vehicles shall adhere to the following speed restrictions at all times:

Table 5: Vehicle Speed Limit

Condition, Situation, Description	Speed Limit
General roads	20 kph
Pedestrian crossings on general roads	20 kph
Car parks (including pedestrian crossings in car parks)	10 kph
Access roads	As sign posted
All Berths	10 kph

Personnel operating vehicles within Southern Ports Esperance, including access roads, shall drive to the conditions. This may mean driving slower than the speed limit signage where conditions indicate the need to do so.

Additional mechanisms for controlling speed may also be utilised, these may include but are not limited to:

- Reduced posted speed limits
- Audible speed alarms

- Speed detection and display board devices
- Speed humps

Any changes to speed limits on site are to be communicated to affected personnel through the authorised *Traffic Awareness Plan* process in accordance with the [Change Management](#) section of this Plan.

2.5.4 **Overtaking and Safe Following Distances**

The driver shall ensure that overtaking of another vehicle is only undertaken on the right when permitted and safe to do so.

Overtaking of road maintenance equipment or Surface Mobile Equipment on routes is not permitted unless positive communication is acknowledged or instructed by a traffic controller, and it is safe to do so.

Vehicles shall not overtake water trucks whilst the water trucks are spraying water.

Safe following distance varies with the condition and construction of a road surface, the types of vehicles being used and operating speed.

2.5.5 **Mobile Phones, Portable Electronic Devices & Reading Materials**

Mobile phones are prohibited from use whilst operating or driving Surface Mobile Equipment, Heavy Vehicle, and Light Vehicle. Inbuilt 'hands free mode' may be used within Heavy Vehicle and Light Vehicle so long as this will not pose a risk to the driver or others.

Audio earpieces, headphone attachments and portable music devices are prohibited from use within the operator's cabin unless they can be played via a link (blue tooth) through the vehicle's radio and their use will not pose a risk to the driver and others.

Reading material is prohibited from use whilst operating or driving Surface Mobile Equipment, Heavy Vehicle, and Light Vehicle.

2.5.6 **Management for Berths**

Anti-collision devices are installed on the Container Crane and the Ship Loader. These are in place to avoid the risk of collision between:

The Ship Loader or Container Crane and personnel.

Other objects at ground level on berths that may foul the travel of the Ship Loader or Container Crane.

Pedestrians must listen out for audible alarms installed on the Ship Loader or Container Crane and be alert of the movements associated with both machines.

Vehicle Parking

To avoid collision with the Ship Loader or the Container Crane the following shall be adhered to:

- All non-operational and private vehicles must be parked within the designated parking areas.
- Personnel must be aware of the overhead and travel clearances for the Ship Loader or Container Crane to avoid collision.
- Any items, plant or materials exceeding these clearances are not to be permitted to be left in the path of the Ship Loader or Container Crane.
- Only operational vehicles shall be parked on the berths.

Pedestrians

To avoid possible interactions with plant and vehicles, pedestrians proceeding along the berths must do the following:

- Pedestrians to adhere to designated walkways where marked.
- All pedestrians must contact the Cargo Supervisors prior to entering and when leaving the berths.

2.6 Radio Communications

Supervisor vehicles and vehicles driving in operational areas such as berths and product storage areas should have a VHF two-way radio.

2.6.1 Two Way Radio Protocols

The following radio protocols should be adhered to as a minimum:

- Speak clearly.
- Be precise and to the point with the message.
- Acknowledge a message correctly when received.
- When calling up, identify the vehicle or equipment identification number who they are attempting to contact at the start of the message followed by who or which vehicle is attempting to make contact. Example: Loader L01, Loader L01 this is VCL87 over.
- 'Clicking' to acknowledge receipt of message is prohibited.
- Radio use within a designated hazardous area is prohibited unless it is an emergency.
- General chatter, personal discussions, music, abuse and offensive language or behaviour is prohibited.
- If a message transmitted is not fully understood, the receiver shall request the message to be repeated until understood to remove confusion.
- Two-way radios shall be turned on at all times and at an audible level to enable radio traffic to be monitored. AM/FM radios shall be turned down when transmitting over the two-way.

2.6.2 Two Way Radio Emergency Protocols

The following emergency radio protocols should be adhered to:

- Go to channel VHF1 (Southern Ports Esperance Emergency channel)
- Call "Emergency, Emergency, Emergency"
- State your name
- Give location of emergency
- Nature of emergency or service required (i.e. ERT, Fire, Ambulance)
- Number of casualties and injuries if known
- Wait for response and confirm information and stay on VHF1 (Southern Ports Esperance Emergency channel)

2.7 Maintenance and Refuelling

A documented Safe System of Work shall be established for dealing with in-field maintenance and mechanical breakdown of equipment and within Designated Zones (Section 3.10 Designated Zones) based on the following requirements.

2.7.1 Mechanical Breakdowns

Any vehicle that is broken down should be moved off the road, provided it can be done so safely, leave the parking lights and hazard lights on. If it can be avoided, do not park light vehicles in the vicinity of Surface Mobile Equipment or Heavy Vehicle.

If the vehicle is causing an obstruction on the road or where equipment requires maintenance on the roadside, hazard lights shall be left operating. For Heavy Vehicle the

wheels must be chocked, and reflective triangles or witches' hats used to delineate the hazard which the vehicle represents to oncoming traffic.

Contact your supervisor or delegate and advise them of the vehicle breakdown and its location. If the vehicle is parked on a slope, turn the front wheel into the kerb or drain and chock the wheels, put the vehicle into first gear or in Park (for automatic vehicles) and ensure the handbrake is fully applied.

The following requirements shall apply for a documented Safe System of Work when dealing with in-field maintenance and mechanical breakdown of equipment:

- Measures required to prevent uncontrolled movement.
- Demarcation requirements.
- Environmental considerations (spills/leaks).
- Responsibilities of supervision and equipment operators.
- Towing of vehicles and equipment by an authorised towing method only.

