# GUIDELINE: Roadside Worksites

<table>
<thead>
<tr>
<th>Version</th>
<th>1.0</th>
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<tbody>
<tr>
<td>Short description</td>
<td>A guideline on ensuring a safe method of works on or near roadways within Charles Sturt University deemed 40km/hr or less.</td>
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<tr>
<td>Relevant to</td>
<td>All DFM employees</td>
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<td>Authority</td>
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<tr>
<td>Responsible officer</td>
<td>Facilities OHS Manager</td>
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<td>Responsible office</td>
<td>Division of Facilities Management</td>
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<td>16, June, 2006</td>
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<tr>
<td>Related University documents</td>
<td>Occupational Health and Safety Policy</td>
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<td>Division of Facilities management policy documents</td>
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<tr>
<td>Related legislation</td>
<td>Occupational Health and Safety Act, 2000 (NSW)</td>
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<td>Occupational Health and Safety Regulations, 2001 (NSW)</td>
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<td></td>
<td>Various RTA regulations</td>
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1. PURPOSE

This guideline is designed to describe and raise relevant issues for planning work on or near roadways within Charles Sturt University to ensure safe methods are engaged. The material is aimed for vehicle nominated road speeds of 40 km/hr or less.

2. SCOPE

This guideline applies to staff members of the Division of Facilities Management that intend to work on or near roadways within the University.

3. REFERENCED DOCUMENTS

a) Australian standard HB 81.1 – 2003 Field guide for traffic control at works on roads Part 1: short term urban works, daytime only

b) WorkSafe Victoria “SWAT” campaign. Safety - Workers and Traffic

c) Australian standard AS 1742.3 “Manual of uniform traffic control devices Part 3: Traffic control devices for work on roads

4. DEFINITIONS

4.1 Roadside worksite

A roadside worksite can include any works that occur on or near a road. Examples of works include road maintenance, utilities works, events, emergencies, stock control or landscaping works.

4.2 Short term worksite

A short term worksite can be defined as when the traffic management plan is only required while staff are in attendance and is generally confined to less than a normal shift.

4.3 Components of a typical worksite

a) Advance warning area – the area preceding the works. As a rule of thumb it is considered to be twice the speed limit in expressed metres.

b) Transition or taper area – the distance of the taper of an existing lane to move traffic around the worksite.

c) Clearance area – a distance from the end of the taper area before the work area.

d) Work area – the distance covering the area of the worksite.

e) Termination area – the area post the worksite where the road condition return to normal.
5. RESPONSIBILITIES

a) The Division of Facilities to ensure that appropriate controls are employed for all roadside works. This includes the provision of the necessary equipment.

b) The supervisor of such works shall ensure that appropriate controls are employed at roadside works and that staff comply with requirements.

c) Staff shall work to the required guidelines and not undertake activities that may harm themselves or others.

6. GENERAL GUIDELINES FOR ROADSIDE WORKS

6.1 Planning

Planning is required prior to any work commencing. This involves the identification of hazards associated with the work, choosing appropriate controls to manage the risk and the recording of this plan.

This can be done using the AS handbook HB 81.1 Field guide for traffic control at works on roads Part 1: Short term urban works daytime only as a reference guide. The preparation of diagram representing the works layout is most useful, and site specific issues must be taken into account.

6.2 High visibility clothing

The use of high visibility clothing or vests is an essential component of risk control strategy. Incidents due to “not being seen” as dramatically reduced as result of the wearing of high visibility clothing. High visibility clothing must be worn at all times while on or at the worksite.

6.3 Advance warning signage

Australian standard HB 81.1 recommends that the “Worker symbolic” worker ahead sign, be located at the start of the taper length of approximately 30m, for speed limits of 50km/h or less.

6.4 Taper cones

Taper cones should meet the relevant Australian standards and for work on low speed busy roads of 60 km/h or less should be sited a maximum distance of 4m apart.
6.5 Clearance area
A clearance area should be established between the end of the taper and the start of the work site.

6.6 Work zone separation from passing traffic
You need to restrict workers from working closer than 1.2m to the line of cones or bollards separating the work area from the traffic stream at speeds of 60km/h or less.

If this is not practicable, a speed limit of 40km/h or less must be engaged and precautions undertaken to ensure the safety of workers.

6.7 End of works
An “end of roadwork” sign is not required for short term works.

7 VERY SHORT TERM WORKS

Very short term works have been treated as a separate category and may be carried out without the use of fully protected worksites due to the possible significant inefficiencies that occur. None the less, it is still a requirement that all worksites are safe.

7.1 Work between gaps in traffic (see HB 81.1 paragraph 4.8)
Works of a very short nature may be carried out within gaps in traffic provided that:

a) a lookout person who can see approaching traffic for a distance in meters twice the speed eg for a 40km/h speed the distance is 80m and,
b) work vehicles and equipment are parked clear of moving traffic lanes.

A vehicle mounted warning device shall be displayed on the work vehicle.

8 FURTHER SAFETY CONSIDERATIONS

a) Signage should only be displayed while works are being undertaken.
b) Allow consideration for site specific environment eg straight road or bend, visibility of the day etc.
c) Star pickets should not be used within 1m of the traffic path.
d) Do not force drivers to break the law.
e) WorkSafe Victoria comments that the simple rules for signage are to ask if the signage in place is accurate, basic, credible and visible. This provides a good check to its suitability
### Table of amendments

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<tr>
<th>Version number</th>
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<tbody>
<tr>
<td>V 1.0</td>
<td>15 June 2006</td>
<td>Original Draft developed by Facilities OHS Manager</td>
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