2.7.2 **Refuelling and Servicing**

The following points are to be observed to ensure the safe fuelling of Light Vehicle, Heavy Vehicle and Surface Mobile Equipment:

- The vehicle's engine must be turned off and keys removed from the ignition.
- The driver shall exit the vehicle during refuelling operations.
- No smoking or naked flames within ten (10) metres of vehicles or pump while fuelling is in progress.
- Mobile phones must not be used while fuelling. They must be turned off or left within the vehicle cab.
- No equipment is to be left unattended while re-fuelling. Replace nozzle correctly to prevent unwanted fuel spills.

A Safe System of Work for dealing with in-field refuelling and servicing of Surface Mobile Equipment and Heavy Vehicle shall apply:

- Measures required preventing uncontrolled movement.
- Operator's exit of vehicle prior to refuelling.
- Separation requirements from other traffic.
- Hydrocarbon management/spill response.

2.8 **Rail Traffic Areas**

Due to the confines of Southern Ports Esperance, the numerous rail crossings, the length of the train and wagons, the ambient noise levels and the long run of wagons which are automatically indexed from the Rotary Car Dumper, the rail corridor within Southern Ports Esperance presents a potential high-risk interaction for all traffic types.

All vehicles and pedestrians shall give way to train movements along the rail corridor; the only exception is when an emergency situation exists.

Working within the rail corridor is classified as high risk and is only permitted when a Rail Corridor Permit has been issued and the controls indicated within the Permit have been applied.

2.8.1 **Barricading and Signage along the Rail Corridor**

To prevent pedestrian interaction with the rail wagons when processing rolling stock through the Rotary Car Dumper, the rail corridor at the Rotary Car Dumper shall be physically separated by fixed barriers and guardrails.

Where there is an operational requirement to work within the rail corridor whilst the rail is live such as train movement occurring through the Rotary Car Dumper, which is not rail track, or rail corridor maintenance then a safe system of work will be detailed within that works.

Fixed signage shall be displayed in accordance with *AS/NZ 1742 Part 3*, at the rail crossing points to indicate that a live rail track exists, and train movement is probable.

2.8.2 Pedestrians Crossing Rail

The following general rules shall be adhered to:

- Pedestrians shall not encroach within three (3) metres of the nearest rail of any line unless they are crossing the railroad.
- Pedestrians shall stand a minimum of five (5) metres clear of the track and face towards the oncoming rolling stock whilst they are passing.
- Pedestrians shall expect rail vehicle movements on any track from either direction at any time and shall protect themselves in accordance with Southern Ports Esperance Rail Permit.
- Personnel working on or near the track shall not wear red or green coloured clothing that may be confused with a signal or other trackside equipment.
- Personnel shall not climb over, under or between any rolling stock.
- Personnel shall not attempt to jump onto rolling stock, moving track vehicles or equipment.
- Stepping between points or placing any part of their body on or within the frogs or other components unless carrying out an authorised inspection.
- Personnel shall not cross double track unless it is clear in both directions watching for potential shadowing.
- Personnel shall not cross within ten (10) metres behind or in front of rolling stock.
- Look both ways and ensure the track is clear before proceeding to cross. If no designated walkways are available, cross at a location where it is safe to do so and:
 - Maintain continual vigilance.
 - Step over rails not on them.
 - Ensure crossing location is appropriate.
 - Do not cross in the vicinity of points or other moving parts.

2.8.3 Vehicle Rail Crossings

Vehicles are only to cross at designated crossing points along the rail corridor. All vehicles are required to give way where indicated by a "Give Way" sign and marked line; this is for sighting purposes and to mitigate intrusion into the rail corridor where contact could be made with rolling stock.

Vehicles shall not cross the rail corridor without first having stopped if required by signage and checked for rolling stock movement. Vehicles can only cross the rail corridor if the rolling stock is clear of the 10m marking, away from the crossing.

Where the rolling stock is closer than 10m away vehicles are to either wait until the rail crossing is clear or utilise another rail crossing further along the rail corridor.

2.8.4 Low Loader Crossing

Low loaders are only permitted to cross railroad level crossings at locations authorised and prior to attempting any railroad crossing obtain authorisation from Southern Ports Esperance Representative and ensure:

- No rolling stock is parked within 50 metres of the crossing.

- No rolling stock is moving within 600 metres of the crossing or movement of the train is not obvious.
- Should the belly of a vehicle foul the crossing, notify the Southern Ports Esperance Representative immediately.

2.9 Designated Zones

Designated zones include but are not limited to berths, workshops and park up areas, active loading operations within product storage areas and container pads.

These shall be demarcated to restrict access to non-authorised workers. Only workers who have been verified as competent and authorised are permitted to operate vehicles in Designated Zones while surface mobile equipment are in operation.

2.9.1 Access Control Process

When an approved Port Contractor or licensed Stevedore utilises a Port operational Designated Zone to conduct approved works, the designated operational zone will be under the designated user's control for the duration of the work being undertaken. The following designated operational zone access control protocol shall be followed:

- Barriers, delineations and signage shall be erected in accordance with the *Barricading, Guarding and Signage* Procedure by the designated user at the operational area points of entry.
- The signage must detail the designated area supervisor's contact details including VHF/UHF radio channel and contact phone number.
- Workers who are not a part of the designated user's working operational team, but who wish to enter a designated operational area, shall establish positive communication with the designated area supervisor prior to entry.
- Once communication is established, the designated area supervisor will communicate the known risks, any nominated safe zones and traffic flow, prior to granting access.
- Access will be granted by the designated area supervisor, or their delegate. The degree of access will depend on the presenting hazards in the designated area.
- The designated area supervisor may suspend operations to allow safe access.
- The applicable Traffic Awareness Notice (TAN) must be followed by all vehicles accessing the designated operational zone. If at any time the TAN cannot be followed the designated area supervisor may initiate a stop work authority to ensure the safety of all workers.
- If there is access conflict, the designated area supervisor will contact their Southern Ports Representative prior to granting access.
- Prior to departing the designated operational zone, the entrant shall establish positive communications with the designated area supervisor or their delegate and communicate their intention to depart the designated operational zone. The designated area supervisor shall authorise the departure and provide a safe egress route.

2.9.2 Separation of Heavy Vehicle and Surface Mobile Equipment

The following requirements shall apply:

- Whenever practicable there shall be separation of Light Vehicle and Heavy Vehicle from Surface Mobile Equipment.
- Port users shall ensure Light Vehicle and Heavy Vehicle are separated from Surface Mobile Equipment by an authorised method within their work areas.

2.9.3 Separation of Vehicles and Pedestrians

The following requirements shall apply:

- Whenever practicable there shall be separation of pedestrians from Heavy Vehicle and Surface Mobile Equipment and Heavy Vehicle.
- No Heavy Vehicle or Surface Mobile Equipment should be parked within five (5) metres of a designated pedestrian crossing.

2.10 Low Clearance Areas

Operating under low clearance areas, require the following but not limited to:

Roads travelling under structures such as overhead conveyors, entry into product storage sheds or other structures where the safe vertical distance above the road is less than 4.6 meters shall have the following installed:

- Height warning sign installed on the structure in question.
- Where possible the installation of warning devices across the road to be provided ahead of the structure that shall allow a vehicle time to stop given the posted speed limit for any vehicle that may pass under it.

2.11 Wide and Abnormal Loads

Wide and abnormal loads to be transported on the Southern Ports Esperance traffic network shall be:

- Documented on a *Traffic Awareness Plan* with 48 hours' notice prior to load / delivery being transported.
- Authorised by the Regional Manager (or delegate).
- Escorted in accordance with section 3.2.5 Escort Vehicles

The maximum dimensions for a vehicle driving on public roads in Western Australia are as specified in Table 6 below.

Table 6: Wide Load Limits

Dimension	Limit
Maximum width (without <i>Restricted Access Vehicle Permit</i>)	2.5 m
Maximum height (without <i>Restricted Access Vehicle Permit</i>)	4.3 m
Maximum length of vehicle that is not part of a combination (without <i>Restricted Access Vehicle Permit</i>)	12.5 m
Maximum length of vehicle that is part of a combination (without <i>Restricted Access Vehicle Permit</i>)	19.0 m

Vehicles transporting loads of greater dimensions require a *Restricted Access Vehicle Permit* issued by Main Roads WA when travelling on roads outside of Southern Ports Esperance Road network.

The *Restricted Access Vehicle Permit* should concern a single trip between specific locations or allow travel on nominated routes over a set period of time.

2.12 Change management

This Traffic Management Plan shall be reviewed and authorised by the *Regional Manager* (or *Delegate*) prior to implementation and reviewed every two years.

Temporary changes to the Traffic Management Plan, Southern Ports Esperance traffic network shall be conducted utilising a *Traffic Awareness Plan*.

Significant or permanent changes to the Traffic Management Plan shall be subject to the Southern Ports Esperance Change Management process and shall be supported by the following:

- Risk assessment;
- Details of change; and
- Communication to applicable personnel

The change management process shall distinguish between low, medium and high risk, and incorporate the permanent changes.

2.12.1 Traffic Awareness Plans

The *Traffic Awareness Plan* template (D17/9061) shall be used for all road maintenance and temporary traffic control changes, that may include or impact on road diversions, car parks, workshops, berths or other road users which disrupts normal traffic management flow on the sites established Southern Ports Esperance traffic network.

The completed *Traffic Awareness Plan* shall be submitted to the Southern Ports Esperance Supervisor responsible for the works, for review. When satisfied the *Traffic Awareness Plan* identifies and controls the hazards associated with the change, the Southern Ports Esperance Supervisor will sign off on the *Traffic Awareness Plan* and submit it to the Regional Manager (or delegate) for authorisation.

No physical changes will occur until a *Traffic Awareness Notice* has been authorised by the Southern Ports Esperance Supervisor and issued by the OHS team.

The Southern Ports Esperance supervisor responsible for the works (or delegate) shall inspect the location of the works to ensure compliance with the authorised *Traffic Awareness Plan* (table 3.13.1).

Traffic Awareness Plan shall include:

- Brief description of the scope of works and the actual changes required to comply with the proposed *Traffic Awareness Plan*.
- The identification of hazards associated with the change to the Southern Ports Esperance traffic network and controls necessary for risk mitigation.
- The areas affected by the Southern Ports Esperance traffic network change and the expected time frame.
- A sketch / photograph of the site layout showing the area of works, signage, warning devices, surface specification, and distances with the traffic control devices in accordance with *Traffic Awareness Plan*.
- Include the inspections that shall be conducted while the *Traffic Awareness Plan* is in place.

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Table 7: Traffic Awareness Plan Development, Authorisation and Communication

From	To	Documentation	Description
Traffic Awareness Plan (TAP) Applicant – contractor or port user	Southern Ports (SPA) Representative	<i>Traffic Awareness Plan (TAP)</i>	Create <i>TAP</i> by populating the template and checklist. Submit <i>TAP</i> to SPA Representative. Any necessary changes or amendments will be discussed and completed between parties prior to proceeding.
Traffic Awareness Plan (TAP) Applicant – SPA	Southern Ports (SPA) Supervisor	<i>Traffic Awareness Plan (TAP)</i>	Create <i>TAP</i> by populating the template and checklist. Submit <i>TAP</i> to SPA Supervisor Any necessary changes or amendments will be discussed and completed between parties prior to proceeding.
Southern Ports (SPA) Representative or Southern Ports (SPA Supervisor)	Operations Superintendent	<i>Traffic Awareness Plan (TAP)</i> and <i>Traffic Awareness Notice (TAN)</i>	SPA Representative or SPA Supervisor to review <i>TAP</i> and ensure that all necessary controls identified. SPA Representative or SPA Supervisor signs the <i>TAP</i> and prepares an accompanying <i>TAN</i> . All forms are submitted to the Operations Superintendent.
Operations Superintendent	Esperance OHS	<i>Traffic Awareness Plan (TAP)</i> and <i>Traffic Awareness Notice (TAN)</i>	Operations Superintendent reviews <i>TAP</i> and <ul style="list-style-type: none"> • If authorised forwards to Esperance OHS • If rejected returns to SPA Representative or SPA Supervisor with suggested actions / comments.
Esperance OHS	Communication (All Site)	<i>Traffic Awareness Notice (TAN)</i>	Esperance OHS registers the <i>TAP</i> and issues the site wide <i>TAN</i>
Esperance OHS	Southern Ports Representative	<i>Traffic Awareness Plan (TAP)</i>	Esperance OHS provides SPA Representative and the <i>TAP</i> Applicant with a copy of the authorised <i>TAP</i> to prepare to inspect the <i>TAP</i> controls
<p>Hold and Inspection Point</p> <ul style="list-style-type: none"> • The <i>TAP</i> is submitted for physical changes to the Southern Ports Esperance Traffic Network. The SPA Representative, or SPA Supervisor, in conjunction with the <i>TAP</i> Applicant will inspect the area and the changes to ensure that all controls as authorised on the submitted <i>TAP</i> are in place. • Any necessary amendments or additions to the <i>Traffic Awareness Plan</i> where the controls prove adequate will be made immediately and recommunicated to all. • Where the <i>TAP</i> has been submitted for incoming wide or abnormal loads or deliveries to SPA Esperance, the SPA Representative or SPA Supervisor will oversee that the <i>TAP</i> controls are followed. 			

2.12.2 Communication

Changes to this Traffic Management Plan and all *Traffic Awareness Plan* shall be communicated across Southern Ports Esperance by way of a *Traffic Awareness Notice* prepared by the Southern Ports Esperance Supervisor and issued by Southern Ports Esperance OHS.

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A minimum of 48 hours should be required from the issue of the *Traffic Awareness Notice* to the implementation of the proposed change affecting Southern Ports Esperance.

Any road closures affecting the Southern Ports Esperance Traffic Network should require 3 days' notice.

2.13 Routine Maintenance and Inspection

All sealed and unsealed roads covered by this Traffic Management Plan shall be kept free of loose material as far as is practicable. If loose material is deposited on sealed road surfaces then warning signs shall be provided until the road surface has been cleared.

In order to maintain the road network in a safe condition, regular maintenance and inspections of roads and pedestrian access ways should be undertaken. The inspection should record the condition of routes and note any works that are required.

The following minimum inspection should include but not be limited to:

- Park up areas are correctly designed;
- Separation of Light Vehicle and Heavy Vehicle from Surface Mobile Equipment is established and implemented;
- Pedestrian access ways and signage clear and legible;
- Traffic Management Plan and *Traffic Awareness Plan* requirements are established, implemented and communicated to all employees, contractors and Port users;
- Southern Ports Esperance speed limits are correctly displayed;
- Lighting conditions;
- Roadway and pavement markings;
- Roadway design meets the standard of this Traffic Management Plan;
- The surface remains free draining;
- The creation of airborne dust is minimised; and
- Hazards such as, but not limited to loose material, potholes and washouts have been removed.

2.13.1 Excavations

Excavations on or beside Southern Ports Esperance roads over 500mm in depth, shall have water filled barriers or windrows constructed along the edges of the excavation. The barriers or windrows should be a suitable height to prevent the largest vehicles driving through them.

Maintenance Crews on Network Roads

It is the responsibility of the Regional Manager (or delegate) to establish a safe system of work where maintenance crews are working close to traffic. The Regional Manager (or delegate) shall identify and establish additional precautions to ensure maximum visibility and that early warning levels are maintained in accordance with this plan.

Road maintenance activities shall be carried out, in accordance with, but not limited to, the following conditions:

- All mobile equipment used for road work must have a flashing amber beacon;
- Spotters and other personnel working near road maintenance equipment are required to wear high visibility vests or clothing;
- Where personnel are working on foot, the speed limit is to be reduced to 15km/h;
- Where traffic flow is restricted to single lane then traffic lights or appropriately trained traffic controllers will be utilised to control the traffic flow;
- The road work area shall be delineated to segregate it from any adjacent pedestrian or vehicular traffic zones;

- Area must have signs on the approach to the road works, indicating “road work in progress,” and the appropriate speed limit signs;
- Area must have signs at the end indicating “end of road work,” and end of roadwork speed limit;
- All roadwork signs must comply with *AS/NZS 1742* and *AS/NZS 1743*. The signs are to be placed so they are clearly visible, maintained and regularly cleaned to ensure continued compliance with relevant standards; and
- All roadwork signs must be removed on completion of road works. Where signs are required to be left over night, flashing hazard lights should also be installed to indicate the traffic hazards.

2.13.2 Safe Use of Spotters

A ‘spotter’ is a person on the ground, solely responsible for guiding the direction of any part of an item of mobile equipment or vehicle.

Operators of all equipment must remain alert for the movements of other vehicles, and pedestrians.

Operators of Light Vehicle must exercise caution when reversing and are to use a ‘spotter’ when necessary.

A spotter shall be used when Heavy Vehicle and Surface Mobile Equipment vehicles reverse in trafficked areas or confined areas.

Spotters shall:

- Remain visible to the operator and in a position of safety;
- Maintain a clear view of the hazard areas (operators’ blind spots);
- Stay clear of the vehicle’s path;
- Avoid walking backward;
- Use agreed radio or hand signals to communicate with the operator;
- Immediately signal the operator to stop if any person or object enters the hazard areas; and
- Signal the operator to stop if the spotter must change positions when the vehicle is moving; the spotter should then move to the new position and signal the operator to continue.

In the case of an excavator (or similar boom-type machine), the spotter shall remain a minimum of two metres from the length of maximum reach while the machine is in operation. Person(s) may only enter the ‘swing zone’ once the spotter has established positive communication with the operator and the machine has ceased operation and grounded their bucket and or implement.

2.14 Road Design

2.14.1 New Roads or Pavements

Subject to availability of capital funding, new or redesigned roads or pavements shall meet the following requirements:

- Made from material that will not become slippery when wet;
- Minimises the generation of dust; and
- Be free draining.

They will be provided with:

- Edges that are clearly marked and visible at all times;
- Curves of sufficient radius to allow drivers and operators sufficient vision equal to the stopping distance of the vehicle; and

- Consider the interaction of all potential vehicles and pedestrians.

2.14.2 Pedestrian Access

Pedestrian walkways and roadway crossing points should be installed in accordance with the requirements of Austroads Guide to Traffic Engineering Practice – Part 13 Pedestrians.

Marked pedestrian zebra crossings should be installed in accordance with *AS/NZS 1742.10 – 1990 Manual for Uniform Traffic Control: Part 10 Pedestrian Control and Protection*.

Pavement markings should be white and consist of a series of longitudinal bars 600 mm wide and generally not less than 3.5 m long. The bars should be placed parallel to the centre of the road with gaps of approximately 600 mm between bars.

The pavement markings should be positioned at right angles to the road and may be angled by not more than 30 degrees where local circumstances require.

Where necessary and practicable the pedestrian route is to be protected from the encroachment of vehicles. This may be in the form of but does not limit to:

- Designated walkways for pedestrians and where possible the installation of safety railings to eliminate interaction with vehicle movements; and
- Designated separate parking areas for Light Vehicle, Heavy Vehicle and Surface Mobile Equipment.

2.14.3 Classification of Roads and Trafficable Areas

Table 8: Classification of Roads and Trafficable Areas

Classification	Requirement
Class A	Bitumen Road.
Class B	Well made all weather gravel road that is continuously maintained and not subject to flooding.
Class C	Made gravel roads that are not all weather or continuously maintained, or areas where no roads are in place, such as gravel roads product storage sheds.
Class D	No made roads in place.

2.14.4 Intersection Design Parameters

The minimum design parameters for intersection designs should include:

- Meeting at an angle of 90 degrees.
- Limitation of speed to ensure that the visible sight distance exceeds the required stopping distance.
- Where possible, a minimum straight section of 20 metres on approach to intersections where practicable.
- Use of signs from *AS 1742.1* to warn of approaching intersections.
- Placement of intersection warning signs on permanent roads.
- Use of 'Keep Left' signs at intersections where practicable.
- 'Stop' or 'Give' Way signs shall be used at intersections applicable to the risk associated to the location.

Where any of the above points cannot be practicably achieved, a risk assessment must be conducted and control measures taken to control the risks identified.

2.14.5 Blind Corners

Widened access roads will be constructed where possible to allow traffic to pass safely in both directions.

Signage indicating 'Keep Left' shall be placed, prior to a blind corner to direct traffic to the correct carriage way.

Where the access road cannot be widened in order to separate the flow direction, other risk control methods will be utilised such as the installation of a domed mirror.

2.14.6 Traffic Signage

The following requirements should apply to signage at Southern Ports Esperance:

- All signs should be installed in accordance with *AS 1742.2: Manual of uniform traffic control devices - Traffic control devices for general use*.
- All damaged and faded signs should be replaced with new retro-reflective signage. The reflective material used shall meet the requirements of *AS/NZS 1906.1: Retro reflective materials and devices for road traffic control purposes - Retro reflective sheeting*.
- All signage that is obsolete or no longer required is to be removed.
- Road signage should be installed at a minimum height of 1.5 metres for light vehicle roads where there are no pedestrians and no parked vehicles are expected.
- Stop, Give Way, No Entry and advanced Pedestrians warning signs should be on the left side of the roadway, with a second sign on the right if required to provide additional emphasis.
- Signage is to undergo routine maintenance inspections to ensure that damaged signs, missing signs or signs in poor condition are identified and replaced promptly.
- Signs sourced from *AS 1742.1* should be of a minimum size B.
- Custom signs shall only be used when a standard sign cannot convey the desired message. Temporary signs made from plastic laminated paper shall be replaced regularly and be erected no longer than four (4) weeks.
- Any text shall be of a size legible for the set speed of the area.
- Creation of any new sign should require authorisation from the *Regional Manager or Delegate*.

2.14.7 Lighting

Car parks should have a minimum level of lighting as specified for open air car parks in lighting for roads and public spaces in *AS/NZS 1158.3.1 - Pedestrian area (Category P) lighting – Performance and design requirements*.

Pedestrian lighting should also be provided on key routes throughout Southern Ports Esperance. Lighting shall be based on a risk assessment taking into consideration the following factors:

- Lights fit for purpose;
- Position and height of lights relative to traffic;
- Delineation and protection from vehicle impacts;
- Access and servicing requirements.

Mandatory lighting is required at:

- Permanent park-up areas;
- Building facilities and immediate areas;
- Berths;
- Pedestrian crossing and permanent walkways.

2.14.8 Delineation

The following road delineation requirements should apply:

- Fitted with red and white reflectors. Red reflectors placed on the left hand side of the road, white reflectors on the right hand side.
- Located at an interval of at a maximum distance 50 metres on flat straight roads and 30 metres on curves.
- Placed in a manner to not introduce risks in order to clean them.
- Delineation shall be identified for all restricted areas.

2.14.9 Speed Management

Speed limits shall be capable of being practically and equitably enforced by use of speed zones of adequate length, by limiting speed limit changes and by clarity and frequency of sign posting.

Speed limit signs are to be erected on the left side of the roads and no other sign should be erected on any post carrying a speed limit sign.

Maximum speed limits set should take into account:

- The required stopping distance at the set speed limit should not exceed the visual sight distance;
- The minimum reaction time for stopping distance calculations should be 2.5 seconds;
- Gradient of road;
- Road surface coefficient of friction;
- Likelihood or presence of pedestrians, people working on or near roads and road hazards.

2.14.10 Parking Areas

The following general requirements should apply:

- Designated parking areas should be provided to accommodate the expected number of vehicles with the parking bays located so that approaching traffic is visible, to all drivers;
- Where there is risk of vehicles hitting objects when reversing or parking, wheel stops should be installed to prevent contact;
- Surface Mobile Equipment and Heavy Vehicle shall not park in the same area as Light Vehicle within designated parking areas.
- Parking bays shall be of an adequate size to ensure the safe access and parking of the largest vehicle using them;
- Where vehicles are reversed parked back to back, there will be design parameters or risk control measures in place to prevent collision and / or the crushing of pedestrians in-between the rear of the vehicles;
- Parking bay design should prevent collision with other parked vehicles and equipment;
- Rubber tyred Surface Mobile Equipment shall be parked on level ground with the park break engaged and another means to prevent it rolling away, for example but not limited to GET lowered to the ground or chocks.

2.14.11 Windrows

There shall be procedures on the construction of windrows as a preventative barrier. As a minimum, these guidelines shall include:

- Compliance with the Mines Safety Inspection Act 1994 and Mines Safety Inspection Regulations 1995; and

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- Compliance with the Occupational Safety and Health Act 1984 and Occupational Safety and Health Regulations 1996; and
- Construction material considered appropriate for a windrows intended purpose.

2.15 Auditing

An audit of the traffic management network shall be conducted at Southern Ports Esperance to assess compliance against the requirements of the Traffic Management Plan yearly, which shall be documented and recorded.

APPENDIX A: MISSION CONTROL TO WEST OF SHED MAP

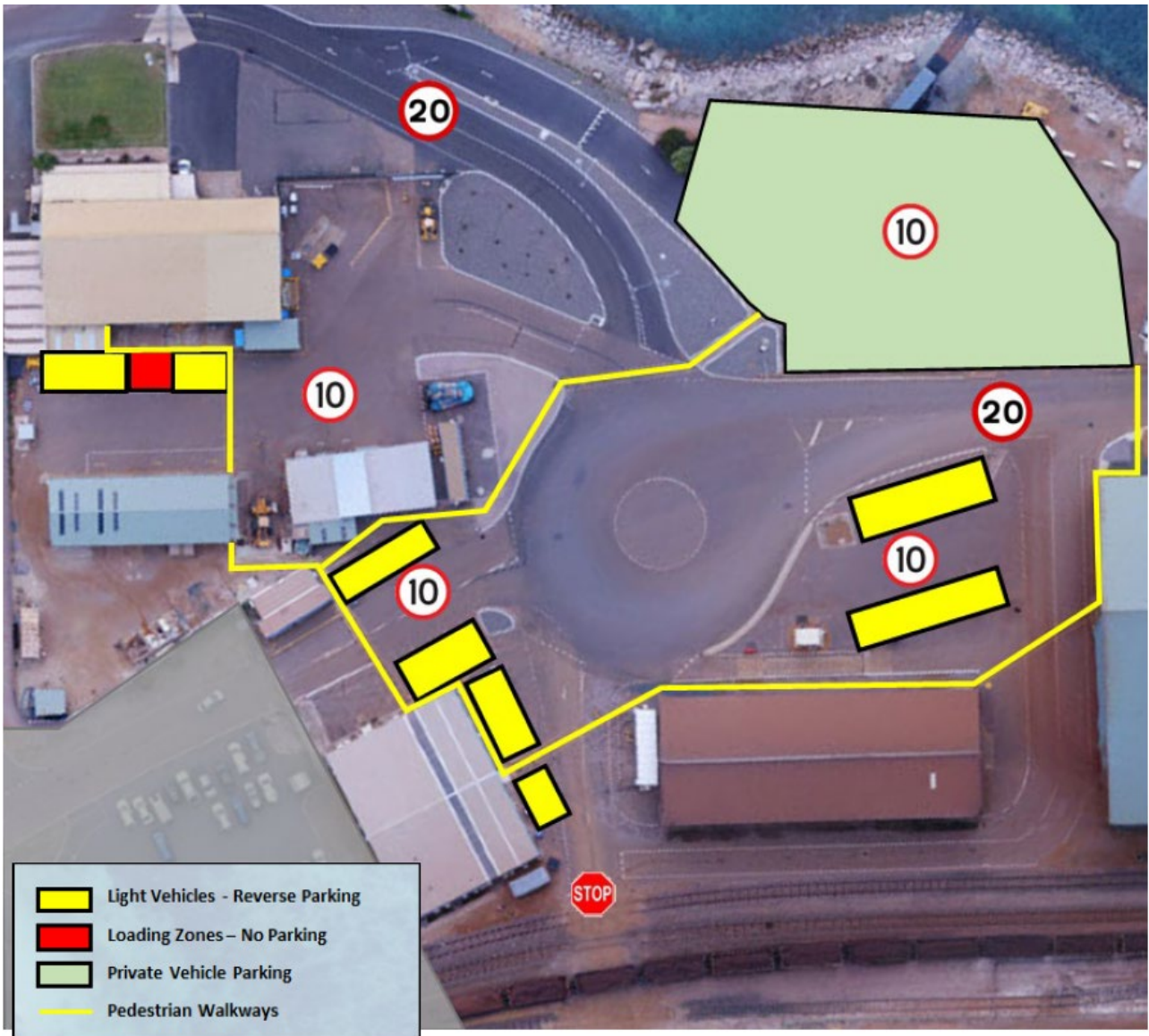


Figure 1: Mission Control to West of Shed Map

APPENDIX B: NORTHSIDE SHED 2 MAP

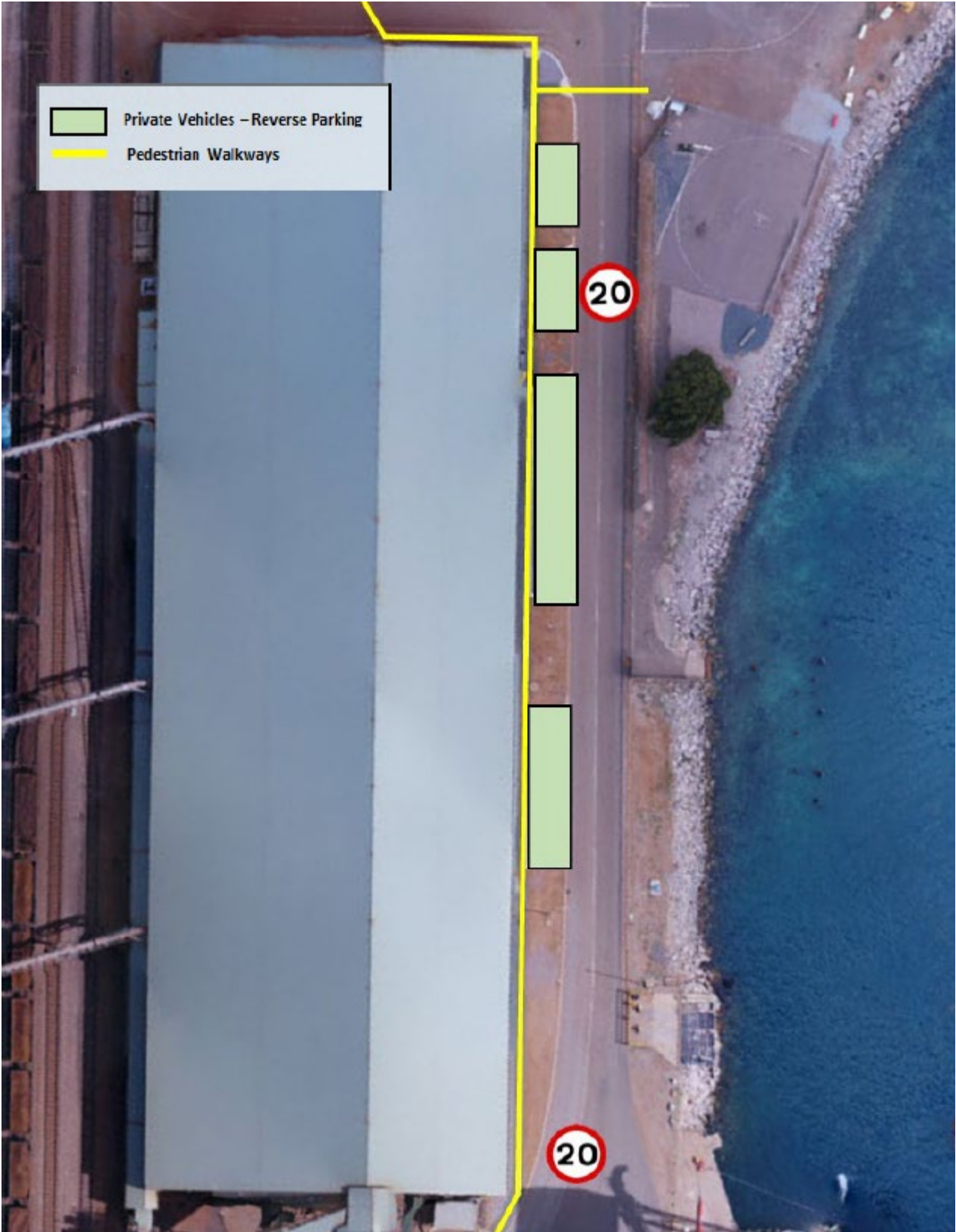


Figure 2: Northside Shed 2 Map

APPENDIX C: NORTHSIDE MCC MAP

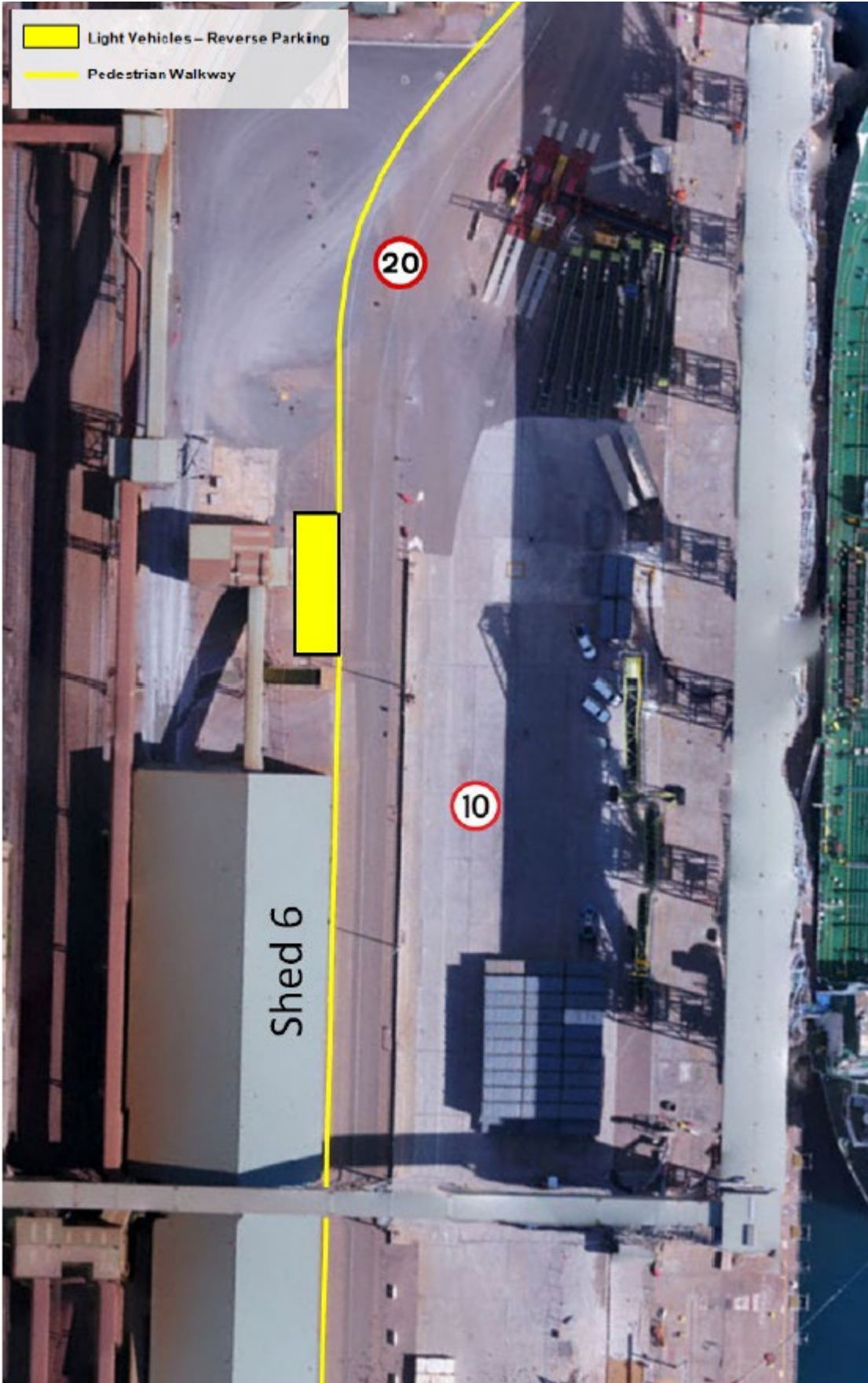


Figure 3: Northside MCC Map

APPENDIX D: CAR DUMPER & PORT ROAD MAP

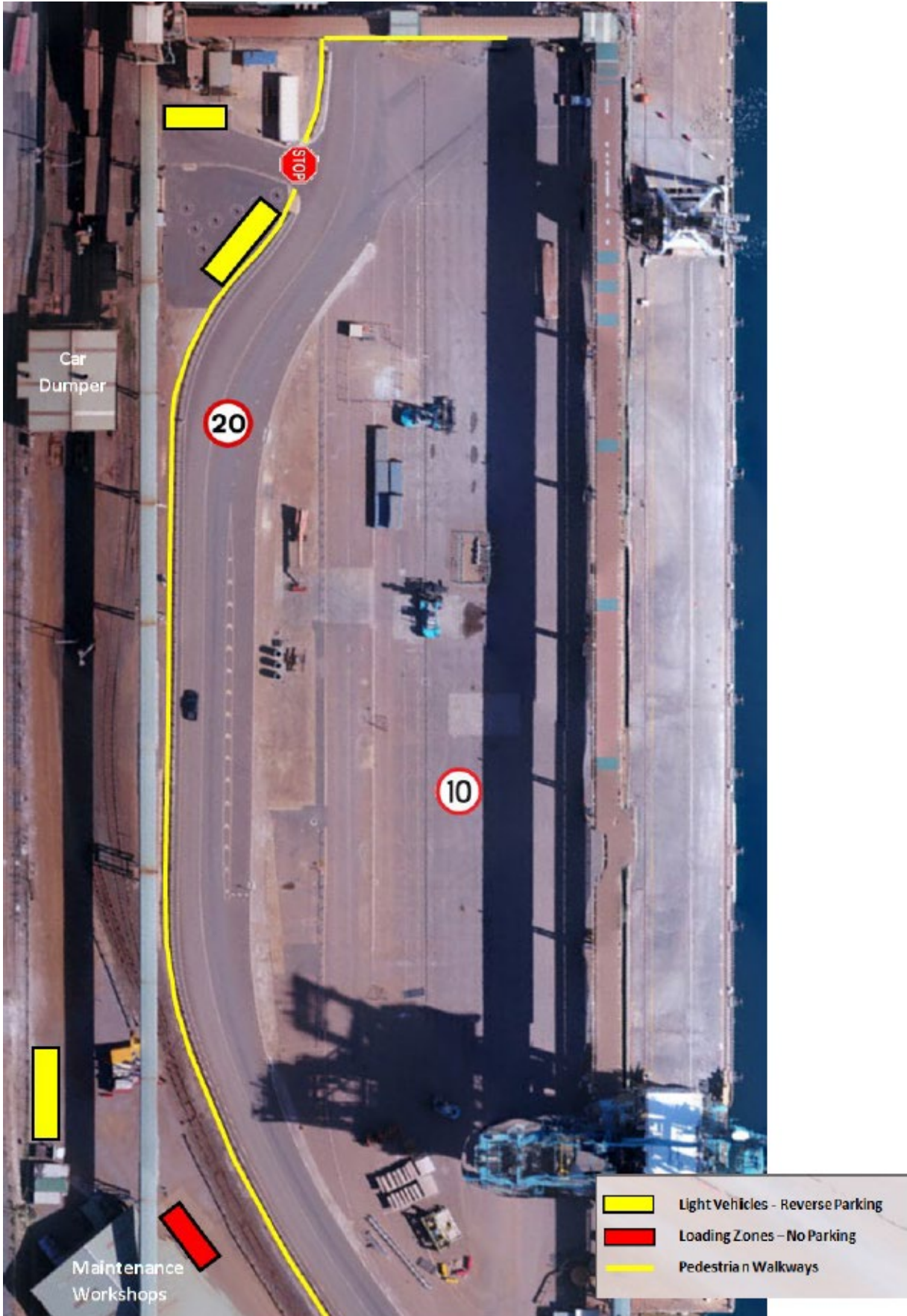


Figure 4: Car Dumper & Port Road Map

APPENDIX E: MAINTENANCE AREA MAP



Figure 5: Maintenance Area Map

APPENDIX F: BOAT PENS AND CLIFFS OFFICE MAP



Figure 6: Boat Pens and Cliffs Office Map

APPENDIX G: BERTH 3 AMENITIES & CONTROL ROOM MAP



Figure 7: Berth 3 Amenities & Control Room Map

APPENDIX H: TRAFFIC NETWORK MAP



Figure 8: Traffic Network Map